

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, April 25, 2022 – 5:30 p.m.
Virtual Meeting

This meeting may 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 City Council Meeting Procedures at the end of this agenda for information on options to make public comment.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES TO THE AGENDA

CONSENT AGENDA

1. City Council Minutes

Documents:

[City Council Study Session Minutes - March 31, 2022.pdf](#)
[City Council Meeting Minutes - April 11, 2022.pdf](#)
[City Council Study Session Minutes - April 14, 2022.pdf](#)

2. Resolutions 1239, 1240 & 1241 Authorizing RCO Grant Applications for Parks Projects

Documents:

[AGENDA BILL Resolutions 1239, 1240 and 1241.pdf](#)

3. Resolution 1242 Authorizing an RCO Grant Application for North Creek Culvert Replacement Project Design and Permitting

Documents:

[AGENDA BILL Resolution 1242.pdf](#)

4. Approval of Vouchers

Check numbers 97672 through 97777 and ACH payments in the amount of \$688,976.68.

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

PUBLIC COMMENT ON NON-AGENDA ITEMS

Documents:

OLD BUSINESS

1. Second Reading and Adoption of Ordinance 1486 Repealing GHMC 2.51 Standing Committees

Suggested Motion: Move to approve Ordinance 1486

- a) Report: City Clerk Josh Stecker
- b) Clarifying questions from Council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Ordinance 1486.pdf](#)

NEW BUSINESS

1. Resolution 1238 Revising Council Guidelines & Procedures

Suggested Motion: Move to approve Resolution 1238

- a) Report: City Clerk Josh Stecker
- b) Clarifying questions from Council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Resolution 1238.pdf](#)

2. Prentice Avenue/Fennimore Street Half-Width Roadway Improvements Final Design – Professional Services Contract

Suggested Motion: Approve and authorize the Mayor to execute a Professional Services Contract with Parametrix, Inc. in an amount not to exceed \$404,971.00.

- a) Report: Public Works Director Jeff Langhelm
- b) Clarifying questions from Council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Prentice Avenue Fennimore Street Half-Width Roadway Improvements Final Design.pdf](#)

STAFF REPORT

Documents:

COUNCIL REPORTS / COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

Documents:

[City Meetings Schedule.pdf](#)
[City of Gig Harbor Two-Year Strategic Plan 2022-2023.pdf](#)

ADJOURN

PUBLIC COMMENT & DECORUM

The City Council desires to allow a maximum opportunity for public comment. However, the business of the City must proceed in an orderly, timely manner. The purpose of a Council meeting is to conduct the City's business; it is not a public forum.

Speakers will be allotted 3 minutes per individual, unless revised by the Mayor.

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

Written comments may be submitted to the City Clerk at cityclerk@gigharborwa.gov at least 4 hours in advance of the meeting start time. Written comments must include the words "FOR PUBLIC COMMENT" in the subject line of the email. Persons submitting written comments must include their name and address with their comments. All written comments will be included in the online packet for the meeting and will be forwarded to the Mayor and councilmembers for their review. Written comments will be read aloud during the meeting upon the request of the commenter, subject to the 3 minute time limit.

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

There will be no demonstrations during or at the conclusion of any public comment.

These guidelines are intended to promote an orderly system of holding a public meeting, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, March 31, 2022 – 2:00 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 2:00 p.m. Councilmembers Barber, Denson, Henderson, Lykins, Rodenberg, Storset and Woock were present.

DISCUSSION ITEMS:

- 1. Annual Pavement Maintenance Program** – Project Engineer Marcos McGraw and City Engineer Trent Ward presented an overview of the City's pavement maintenance program.
- 2. Fireworks Code Amendments** – Building Official/Fire Marshal Paul Rice outlined recent Pierce County legislation that allows the County to suspend fireworks use if fuel moisture content drops measurably. Council directed staff to prepare a similar ordinance for the City that allows fireworks bans based on local measurements.
- 3. Council Guidelines Update** – City Clerk Josh Stecker worked with Council to get directions on changes to the City Council Guidelines including adding a land acknowledgement to council agendas and developing policies for public comment. Council asked for further discussion on a social media policy with the City Attorney.

ADJOURN: The meeting adjourned at 5:33 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL MEETING
Monday, April 11, 2022 – 5:30 p.m.
Council Chambers

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

CHANGES TO THE AGENDA: The Executive Session was moved to before the Mayor's Report.

CONSENT AGENDA:

1. City Council Minutes - City Council Meeting Minutes - March 28, 2022
2. Agreement for Animal Control Services with Kitsap Humane Society
3. Approval of Payroll - Checks #8348 through #8352 and direct deposit transactions in the total amount of \$509,235.60.
4. Approval of Vouchers - Check numbers 97583 through 97671 and ACH payments in the amount of \$1,119,922.48.

MOTION: Move to approve the Consent Agenda (Henderson/Woock).

VOTE: Unanimously approved.

PRESENTATIONS: Mayor Markley read a proclamation for Volunteer Appreciation Week and reported on Parks Appreciation Day activities. Police Chief Kelly Busey recognized the C.O.P.S. volunteers in attendance.

EXECUTIVE SESSION: Council went into executive session for 22 minutes at 5:43 p.m. to discuss potential litigation per RCW 42.30.110(i). Mayor Markley announced that action may be taken following the Executive Session. Council returned to regular session at 6:04 p.m.

MOTION: Move to authorize the Mayor to initiate litigation pertaining to the portion of City right-of-way adjacent to 6502 Wollochet Drive, as discussed in executive session (Rodenberg/Woock).

VOTE: Motion passed 6-0; Councilmember Storset absent.

MOTION: Move to authorize the Mayor to sign a Memorandum of Understanding pertaining to statewide opioid litigation settlement in a manner substantially similar to that which was discussed in executive session (Lykins/Barber).

VOTE: Motion passed 6-0; Councilmember Storset absent.

MAYOR'S REPORT: Mayor Markley thanked Tony Piasecki for all of his help, support and hard work as the Interim City Administrator. Councilmembers joined in showing appreciation for Mr. Piasecki.

CITY ADMINISTRATOR'S REPORT: Interim City Administrator Piasecki thanked the Mayor, Council and staff for all the support he's received.

PUBLIC COMMENT ON NON-AGENDA ITEMS: Thomas Wick commented on drainage issues on Hunt Street.

OLD BUSINESS:

1. **Second Reading and Adoption of Ordinance 1485 Approving a Biennial Budget Process** – Finance Director Dave Rodenbach introduced the ordinance which will return the City to a biennial budget process.

MOTION: Move to approve Ordinance 1485 (Woock/Lykins).

VOTE: Unanimously approved.

NEW BUSINESS:

1. **First Reading of Ordinance 1486 Repealing GHMC 2.51 Standing Committees** – City Clerk Josh Stecker introduced the ordinance which will dissolve the standing city council committees as defined in GHMC Chapter 2.51. The ordinance will return for second reading on April 25

COUNCIL REPORTS / COMMENTS: None.

ADJOURN: The meeting adjourned at 6:28 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, April 14, 2022 – 2:00 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 2:00 p.m. Councilmembers Barber, Denson, Henderson, Lykins, Rodenberg, and Woock were present. Councilmember Storset was excused.

DISCUSSION ITEMS:

1. **Urban Growth Area (UGA) Analysis** – Principal Planner Carl de Simas and and Andrew Bjorn of BERK Consulting provided Council with a draft of the Urban Growth Area Assessment and Guidelines. Council provided direction on amendments to the report. The report will be brought to Council for adoption by resolution at a future meeting.
2. **Stormwater Source Control Program** – Engineering Tech Brienn Ellis reported on the requirements to implement a Stormwater Source Control Program. An ordinance will be brought to Council to adopt the program.
3. **2022 Active CIP Schedule Update** – Public Works Director Jeff Langhelm reported on the status of current capital improvement projects.
4. **Council Guidelines Update** – City Clerk Josh Stecker and City Attorney Daniel Kenny worked with Council to get directions on changes to the City Council Guidelines. The revised Guidelines will be brought to Council for adoption at the April 25 City Council Meeting.

ADJOURN: The meeting adjourned at 5:06 p.m.



Joshua Stecker, CMC
City Clerk



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

Meeting Date: April 25, 2022

SUBJECT: Resolutions 1239, 1240, and 1241 Authorizing RCO Grant Applications

PURPOSE & RECOMMENDATION: The purpose of these three resolutions is to authorize the Mayor to apply for grant funds from the Washington Recreation and Conservation Office (RCO).

SUGGESTED MOTION: Move to approve Resolutions 1239, 1240 and 1241.

SUBMITTED BY: Matthew Keough, Parks Manager

DEPARTMENT: Administration

PHONE: 253-853-8253

BACKGROUND INFORMATION: City Council resolutions are required in order to make application for these state and federal funds, applicable to standing city projects.

DISCUSSION: For the upcoming grant cycle, the City will apply for Land and Water Conservation funds and Washington Wildlife and Recreation Program (WWRP) funds for the acquisition costs involved in the North Creek Salmon Heritage Conservation Site (NCSHCS), Phase 2. In addition, the City will apply to the WWRP fund for the Community Connector trail, planned to cross the NCSHCS, linking the Cushman Trail to Harborview Trail by way of an earthen trail.

FISCAL CONSIDERATION:

Expenditure Required: \$0	Amount Budgeted: \$0	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None

ATTACHMENTS:

1. Resolution 1239
2. Resolution 1240
3. Resolution 1241

REVIEWED BY:

☒ Mayor
☒ City Administrator
☐ City Attorney

☐ Finance Director
☐ Department Head

RESOLUTION 1239

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR GRANT FUNDING ASSISTANCE FOR A WASHINGTON WILDLIFE AND RECREATION PROGRAM (WWRP) GRANT TO THE RECREATION AND CONSERVATION OFFICE (RCO) FOR THE NORTH CREEK SALMON HERITAGE CONSERVATION SITE, PHASE 2

WHEREAS, the City of Gig Harbor wishes to acquire property identified as the North Creek Salmon Heritage Conservation Site Phase 2; and

WHEREAS, the City has approved a comprehensive parks and recreation plan that includes this acquisition and purpose; and

WHEREAS, the City of Gig Harbor wishes to seek RCO WWRP grant funding for the North Creek Salmon Heritage Conservation Site Phase 2;

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

Section 1. The Mayor is hereby authorized to execute the RCO Applicant Resolution/Authorization form as shown in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of April, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



Applicant Resolution/Authorization

Organization Name (sponsor) City of Gig Harbor

Resolution No. or Document Name Resolution 1239

Project(s) Number(s), and Name(s) North Creek Salmon Heritage Conservation Site Phase 2

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Mayor Tracie Markley
Project contact (day-to-day administering of the grant and communicating with the RCO)	Matthew F. Keough, Parks Manager
RCO Grant Agreement (Agreement)	Mayor Tracie Markley
Agreement amendments	Mayor Tracie Markley
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Mayor Tracie Markley

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title Mayor Date 4/25/22

On File at: City of Gig Harbor

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: Gig Harbor, WA Date: 4/25/2022

Washington State Attorney General's Office

Approved as to form  2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.

RESOLUTION 1240

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE SUBMITTAL OF APPLICATION FOR GRANT FUNDING ASSISTANCE FOR A LAND AND WATER CONSERVATION FUND (LWCF) GRANT TO THE RECREATION AND CONSERVATION OFFICE FOR THE NORTH CREEK SALMON HERITAGE CONSERVATION SITE, PHASE 2

WHEREAS, the City of Gig Harbor wishes to acquire property identified as the North Creek Salmon Heritage Conservation Site Phase 2; and

WHEREAS, the City has approved a comprehensive parks and recreation plan that includes this acquisition and purpose; and

WHEREAS, the City of Gig Harbor wishes to seek RCO LWCF grant funding for the North Creek Salmon Heritage Conservation Site Phase 2;

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

Section 1. The Mayor is hereby authorized to execute the RCO Applicant Resolution/Authorization form as shown in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of April, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



Applicant Resolution/Authorization

Organization Name (sponsor) City of Gig Harbor

Resolution No. or Document Name Resolution 1240

Project(s) Number(s), and Name(s) North Creek Salmon Heritage Conservation Site Phase 2

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Mayor Tracie Markley
Project contact (day-to-day administering of the grant and communicating with the RCO)	Matthew F. Keough, Parks Manager
RCO Grant Agreement (Agreement)	Mayor Tracie Markley
Agreement amendments	Mayor Tracie Markley
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Mayor Tracie Markley

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title Mayor Date 4/25/22

On File at: City of Gig Harbor

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: Gig Harbor, WA Date: 4/25/2022

Washington State Attorney General's Office

Approved as to form  2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.

RESOLUTION 1241

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR GRANT FUNDING ASSISTANCE FOR A WASHINGTON WILDLIFE AND RECREATION PROGRAM (WWRP) GRANT TO THE RECREATION AND CONSERVATION OFFICE (RCO) FOR THE COMMUNITY CONNECTOR TRAIL

WHEREAS, the City of Gig Harbor wishes to acquire property identified as the Community Connector Trail across the North Creek Salmon Heritage Conservation Site Phase 1; and

WHEREAS, the City has approved a comprehensive parks and recreation plan that includes this acquisition and purpose; and

WHEREAS, the City of Gig Harbor wishes to seek RCO WWRP grant funding for the Community Connector Trail;

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

Section 1. The Mayor is hereby authorized to execute the RCO Applicant Resolution/Authorization form as shown in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of April, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



Applicant Resolution/Authorization

Organization Name (sponsor) City of Gig Harbor

Resolution No. or Document Name Resolution 1241

Project(s) Number(s), and Name(s) Community Connector Trail

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	Mayor Tracie Markley
Project contact (day-to-day administering of the grant and communicating with the RCO)	Matthew F. Keough, Parks Manager
RCO Grant Agreement (Agreement)	Mayor Tracie Markley
Agreement amendments	Mayor Tracie Markley
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	Mayor Tracie Markley

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title Mayor Date 4/25/22

On File at: City of Gig Harbor

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: Gig Harbor, WA Date: 4/25/2022

Washington State Attorney General's Office

Approved as to form  2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.



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

Meeting Date: April 25, 2022

SUBJECT: Resolution 1242 RCO Grant applications North Creek Culvert Replacement Project Design and Permitting

PURPOSE & RECOMMENDATION: The purpose of this resolution is to authorize the Mayor to apply for grant funds from the Washington State Recreation and Conservation Office (RCO).

SUGGESTED MOTION: Move to approve Resolution 1242.

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

BACKGROUND INFORMATION: City Council resolutions are required in order to make application for certain grant applications. RCO is one agency that requires each jurisdiction applying for grants to provide a formal resolution or authorization supporting the proposed application and establishing the authorized agent for the City.

DISCUSSION: The City's North Creek Culvert Replacement Project proposes to remove a partial fish barrier in North Creek under Harborview Drive. The City anticipates completing a feasibility study for the Project in 2022 in anticipation of beginning the formal design and permitting of the Project in 2023. For the upcoming grant cycle, Staff recommends applying through RCOs Brian Abbot Fish Barrier Removal Board program to support \$200,000 in funding for design and permitting of the North Creek Culvert Replacement Project. The total estimated cost of the design and permitting professional services contract is \$1,200,000.

FISCAL CONSIDERATION:

Expenditure Required: \$0	Amount Budgeted: \$0	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None

ATTACHMENTS: Resolution 1242

REVIEWED BY:

☒ Mayor
☒ City Administrator
☐ City Attorney

☐ Finance Director
☐ Department Head

RESOLUTION 1242

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR GRANT FUNDING ASSISTANCE FOR A BRIAN ABBOTT FISH BARRIER REMOVAL BOARD GRANT PROGRAM TO THE RECREATION AND CONSERVATION OFFICE (RCO) FOR NORTH CREEK CULVERT REPLACEMENT PROJECT DESIGN AND PERMITTING.

WHEREAS, the City's North Creek Culvert Replacement Project proposes to remove a partial fish barrier in North Creek under Harborview Drive; and

WHEREAS, the Washington State Recreation and Conservation Office (RCO) requires each jurisdiction applying for grants to provide a formal resolution or authorization supporting the proposed application and establishing the authorized agent for the City; and

WHEREAS, the City anticipates completing a feasibility study for the Project in 2022 in anticipation of beginning the formal design and permitting of the Project in 2023; and

WHEREAS, for the upcoming grant cycle, Staff recommends applying through RCOs Brian Abbot Fish Barrier Removal Board (BAFBRB) program to support \$200,000 in funding for design and permitting of the North Creek Culvert Replacement Project in 2023; and

WHEREAS, a City Council resolution is required in order to make application for the BAFBRB grant application;

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

Section 1. The Mayor is hereby authorized to execute the RCO Applicant Resolution/Authorization form as shown in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of April, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

Exhibit A



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.

From: [Marty Beert](#)
To: [CityClerk](#)
Subject: Gig harbor sports complex, for public comment
Date: Sunday, April 24, 2022 11:54:32 AM

FOR PUBLIC COMMENT

With respectful concern, I address the April 25 agenda item related to the proposed Gig Harbor Sports Complex.

Perhaps the intended Sports Complex was a worthy idea years ago, but many changes to Gig Harbor occurred since then. Our community has greatly changed since the intended sports complex was approved.

I am an advocate for youth sports. I'm an advocate for environmental issues as well.

In review, I've learned many areas for youth sports currently are plentiful. If sports complexes are to be added, the use of existing spaces on school properties would be efficient and effective land use. As a retired CA educator/administrator, several districts there partnered with county/city/businesses to place sports complexes on school acreage. Clovis Unified S.D. In Central Valley of CA is a premier example of these partnerships providing youth with the finest sports complexes. I recommend the G.H. City research methods used in CUSD or other successes for youth complexes on school grounds.

Priority for now, however, is CURRENT studies on the traffic impact in the area planned for the sports complex. The area's population, housing, business, and traffic has grown exponentially since the complex was planned years ago. Traffic studies, environmental impact studies, and cost/benefit analysis effects on our community are needed.

Please recognize the many negative outcomes to Gig Harbor accompanying forward movement of the intended sports complex: Tree removal, habitat infringement, traffic congestion, drainage through detention ponds, to mention a few.

Trees add more than aesthetics. They diffuse sounds and lighting. They provide wildlife habitat. They provide open air spaces while improving air quality. Drainage, detention ponds, and trails will be negatively impacted with the scope of sports complex and related parking spaces. Studies are needed.

Sports areas for youth are important. Areas for sports are now available yet underused. There are other ways to achieve extensions of sports complexes if/as needed.

The current plan does NOT fit the current conditions in Gig Harbor. The idea may have fit years ago but our community changed; thus, the complex is NOT a fit as planned. As a concerned citizen, I respectfully request studies of the CURRENT environment and traffic be completed and analyzed. Our community deserves thorough, unbiased analysis.

Respectfully,
Marty Beert/Margaret Butt
Registered voter.
4340 Borgen Blvd., #1308

Gig Harbor, WA 98332

From: [Mary Kazlusky](#)
To: [CityClerk](#)
Subject: Please read at the Council Meeting on April 25th
Date: Saturday, April 23, 2022 10:08:40 AM

Please read at the meeting on Monday, April 25th and add to the public record:

Madame Mayor and City Council Members:

This statement is from Mary Kazlusky, 4340 Borgen Blvd., Apt 1315 in Gig Harbor, WA.

The trees were silent in 2014, except for the leaves which only whispered.

There were no people from the area who attended the Gig Harbor Council meeting in 2014 where a decision was made without thought of those who were destined to live in the planned and approved developments to be built in North Gig Harbor.

Where were the people? There were no houses in Harbor Hill, no Apartments in Bracara in 2014. Heron's Key was on the drawing board. No people . . . only the trees, and they were not talking.

And yet, the City records report massive public support in 2014 for clear cutting the silent trees and building a sports complex that would draw thousands of people from all over Puget Sound all year long. Massive support from soccer enthusiasts from teams throughout Puget Sound wanting tournament ready, lighted fields for youth, teens and adults. But did anyone think about the people soon to live in the brand new developments being built in the area and the effect that such tournaments and the influx of teams and fans from outside of Gig Harbor would have on residents?

Not so much.

Did the City of Gig Harbor conduct the required environmental impact study back in 2014? It's questionable. Even if the study was done, how

could it predict the conditions we face now in 2022?

We need an environmental impact study NOW! Before ANY clear cutting of trees. It's possible for soccer teams for all ages in the greater Gig Harbor area to enjoy the sport without building a massive complex to accommodate teams from the entire Puget Sound area.

--

Mary Kazlusk
206-321-1699

From: [Marty Beert](#)
To: [CityClerk](#)
Subject: Kae Patterson of Gig Harbor request FOR PUBLIC COMMENT
Date: Monday, April 25, 2022 12:42:06 PM

Subject SPORTS COMPLEX, FOR PUBLIC COMMENT.

I am Kae Patterson. I live at 4340 Borgen Blvd. in Gig Harbor, Washington.

Before I moved to Heron's Key 4 1/2 years ago, I lived at 7311 Stinson Ave. in Gig Harbor for 50 years. My children went through school in the Peninsula school district. I know the importance of organized sports.

For 28 of those years I was on the city of Gig Harbor planning commission. I was also active in Pierce County planning when we did the first GigHarbor Peninsula county plan.

Fast forward, in about 2016, I was aware of the first proposed sports complex south of the YMCA and was comfortable with it. However, I am writing to express that I am in favor of the petition requesting an in depth impact study on the entire proposed enlarged regional complex.

I decided to leave land-use planning to the next generation until I heard a word that really bothered me. That word was "regional." I didn't know what it meant in the context of "regional soccer complex." I still don't. What does a regional soccer complex entail? What are its impacts?

As I asked questions about the proposal, I realize that many people had no idea what was proposed. This bothers me. A friend from Harbor Hills North told me that she "didn't know much about it."

One thing I had drilled into me when I was first in land-use planning was that there was a right way to make decisions. Decisions should be made based on written goals and objectives which are based on study. The parks commission seems to do this well.

The parks commission has to do a survey every time they do a park recreation and open space plan. Sports complex are ranked low on the recent surveys. There may be many reasons for that. Possibly many were hearing the word "regional" for the first time as I did and were uncomfortable with it; they ranked it low. Possibly they just felt that other things were more important. Whatever, it should not be ignored.

I know some impact studies are planned when the city works on phase 1B of the project. I think we missed the point if impact studies are done by phase. We need to look at the impacts of the total project and then make decisions. I support that idea.

Respectfully yours, Kay Patterson of Gig Harbor, WA
(Please recognize, I am sending this public comment from my neighbor's email because my email and computer are not functioning today. I pledge I am Kae Patterson on my friend Marty's computer.)

Florence Helliesen
4340 Borgen Blvd
Gig Harbor, WA 98332

From: Florence Helliesen
Sent: Monday, April 25, 2022 12:49 PM

Cc: fhelliesen@msn.com
Subject: Sports Complex

As I am certain, you are already aware of the petition circulating about neighborhood concerns about the proposed Sports Complex. Marty Beert (Butt) has submitted a well-written letter and I fully agree with her concerns. In addition, I am especially concerned about the potential disastrous impact the traffic will have on emergency vehicles and people needing to drive to the hospital when there is increased traffic. The significance the traffic circle development has had on our Harbor Hill neighborhood has been significant. Backed up traffic would significantly increase the time emergency vehicles take to get to Heron's Key and to return people to medical facilities. Over a week ago I had had my vaccine at CVS and traffic was backed up to nearly Peacock and barely moving. The impact the Sports Complex will have, especially at Borgen and Hwy 16, will pose many traffic issues; the large number of homes being built along Hwy 16 will, in addition, have further impact in this area. Please say "NO" and seriously consider the future of our neighborhood.

AND then, there will be significant noise because of construction, the reduction of trees to silence noise and reduce all the light that will impact the neighborhood. Life in Gig Harbor has been severely impacted by the increased growth. It is time to consider the impact the Sports Compact will have; today's world is considerably different than it was when the Complex idea was initiated. Please save our neighborhood!

Florence Helliesen
Heron's Key

From: [Barbara Casey](#)
To: [Josh Stecker](#)
Subject: Fwd: to be read or entered at city council meeting
Date: Monday, April 25, 2022 3:18:53 PM

From: Barbara Casey <barbara.casey@me.com>
Subject: to be read or entered at city council meeting
Date: April 23, 2022 at 10:15:54 AM PDT
To: mayorandcouncil@gigharborwa.gov

Dear Mayor and City Council Members.

We are writing to express our concern about the proposed sports park complex.

In our understanding, decisions were made in 2014 about this massive project, and continue to be followed today, even though the complexion of the area is totally different now. We are now a densely populated neighborhood, with greatly increased traffic. And yet all the residents don't seem to have a voice in your plan.

It seems foolhardy to us to continue with the original plan, without taking into account the changes to the area. Current traffic impact and environmental impact studies must be done to assess effects on the current needs and limitations of the area.

Just the temporary closing of parts of Harborview the past several weeks has created traffic backups on Borgen Blvd for 10 blocks at a time. Surely it doesn't take a great vision to see the potential effects of this kind of complex and its traffic implications on north Gig Harbor.

A couple of years ago the council wouldn't even approve the building of a grocery store in our neighborhood, which is sorely needed. Now we seem to be inviting sports enthusiasts from all over the region to come clog our streets. The tourist dollars brought in will be greatly offset by the noise, lights, loss of environmental sanctuary, and backed up streets for residents. Please don't sell out the current residents of north Gig Harbor in this way.

Sincerely,

Barbara Casey and Robert Sorrell
4332 Borgen Blvd #9
Gig Harbor WA 98332
541-941-5173

From: Carol Schacht <carol.schacht@icloud.com>
Sent: Monday, April 25, 2022 7:53 AM
To: CityClerk
Subject: Proposed sports complex

I have lived in the NW all my life and enjoy the natural beauty it offers us. Even tho I now live in Heron's Key, I am very interested in the amenities that are offered to the families of this community. We raised our 3 very active children in Kirkland and the various sporting activities available were very important in our lives.

However, I do think the City Council should take a second look at the proposal on Harbor Hill. Do we have existing facilities that could be more fully utilized? What are the affects on the environment and the traffic impact? All of these should be carefully considered before going ahead with this project.

Respectfully submitted,

Carol Schacht
4340 Borgen Blvd #1331
Gig Harbor, WA 98332
Registered Voter

Sent from my iPhone



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

Meeting Date: April 25, 2022

SUBJECT: Second Reading and Adoption of Ordinance 1486 Repealing GHMC 2.51 Standing Committees

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to remove reference to the standing City Council committees from the Gig Harbor Municipal Code.

SUGGESTED MOTION: Move to approve Ordinance 1486.

SUBMITTED BY: Josh Stecker, City Clerk

DEPARTMENT: Administration

PHONE: 853-7613

BACKGROUND INFORMATION: At the March 10 City Council Study Session, Council provided direction to prepare an ordinance to repeal the standing Council committees from the Gig Harbor Municipal Code. Ordinance 1486 repeals GHMC Chapter 2.51 which established these committees and further amends other sections of the Municipal Code where the individual committees were referenced.

The Board & Commission Candidate Review Committee, in particular, is referenced on multiple occasions in the GHMC due to its role in the appointment of volunteers to the City's various advisory boards, committees and commissions. Each of these references is removed by this ordinance.

DISCUSSION: A provision for holding study sessions in lieu of the standing committees, along with new appointment process for the advisory boards, will be found in Council Guidelines & Procedures. Updated Council Guidelines & Procedures are presented for Council to adopt by Resolution 1238 under New Business at this meeting.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: Ordinance 1486

REVIEWED BY:

☒ Mayor
☒ City Administrator
☒ City Attorney

☐ Finance Director
☐ Department Head

ORDINANCE 1486

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, REPEALING GIG HARBOR MUNICIPAL CODE CHAPTER 2.51 RELATED TO STANDING COMMITTEES; REVISING CHAPTERS 2.21.020, 2.49.010, 2.50.010, 2.20, AND 2.53.020 OF THE GIG HARBOR MUNICIPAL CODE RELATED TO ADVISORY BOARDS, COMMISSIONS AND COMMITTEES, AND REVISING CHAPTER 5.28.100 OF THE GIG HARBOR MUNICIPAL CODE RELATED TO SPECIAL EVENTS; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to discuss all business of the Council during study sessions or regular meetings instead of in committee meetings; and

WHEREAS, the City Council has established by resolution processes and rules for the conduct of its various advisory boards, commissions and committees in its Council Guidelines & Procedures;

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

Section 1. Chapter 2.51 – Repealed. Chapter 2.51 of the Gig Harbor Municipal Code is hereby repealed.

Section 2. Chapter 2.21.020 – Revised. Chapter 2.21.020 of the Gig Harbor Municipal Code related to the Design Review Board is hereby revised to read as follows:

2.21.020 Terms, qualifications and appointment of members.

A. Members of the design review board shall be appointed by the City Council and shall serve terms of three years. The terms shall be staggered. All terms shall expire on September 30th. Members of the design review board shall continue to serve until their successors are appointed and qualified. The city council shall appoint a new DRB member to fill vacancies that might arise and such appointments shall be to the end of the vacating member's term.

B. Design review board members shall have qualifications, skills or demonstrated interest in urban design or historic preservation and must be able to demonstrate the ability to read and interpret site plans, elevation drawings, landscape plans, architectural details and other design details and specifications as may be depicted on plans. All DRB members shall reside in the greater Gig Harbor area within Pierce County (west of the Tacoma Narrows Bridge and east of the Purdy Bridge). ~~Preference will be given to city residents. Members appointed prior to November 8, 2021, who live outside of this boundary shall be allowed to serve the remainder of their term.~~

Members shall be selected by the council from at least four of the following categories:

1. A licensed architect with demonstrated experience in urban or historic building design (at least one member shall be selected from this category and no more than one member shall be selected from this category; any person who meets the qualifications of this category may not be appointed under another category);
 2. A city resident with interest and knowledge of urban design (no more than two members shall be selected from this category);
 3. A member from the Gig Harbor planning commission (no more than one member shall be selected from this category);
 4. A member with a professional background relating to urban design (e.g., a professional artist, a civil engineer, planner, building contractor or professional building designer) as determined by the city council;
 5. A member with demonstrated interest and knowledge of landscaping, horticulture, arboriculture or forestry;
 6. An individual with a background in identifying, evaluating and protecting historic resources, selected from among the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, folklore, cultural anthropology, curation, conservation or landscape architecture, or related disciplines. (At least two members should be selected from this category.)
- Members in this category may participate in all applications reviewed by the DRB pursuant to Chapter 17.99 GHMC (Design Manual), but shall participate in applications received pursuant to Chapter 17.97 GHMC (Historic Preservation).

The DRB action that would otherwise be valid shall not be rendered invalid by the temporary vacancy of one or all of the required categorical positions, as long as there is a quorum, unless DRB action is related to meeting certified local government (CLG) responsibilities cited in the certification agreement between the city and the State Historic Preservation Officer on behalf of the mayor, and the State Historic Preservation Officer on behalf of the state.

Members appointed prior to November 8, 2021, who do not fall into the category restrictions listed above shall be allowed to serve the remainder of their term.

~~C. Application for Design Review Board Appointment. Individuals wishing to serve, or to be reappointed to serve, on the design review board shall submit a letter of interest to the city clerk. The letter of interest shall state which category of subsection B of this section the individual wishes to serve under, and shall cite personal experience or credentials in that category. All applicants for appointment to the design review board shall be interviewed by the city council board and commission candidate review committee. The city council shall consider which individual has the most direct experience in that category and give weight in their decision to experience over general interest.~~

Section 3. Chapter 2.49.010 – Revised. Chapter 2.49.010 of the Gig Harbor Municipal Code related to the Arts Commission is hereby revised to read as follows:

2.49.010 Commission established – Membership.

A. The Gig Harbor arts commission, consisting of seven members appointed by the vote of a majority of the members of the city council, is established. The term of office shall be three years. Commission members shall be selected for staggered terms. Three commissioners or their successors will serve a one-, two- or the full three-year term based on the position. All subsequent appointments shall be for three years, or for the duration of an unexpired term in the case of an appointment to a vacancy. All commission members' terms shall expire on March 31st and all successive terms shall commence on April 1st. Members may continue to serve past their term expiration if no replacement has been appointed.

B. Commission members shall be appointed upon the basis of demonstrated interest, knowledge and support of the arts. Members shall serve without salary or other compensation; provided, that members shall be reimbursed for necessary expenses actually incurred with prior administrative approval. Commissioners may be selected from the Gig Harbor community at large. ~~Preference will be given to city residents. All applicants for appointment to the arts commission shall be interviewed by the city council board and commission candidate review committee.~~

~~C. Prior to appointing initial members and filling each vacancy in the membership of the commission, public notice of available positions shall be posted on the city's website at least two weeks in advance of appointment. Applicants for vacant positions shall apply to the office of the city clerk.~~

Section 4. Chapter 2.50.010 – Revised. Chapter 2.50.010 of the Gig Harbor Municipal Code related to the Parks Commission is hereby revised to read as follows:

2.50.010 Parks commission established.

A. The city of Gig Harbor parks commission, consisting of seven members, appointed by a vote of the majority of the city council, is hereby established.

B. The purpose of the parks commission is to advise the mayor and city council on park and recreation facilities, open space acquisition and development, maintenance and operation of parks and recreation public facilities, operation of parks and recreation programs, and other matters as directed by the city council.

C. Commission members shall initially be selected for staggered terms. Three commissioners or their successors will serve a one-, two- or three-year term based on the position, except that Position 7 shall initially serve a two-year term. All subsequent appointments shall be for three years, or for the duration of an unexpired term in the case of an appointment to a vacancy. All commission members' terms shall expire on March 31st and all successive terms shall commence on April 1st. ~~Members may continue to serve past their term expiration if no replacement has been appointed.~~

D. Commission Appointments.

~~1. Appointments to the parks commission will be by the city council during a regularly scheduled meeting.~~

2. Each member of the commission shall be a resident of the city of Gig Harbor or residing within the city's urban growth area (UGA) at the time of appointment and throughout her or his time in office. At no time shall there be more than two residents of the UGA serving on the commission. When reviewing appointments to the parks commission, residents of the city of Gig Harbor will be given preference.

~~3. The council shall seek the advice and input of the commission prior to making any commission appointments. All applicants for appointment to the parks commission shall be interviewed by the city council board and commission candidate review committee.~~

~~E. Vacancies occurring other than through the expiration of terms shall be filled by the council, in consultation with the parks commission, within 90 days of the vacancy, for the unexpired term.~~

~~F. Members may be removed by the city council for any reason.~~

Section 5. Chapter 2.20 – Revised. Chapter 2.20 of the Gig Harbor Municipal Code related to the Planning Commission is hereby revised to read as follows:

2.20.010 Created – Terms of office.

~~Pursuant to the authority conferred by Chapter 35.63 RCW, there is created a city planning commission consisting of seven members who shall be selected as follows: all seven members shall be appointed by the mayor and confirmed by a majority of the city council. All applicants for appointment to the planning commission shall be interviewed by the city council board and commission candidate review committee.~~ Each member of the planning commission shall be a resident of the city of Gig Harbor or residing within the city's urban growth area (UGA) at the time of appointment and throughout her or his time in office. At no time shall there be more than two residents of the UGA serving on the commission. When reviewing appointments to the planning commission, residents of the city of Gig Harbor will be given preference. Members of the planning commission shall serve terms of four years. Those members currently serving shall continue to serve for the remainder of their appointed terms. Terms shall be staggered. Terms expire on June 30th, but members of the planning commission shall continue to serve until their successors are appointed and qualified.

~~2.20.020 Vacancies.~~

~~Vacancies occurring otherwise than through the expiration of terms shall be filled for the unexpired terms. Members may be removed by the mayor, with the approval of a majority of the council, after public hearing, for inefficiency, neglect of duty, or malfeasance in office. The members shall be selected without respect to political affiliations and they shall serve without compensation. (Ord. 74, 1964).~~

Section 6. Chapter 5.28.100 – Revised. Chapter 5.28.100 of the Gig Harbor Municipal Code related to Special Events is hereby revised to read as follows:

5.28.100 Traffic control.

A. The chief of police may require any reasonable and necessary traffic control. If such traffic control cannot be handled by the sponsor and shall require the deployment of additional police personnel, the permittee shall be responsible for the expense. The chief of police or his designee shall notify the applicant(s) of the actual projected expense.

B. If a special event constitutes a road closure, request for such closure must be submitted in the special event application no less than 90 days prior to the event. Road closure requests for special expressive events with less than 90 days' notice shall be reviewed in accordance with the other provisions of this chapter.

C. Road closure requests not associated with a city or city-sponsored event must receive approval from the ~~city's finance and safety committee~~ chief of police in consultation with the city administrator. This requirement does not apply to special expressive events.

D. Events with grandfathered road closure approvals are: Maritime Gig Festival, Beatnik's Concert, National Night Out, Trick or Treat, PAL Arts Festival, Turkey Trot and Race for a Soldier.

E. Roads that may not be closed: Olympic Drive, Point Fosdick Drive, 56th Street, Soundview Drive (between Olympic Drive and Grandview Street), Stinson Avenue (between Pioneer Way and Rosedale), Borgen Boulevard (between Burnham Drive and Harbor Hill Drive), Wollochet Drive, 38th Avenue (between 56th Street and Hunt Street), Skansie Avenue (between 72nd Street and Rosedale Street), and Rosedale Street (between Skansie Avenue and 54th Avenue).

F. Harborview Drive may not be closed more than once per calendar month for special event purposes.

Section 7. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 8. 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 9. Effective Date. This ordinance shall take effect and be in full force and effect five days after passage and publication of an approved summary consisting of the title.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof,
held this 25th day of April, 2022.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk



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

Meeting Date: April 25, 2022

SUBJECT: Resolution 1238 Adopting Revised City Council Guidelines & Procedures

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to adopt Resolution 1238 Adopting Revised City Council Guidelines & Procedures.

SUGGESTED MOTION: Move to approve Resolution 1238.

SUBMITTED BY: Josh Stecker, City Clerk

DEPARTMENT: Administration

PHONE: 853-7613

BACKGROUND INFORMATION: During the March 10, March 31 and April 14 study session, Council reviewed and revised its Guidelines & Procedures document to include new sections for advisory boards, council communications, and proclamations along with other various revisions.

DISCUSSION: Resolution 1238 adopts a new set of Council Guidelines & Procedures which replaces the previously adopted version and captures Council's requested revisions during the prior study session.

Resolution 1238 also repeals various resolutions and policies which are now incorporated into the Council Guidelines & Procedures document. The repealed documents are attached to this agenda bill for reference.

Additionally, Resolution 1186 is amended by Resolution 1238 to state that the Land Acknowledgment will be read at each regular business meeting and to revise the language of the Land Acknowledgement, as stated in Council Guidelines & Procedures.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS:

1. Resolution 1238
 2. Resolution 1190
 3. Resolution 1142
 4. Resolution 1186
 5. Administrative Policy A-15-04
 6. Administrative Policy A-14-02
-

REVIEWED BY:

☒ Mayor
☒ City Administrator
☐ City Attorney

☐ Finance Director
☐ Department Head

RESOLUTION 1238

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING REVISED CITY COUNCIL GUIDELINES & PROCEDURES

WHEREAS, the City Council and Mayor wish to adopt formal guidelines and procedures to govern the conduct of their meetings in order to increase meeting efficiency and reduce conflict; and

WHEREAS, RCW 35A.12.120 authorizes the City Council to “determine its own rules and order of business and to establish formal rules for the conduct of council meetings”; and

WHEREAS, these guidelines and procedures are adopted for the sole benefit of the members of the City Council and the Mayor to assist in the orderly conduct of Council business; and

WHEREAS, these guidelines of procedure do not grant rights or privileges to members of the public or third parties; and

WHEREAS, the City Council may implicitly or by a majority vote determine to temporarily waive any of these guidelines or procedures; and

WHEREAS, these guidelines and procedures were first adopted on October 26, 2020; and

WHEREAS, the City Council desires to provide procedures for taking public comment, the conduct of advisory boards, issuing proclamations, general councilmember communications, and other matters;

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

Section 1. The City of Gig Harbor City Council hereby adopts the City Council Guidelines & Procedures as set forth in Exhibit A.

Section 2. Resolution 1190 adopting City Council Guidelines & Procedures is hereby repealed.

Section 3. Resolution 1142 establishing procedures for setting the regular meeting dates of City Council Committees, advisory boards, committees and commissions is hereby repealed.

Section 4. Section 6 of Resolution 1186 declaring Indigenous Peoples' Day and Native American Heritage Month is hereby revised to read as follows:

Section 6. At the beginning of each Regular Business Meeting of the City Council ~~during the months of October and November~~, the Mayor shall read the following land acknowledgment: ""Before we begin this Council Meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of the people, the original inhabitants of the Gig Harbor area."

Section 5. Administrative Policy A-15-04 Filling Boards and Commissions Vacancies is hereby repealed.

Section 6. Administrative Policy A-14-02 City Council Attendance via Speakerphone is hereby repealed.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 25th day of April, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



CITY OF GIG HARBOR

COUNCIL GUIDELINES & PROCEDURES

REVISED APRIL 25, 2022

TABLE OF CONTENTS

ARTICLE 1 – PURPOSE & SCOPE.....	4
ARTICLE 2 – CITY COUNCIL MEETINGS	5
2.1 City Council Meetings Defined	5
2.2 Rules of Order.....	6
2.3 Public Comment.....	7
2.4 Role of the Mayor in Council Meetings	8
2.5 City Council Regular Business Meeting Agendas.....	9
2.6 Voting.....	13
2.7 Enacted Ordinances, Resolutions and Motions	14
2.8 Reconsideration	14
2.9 Meeting Packets	15
2.10 Minutes	15
ARTICLE 3 - COUNCIL COMMITTEES.....	17
3.1 Council Committees Defined	17
3.2 Committee Meetings	17
3.3 Duties of the Chair	17
3.4 Actions Taken by the Committees	17
ARTICLE 4 - MAYOR PRO TEMPORE	18
4.1 Appointment.....	18
4.2 Authority.....	18
4.3 Absence or Temporary Disability of the Mayor Defined	18
4.4 Mayor's Salary for the Mayor Pro Tempore During Extended Absence or Disability of the Mayor	19
ARTICLE 5 – ADVISORY BOARDS, COMMISSIONS, & COMMITTEES.....	20
5.1 Purpose and Application	20
5.2 Formation of Advisory Boards.....	20
5.3 Scope of Work	20
5.4 Membership and Residency Requirements	21
5.5 Appointment Process.....	21
5.6 Appointment Terms.....	21
5.7 Vacancies	22
5.8 Expectations of Advisory Board Members	22
5.9 Chair and Vice Chair - Identification and Election	23

5.10	Quorums, Transacting Business.....	23
5.11	Conflicts of Interest.....	24
5.12	Liaisons and Representatives.....	24
5.13	Procedures, Records, and Minutes	24
5.14	Meetings.....	24
5.15	Subcommittees.....	24
5.16	Communications with City Council	25
5.17	Communications with the Public.....	25
5.18	Communications with Other Advisory Board Members	25
5.19	Lobbying Efforts.....	25
5.20	Compensation and Reimbursement of Expenses.....	26
ARTICLE 6 - COUNCILMEMBER COMMUNICATIONS		27
6.1	General Communications	27
6.2	Communications with Other Councilmembers	27
6.3	Communications with the Public	27
6.4	Communications with Staff	27
6.5	Social Media	28
6.6	Lobbying Efforts.....	30
6.7	Responding to Emails Sent to mayorandcouncil@gigharborwa.gov	30
ARTICLE 7 - PROCLAMATION POLICY		31
EXHIBIT A - PARLIAMENTARY PROCEDURE AT A GLANCE.....		32

ARTICLE 1 – PURPOSE & SCOPE

The City Council Guidelines and Procedures should be considered a means to an end, and not an end in themselves. If used well, guidelines of procedure will advance fundamental goals and principles. They will help Council spend its time well and make good decisions on behalf of the community. The guidelines should not become the master and the primary focus for the meeting. The "horse" (the principles) should come before the "cart" (the guidelines).

These guidelines of procedure are adopted for the sole benefit of the members of the City Council and the Mayor to assist in the orderly conduct of Council business. These guidelines of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these guidelines shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these guidelines result in invalidation of any Council act. The City Council may implicitly or by a majority vote determine to temporarily waive any of the guidelines. Council action taken in disregard or non-conformity with these guidelines shall be construed as an implicit waiver.

STATEMENT OF ETHICS

Gig Harbor City Councilmembers shall:

- Be dedicated to the concepts of effective and democratic government.
- Affirm the dignity and worth of the services rendered by government and maintain a sense of social responsibility.
- Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
- Recognize that the chief function of local government at all times is to serve the best interest of all the people.
- Keep the community informed on municipal affairs and encourage communications between the citizens and all municipal officers.
- Emphasize friendly and courteous service to the public and each other; seek to improve the quality of public service, and confidence of citizens.
- Seek no favor; do not personally benefit or profit by confidential information or by misuse of public resources.
- Conduct business of the City in a manner which is not only fair in fact, but also in appearance.

ARTICLE 2 – CITY COUNCIL MEETINGS

2.1 City Council Meetings Defined

A City Council meeting is any meeting comprised of four or more councilmembers where City business is conducted. All City Council meetings are subject to all provisions of the Open Public Meetings Act (OPMA).

Types of City Council meetings include:

- **Regular and Official Meetings** – The City Council meets in regular session on the second and fourth Mondays of each month at 5:30 p.m., as established in GHMC Chapter 2.04. In the event any of the regular and official meeting days fall upon a legal holiday, the regular and official meeting day shall be on the Tuesday following the second and fourth Monday of each month. During the months of August and December, the Mayor is directed to cancel the second regular meeting of the month, unless the Mayor or City Council determines that it is necessary to hold these meetings to conduct essential City business.
- **Special Meetings** – Special meetings may be called by the Mayor or a majority of Council. Council may take final action on items published on the agenda of a Special Meeting.
- **Study Sessions** – Study sessions provide Council with the opportunity to discuss and explore issues before progressing the matter to a regular and official meeting for final action. Council may direct the Mayor to direct staff by motion or consensus at study sessions, but Council may not take final action on any matters. In order to encourage discussion, Study Sessions are intended to be less formal in nature than regular meetings. It is appropriate for councilmembers to address each other informally during these meetings while still maintaining civility and decorum.
- **Council Retreats** – Annually, or as needed, Council may hold retreats to discuss work plans and visioning for future action. Similar to study sessions, Council may direct the Mayor to direct staff by motion or consensus, but Council may not take final action on any matters.
- **Workshops** – Workshops are utilized to provide training or procedural guidance to Council on the role and function of Council and other City governance matters.
- **Emergency Meetings** - An Emergency Meeting may be called without notice requirements. An Emergency Meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency Meetings may be called by the Mayor or majority of councilmembers. The minutes will indicate the reason for the emergency.
- **Remote Meetings** – Any of the preceding meetings may be designated as a remote meeting during a state of emergency declared by the City, state or federal government at the discretion of the Mayor, or by a quorum of the

City Council if allowed by law. A remote meeting is a meeting of the City Council during which a quorum or more of Council members appear or attend entirely by phone, the internet or via other electronic means that allow real-time verbal communication during which all participants are simultaneously able to hear each other. Final action may be taken during remote meetings. Remote meetings are subject to all requirements of the Open Public Meetings Act. The public shall be provided with access and notice for all meetings as required by the Open Public Meetings Act.

At all Council Meetings, a majority of the Council shall constitute a quorum for the transaction of business.

All City meetings will be broadcast live using the Zoom meetings platform (or another similar platform at the discretion of the City Clerk) to allow residents to attend the meetings remotely. Public comment will be accepted by remote attendees at the appropriate portions of the meeting as defined in these Procedures & Guidelines.

Councilmembers and the Mayor may appear at a Council meeting by remote connection. Councilmembers intending to attend a meeting remotely should notify the Mayor and City Clerk in advance of the meeting. In instances when the Mayor is remotely attending a meeting, the Mayor will still function as the Presiding Officer. These remote attendance guidelines do not apply to Remote Meetings as defined above.

The City Clerk or Assistant City Clerk shall attend all Council meetings. If the City Clerk and the Assistant City Clerk are absent from any Council meeting the City Administrator shall appoint a Clerk for that meeting.

Any City employee shall attend a City Council meeting when requested by the Mayor or City Administrator for clarification or explanation of agenda items.

2.2 Rules of Order

All City Council meetings shall be guided by the most recent edition of *Robert's Rules of Order*, as published by Scott, Foresman and Company. A quick reference chart of the most common "Rules of Order" questions is attached as **Exhibit A**. The City Clerk shall act as parliamentarian during all meetings of the City Council.

The Mayor shall be addressed as "Mayor (surname)." Councilmembers shall be addressed as "Councilmember (surname)."

Councilmembers should speak to the issues in a civil manner, respecting the viewpoints of others, focusing on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion, in a polite manner towards each other and the public. Respect should be shown to present

and past councilmembers, the mayor, and staff. If a motion is on the table, councilmember comments should speak to the motion. If an amendment to a motion is on the table, councilmember comments should speak only to the amendment.

The purpose of Council discussion is to make known a councilmember's stance on a particular issue. Councilmembers should not use their comments in an attempt to debate their fellow councilmembers. Comments should be concise, succinct, and to the point. Rather than repeating other councilmembers comments, councilmembers should simply express agreement with prior comments. Councilmembers may call a "point of order" if another councilmember persists in providing comment that is not germane to the issue.

Councilmembers may not email, text, or call anyone during a Council meeting, except in an emergency. Councilmembers may not record or broadcast Council meetings, aside from the City's authorized recording.

Councilmembers shall be seated in a manner acceptable to Council. If there is a dispute, the Council will decide by vote.

2.3 Public Comment

The City Council desires to allow a maximum opportunity for public comment. However, the business of the City must proceed in an orderly, timely manner. The purpose of a Council meeting is to conduct the City's business; it is not a public forum.

The City Council will accept oral public comments at its Regular and Official Council Meetings. Oral comments may be made in person or by remote connection using the Zoom (or similar) meetings platform. Oral comments are not accepted at all other City Council meetings unless specifically noticed on the agenda for the meeting.

The City Council will accept written comments for all City Council meetings. Written comments must be submitted to the City Clerk at cityclerk@gigharborwa.gov at least 4 hours in advance of the meeting start time. Written comments must include the words "FOR PUBLIC COMMENT" in the subject line of the email. Persons submitting written comments must include their name and address with their comments. All written comments will be included in the online packet for the meeting and will be forwarded to the Mayor and councilmembers for their review. Written comments will be read aloud during the meeting upon the request of the commenter, subject to the 3 minute time limit.

During regular meetings, speakers will be allotted 3 minutes per individual, unless revised by the Mayor. The Mayor may allocate 5 minutes to speakers speaking on behalf of groups in attendance at the meeting.

In-person comments shall be made from the microphone, first giving the speaker's name and address. No in-person comments shall be made from any other location, and anyone making "out of order" comments may be subject to removal from the meeting.

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

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

2.4 Role of the Mayor in Council Meetings

It shall be the duty of the Mayor to:

- Call the Meeting to order
- Call the roll of councilmember attendance
- Keep the meeting to its order of business.
- Control discussion in an orderly manner.
- Give every councilmember who wishes an opportunity to speak when recognized.
- Permit audience participation at the appropriate times
- Require all speakers to speak to the question and to observe the rules of order.
- State each motion before it is voted upon.
- Put motions to a vote and announce the outcome.
- Decide all questions of order, subject to the right of appeal to the Council by any councilmember.
- Attend all Council meetings. In the event that the Mayor is unable to attend a council meeting, the Mayor Pro Tempore shall preside. In the event that both Mayor and Mayor Pro Tempore are unable to attend, Council may pick a member to preside for that meeting.

The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct and to enforce these guidelines. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

The Mayor shall have the authority to interpret and determine the application of these guidelines to any particular situation occurring during the course of that meeting subject to an appeal and second by a councilmember, which places the matter before the full Council.

2.5 City Council Regular Business Meeting Agendas

Consistent with Gig Harbor Municipal Code Chapter 2.04.030, the agenda for regular business meetings of the Council shall be set by the Mayor and City Administrator. Any one of the City's elected officials may place an item on the agenda as long as the item is submitted to the City Administrator a minimum of five working days prior to the Council meeting. Other parties desiring to place an item on the agenda shall submit the item to the City Administrator or Mayor at least five calendar days prior to the Council meetings. The City Administrator and the Mayor shall solely determine whether items submitted by other parties shall appear on any City Council agenda.

The accepted order of business for the regular business meetings of the Council shall be transacted as follows. The City Administrator or Mayor may rearrange items on the agenda to conduct the business before the Council more expeditiously.

I. CALL TO ORDER / ROLL CALL

The Mayor (or Mayor Pro Tempore in the absence of the Mayor) shall call to order the meeting of each City Council meeting. The Mayor shall call the names of each councilmember who will respond in the affirmative if present.

Councilmembers not present at Roll Call of a meeting shall be declared "excused" (if an acceptable reason for the absence was provided in advance of the meeting) or "absent" by the Mayor. Council may reverse the Mayor's declaration by a majority vote. Councilmembers arriving late to the meeting shall be recorded as "present" at the meeting with their arrival time noted in the minutes.

II. PLEDGE OF ALLEGIANCE

The Mayor shall lead the Council, staff, and all others presents in reciting the Pledge of Allegiance at the beginning of each Regular Business Meeting.

III. LAND ACKNOWLEDGMENT

At the beginning of each Regular Business Meeting of the City Council the Mayor shall read the following land acknowledgment: "Before we begin this Council Meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of the people, the original inhabitants of the Gig Harbor area."

IV. CHANGES TO THE AGENDA

Councilmembers or the Mayor may make suggested changes to the agenda. Councilmembers wishing to bring up new items for discussion should do so at this time. Changes to the agenda will be approved by a majority vote of the Council.

V. CONSENT AGENDA

Each agenda shall include a “consent agenda” in the order of business. When the City Administrator and Mayor determine that any item of business requires action by the Council but is of a routine and noncontroversial nature, they may cause such item to be presented at a regular meeting of the council as part of the consent agenda.

The reference material for all matters listed within the consent agenda shall be distributed to each member of the City Council for their review prior to the meeting. Matters on such consent agenda shall be considered to be routine and may be enacted by a single motion of the council with no separate discussion unless removed from the consent agenda as hereinafter provided.

If separate discussion of any consent agenda item is desired, that item may be removed from the consent agenda at the request of any individual council member. At the conclusion of passage of the consent agenda, those items removed at the request of any individual council member shall either be discussed and acted upon before proceeding to the next item of business on the agenda or shall be set to a later position on the agenda for that meeting.

Approval of the motion to approve the consent agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

VI. PRESENTATIONS

This portion of the meeting is reserved for presentations from individuals or organizations outside of City government. Presentations will be added to the agenda at the discretion of the Mayor and City Administrator or at the request of individual councilmembers.

Presentations should strive to be no longer than 15 minutes in length, not including questions from Council.

VII. MAYOR’S REPORT

VIII. CITY ADMINISTRATOR’S REPORT

IX. PUBLIC COMMENT ON NON-AGENDA ITEMS

Public Comment on non-agenda items shall be accepted in accordance with Section 2.3 of these Procedures and Guidelines.

During public comment on items not currently on the agenda, the Mayor may recognize any councilmember or City staff for the limited purpose of providing a brief response, or comment, or summary of expected action. No debate of the merits of the item should occur at this time. Any Councilmember may indicate that he or she desires to discuss the matter further on the agenda (under Comments from Council, or as otherwise determined by the Mayor).

X. OLD BUSINESS

Old Business is reserved for items previously considered by Council under New Business at a prior regular business meeting. Typically, this will be ordinances returning for second or third reading.

The sequence of steps for considering old business items shall be:

- a) Staff report
- b) Clarifying questions from Council
- c) Public Comment
- d) Council deliberation and action

Public comment will be allowed on all Old Business agenda items unless the matter was previously considered under a formal Public Hearing and the hearing has been closed, or if the matter is governed by ordinance or statute that prohibits the receipt of public comment.

Public Comment on Old Business items shall be accepted in accordance with Section 2.3 of these Procedures and Guidelines. Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the Mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for Council deliberation and action, after taking public comment.

XI. NEW BUSINESS

New Business includes all business items not previously considered by Council at a prior regular business meeting.

The sequence of steps for considering new business items shall be:

- a) Staff report
- b) Clarifying questions from Council
- c) Public Comment

d) Council deliberation and action

Public comment will be allowed on all New Business items unless the matter is governed by ordinance or statute that prohibits the receipt of public comment.

Public Comment on New Business items shall be accepted in accordance with Section 2.3 of these Procedures and Guidelines. Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the Mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for Council deliberation and action, after taking public comment.

XII. STAFF REPORTS

This portion of the meeting is reserved for presentations from City staff only. Staff reports will be added to the agenda at the request of staff and/or at discretion of the Mayor and City Administrator, or at the request of individual councilmembers. Actions taken during this portion of the meeting should be limited to providing guidance and direction to the Mayor to direct to staff.

XIII. COUNCILMEMBER REPORTS & COMMENTS

This portion of the meeting is reserved for reports from the Council Committee chairs and other general comments from councilmembers. This portion of the meeting is the time for councilmembers to introduce new items for consideration. Councilmembers may bring up suggestions and ideas and with majority of Council concurrence may direct the Mayor to direct staff to analyze and prepare a brief report on the issue.

XIV. ANNOUNCEMENT OF UPCOMING MEETINGS

A list of upcoming meetings with proposed agenda items shall be included in each packet along with the City's Strategic Plan.

XV. EXECUTIVE SESSION

The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110.

Before convening an Executive Session, the Mayor shall announce the purpose of the session, the anticipated time when the session will be concluded and if any business or action is anticipated to be conducted by Council after the Executive Session. Should the Session require more time, a public announcement shall be made that the Session is being extended.

Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Session, to ensure that the City's position is not compromised. Confidentiality also includes information provided to councilmembers outside Executive Session when the information is considered to be exempt from disclosure under State Law. State statute prohibits both the disclosure of confidential information and its use for personal gain or benefit.

If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, the City Attorney, or City staff designated by the City Administrator, councilmembers should review such potential discussion with the City Administrator. Any councilmember having such contact or discussion shall make full disclosure to the City Administrator and/or the City Council in a timely manner.

XVI. ADJOURN

Meetings shall be adjourned by a motion, second, and majority vote of the Council.

2.6 Voting

Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any councilmember, a roll call vote shall be taken by the Mayor.

The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, and any approval of warrants shall require the affirmative vote of at least a majority of the whole membership of the Council.

The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency, such as a budget amendment, shall require the affirmative vote of at least a majority plus one of the whole membership of the Council.

The passage of any motion or resolution shall require the affirmative vote of at least a majority of the membership of the council who are present and eligible to vote, unless otherwise required by provisions of Washington law, the Gig Harbor Municipal Code, or these guidelines.

In the situation where the City Attorney states that a councilmember's participation would violate or appears to be violating the appearance of fairness doctrine by failure to recuse, a super majority (majority plus one of members present) of the nonaffected councilmembers may vote to require the affected

member not to participate in a particular proceeding, and if so, the affected councilmember's vote shall not be counted and the affected councilmember shall not participate in the proceeding.

Councilmembers who are board members with an outside agency that is being considered for funding with the City may not put a motion forward or vote on the motion. If a councilmember could secure special privileges or exemptions for himself, herself, or others from a particular council discussion and/or action, that councilmember must recuse himself or herself from voting on that issue.

A motion by a councilmember to "call the question" allows a vote on the pending motion to immediately take place. Prior to the vote on the motion to call the question, the Mayor will inform Council of the number of councilmembers still waiting to speak.

All votes on final actions taken by the City Council will be recorded in the City Council Vote Tracker posted on the City's website.

2.7 Enacted Ordinances, Resolutions and Motions

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules or regulations relating to the operation and corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or where such conduct is enforced by penalty.

An enacted resolution is an administrative act, which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing State or Federal statutes, City ordinances, resolutions or these guidelines.

On occasion, Council may give direction or express its intention by consensus. Consensus is achieved when a direction is provided and receives stated approval with no objections raised by councilmembers. To avoid ambiguity that can arise from consensus decision-making and to provide staff with concise directions, Council should formalize their intent by motion whenever possible.

2.8 Reconsideration

Any action of the Council shall be subject to a motion to reconsider. Reconsideration can be requested only by motion of a member of the prevailing side of the original motion. A motion to reconsider must be made at the next

regular meeting after the meeting in which the original motion was considered. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter shall be added to the agenda of the next regular meeting.

2.9 Meeting Packets

The City Clerk shall prepare the meeting packet for all Council meetings containing the agenda, all reports of Council Committees, all documentary materials upon which Council action is to be taken, and copies of all minutes to be approved. The agenda and packet shall be published on the City's website before 5:00 p.m. five calendar days before the meeting date. Items may be revised or added to the agenda after publication, subject to the Mayor's discretion. Presentation materials (i.e. PowerPoint files) will be added to the online meeting packet as soon as they are available in advance of the meeting.

Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the Council meeting, when possible. Printed copies of the meeting packet will be provided to the Mayor, councilmembers, and staff upon request.

The agenda for all City Council Meetings shall be posted on the meetings bulletin board.

2.10 Minutes

Minutes of City Council Meetings shall be recorded and signed by the City Clerk or their designee. Minutes of City Council business meetings shall be approved by Council at the subsequent regular business meeting. Minutes of City Council study sessions and Council Committees shall be submitted to Council as part of the consent agenda at a subsequent regular business meeting.

In order to maximize personnel resources in a cost-effective and efficient manner and to preserve an accurate and concise record, minutes of all City meetings shall be recorded as "action minutes" and shall include the following:

- Name of the body.
- Date, hour, and place of the meeting.
- The names of members in attendance and members absent. If a member arrives late or departs before adjournment, the minutes should reflect the time of arrival and/or departure at that point in the minutes.
- Whether it is a regular, adjourned, or special meeting.
- Time the meeting commenced. Time of meeting recess (if any).
- Topics of business
- Actions taken on each business item
- Record of motions and votes
- Direction given to staff by general consensus

- Oral communications/public comment need only reference the name of the person, subject matter addressed, and direction given from Council (if any).
- Adjournment time and, if applicable, whether the meeting was adjourned to another time prior to the next regular meeting.
- Signature block for the City Clerk.

ARTICLE 3 - COUNCIL COMMITTEES

3.1 Council Committees Defined

Council may form *ad hoc* committees to address specific issues as needed.

Each Council Committee shall have a designated staff person assigned by the City Administrator who will assist the committee with scheduling meetings, preparing packet materials, and taking action minutes of the meetings.

3.2 Committee Meetings

All council committee meetings shall be subject to all provisions the OPMA. Committees shall meet during regular working hours unless an emergency exists. Meeting agendas shall be posted five calendar days prior to the committee meeting unless an emergency exists.

It shall be the right and responsibility of each Department Head to make their position known to the Council Committee on each matter for Council action affecting the Department referred to the Committee.

3.3 Duties of the Chair

Each Council Committee shall have an elected chair. The chair of the respective Council Committees shall have the following responsibilities:

- Schedule and attend meetings of the Committee, which shall be open to members of the public.
- Determine the need to cancel a scheduled Committee meeting.
- Determine the need to call a meeting of the Committee.
- Work with other committee members, the Mayor and City staff to develop the agenda for each meeting.
- Ensure that the committee adheres to the defined scope of business for that committee.
- Determine the appropriateness of accepting public comment during committee meetings.

3.4 Actions Taken by the Committees

The chief duty of Council committees is to take up matters referred to them by the City Council. Motions made at a committee meeting should be phrased as recommendations to Council on specific actions to be taken.

Council Committees do not have the authority to take action on behalf of Council. Council Committees may not direct the Mayor or staff. Council Committees may make recommendations to the Mayor on administrative actions within the scope of the committee, but these recommendations should be informal; the Mayor is not obligated to adhere to these recommendations. Council Committees cannot terminate an action or request by staff or the public. They can only provide Council a recommendation on the topic.

ARTICLE 4 - MAYOR PRO TEMPORE

4.1 Appointment

Pursuant to RCW 35A.12.065 and consistent with GHMC Chapter 2.14, annually at the second regular business meeting in January, Council shall elect from their number a Mayor Pro Tempore who shall hold office at the pleasure of Council. Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tempore in the absence or temporary disability of the Mayor. The Mayor Pro Tempore shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in these Guidelines.

4.2 Authority

The Mayor Pro Tempore shall have authority to preside over meetings of council, sign warrants and written contracts, and perform other administrative duties of the Mayor, but only for such period of time as the Mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the City.

The Mayor Pro Tempore shall have the authority to act as the Mayor in the Mayor's absence only when the Mayor is away and cannot perform duties that cannot await their return or that cannot be performed by telephone or other type of communications link. The authority of the Mayor Pro Tempore to act under authority of these Guidelines shall end upon the Mayor's return or the removal of any temporary disability. The Mayor Pro Tempore shall not delegate the authority herein granted to another City official.

The Mayor Pro Tempore shall not in any case have the authority to appoint or remove City officers and employees, to veto ordinances, to adopt or repeal administrative procedures, or to reorganize the administration of the City.

4.3 Absence or Temporary Disability of the Mayor Defined

For purposes of these Guidelines, the "absence or temporary disability of the Mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of their office. In application of the foregoing definition, the following shall apply:

- The Mayor shall not be deemed temporarily disabled if due to illness he or she is unable to perform some of the duties, such as attending a Council Meeting, if he or she is able to perform other duties of the office on an ongoing basis.
- During such times as City offices are closed, the Mayor Pro Tempore shall have authority to act in the Mayor's absence only with respect such emergencies as may require the Mayor's presence.

4.4 Mayor's Salary for the Mayor Pro Tempore During Extended Absence or Disability of the Mayor

The Mayor Pro Tempore shall not receive the Mayor's salary during the extended absence or disability of the Mayor, provided, the Council may by ordinance provide for such compensation for the Mayor Pro Tempore.

ARTICLE 5 – ADVISORY BOARDS, COMMISSIONS, & COMMITTEES

5.1 Purpose and Application

The purpose of this section is to establish general provisions applicable to all Advisory Boards. The provisions of this article govern Advisory Boards unless otherwise specifically provided by ordinance, motion or resolution of the City Council, or as may be required by state law.

An “Advisory Board” means any board, committee or commission created by the City Council to give advice on subjects and perform such other functions as prescribed by the City Council. Advisory Boards also includes task forces, informal committees, or working groups formed by City Council resolution for short periods of time or for specific tasks.

The City of Gig Harbor’s Advisory Boards are fundamental to encouraging the use of citizen talent and interest in affairs of the City. Our residents have enjoyed a long tradition of participation in city government. Through representation on boards and commissions, Gig Harbor residents are offered an important avenue to help create effective and equitable policies. Citizen involvement contributes to the success of government and the quality of life enjoyed by everyone in the community.

5.2 Formation of Advisory Boards

All standing advisory boards shall be established in the Gig Harbor Municipal Code. Current standing advisory boards include:

- Arts Commission
- Civil Service Commission
- Design Review Board
- Lodging Tax Advisory Committee
- Parks Commission
- Planning Commission
- Salary Commission

Council may also create *ad hoc* advisory boards, blue ribbon work groups and taskforce groups by resolution. Such advisory boards are subject to the same provisions of this article.

5.3 Scope of Work

Each Advisory Board, when it is formed, will have a specific statement of purpose and function, which will be re-examined periodically by the City Council to determine its effectiveness. This statement of purpose, as well as other information regarding duties and responsibilities, will be made available to all members when appointed.

The City Council may determine any specific guidelines or tasks to be referred to the Advisory Board by motion or resolution.

Each Advisory Board may develop an annual work plan, within the jurisdiction and area of responsibility assigned to the board in the Gig Harbor Municipal Code. All work plans must be approved by the City Council and carried out under the direction of the Mayor.

5.4 Membership and Residency Requirements

The number of members and any specific qualifications of each standing Advisory Board shall be set forth in the Gig Harbor Municipal Code.

Unless otherwise specifically provided in the Gig Harbor Municipal Code, or as may be required by state law, each person at the time of nomination and continuing uninterrupted thereafter while serving on an Advisory Board shall be a resident of the greater Gig Harbor area within Pierce County (west of the Tacoma Narrows Bridge and east of the Purdy Bridge).

5.5 Appointment Process

Appointments to Advisory Boards shall be made by the Mayor or City Council, as specified in the Gig Harbor Municipal Code.

The City Clerk shall be responsible to recruit applicants for Advisory Board vacancies. Upcoming vacancies will be noticed on the City's website and through various other outreach methods, as appropriate. The City Clerk will establish an application form and application deadlines to facilitate timely appointment of candidates.

All interested candidates must submit an Advisory Board application on the City's website to be eligible for consideration. Current members seeking reappointment are required to submit an application.

Eligible candidates for council-appointed Advisory Boards will be interviewed by an *ad hoc* committee of the City Council, subject to the requirements of Article 3. Council shall appoint three councilmembers to this committee, as needed. The interview panel may also be joined by the Mayor, the Advisory Board Chair and the designated staff liaison, at their discretion. The committee will forward its recommendations to Council for approval on the consent agenda of the next regular City Council meeting.

Candidates shall be deemed appointed and shall commence service after confirmation by the City Council.

5.6 Appointment Terms

Each appointee shall be assigned a specific numbered position on each Advisory Board. Each confirmation motion by the Council shall include ending

date and term for the position to which the person is appointed and such information shall be entered into the Council minutes.

Unless otherwise specified in the Gig Harbor Municipal Code or by State law, all appointment terms shall be for a period of three years.

At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the Council.

5.7 Vacancies

Vacancies shall be filled for the unexpired term in the same manner as the original appointment. Membership vacancies shall be filled for the unexpired term.

Any member may be removed by Council action based on Council decision that removal is in the best interests of the City. Removal should not occur for disagreement with an official recommendation of the board or its members.

Any member may be removed by the Mayor, if, in the Mayor's determination, the member has violated the provisions of these Guidelines or the Gig Harbor Municipal Code. The Mayor may also remove members who have three or more consecutive unexcused absences from regular Advisory Board meetings.

5.8 Expectations of Advisory Board Members

It is imperative that board members recognize they are in a critical position to shape and influence board decisions and actions. It is important that each member keeps informed and up to date on issues and statutes affecting their board.

Regular attendance is essential so that decisions will represent the opinions of the board as a whole. In addition, regular attendance enables board members to keep abreast of board concerns and helps ensure that issues are examined from a variety of perspectives. A person may forfeit their position on the board as a result of poor attendance.

Effective board members will:

- Attend all board meetings and be well prepared for meetings.
- Recognize that serving the public interest is the top priority.
- Recognize that the board must operate in an open and public manner.
- Be knowledgeable about the legislative process and issues affecting the board.
- Examine all available evidence before making a judgment.
- Communicate well and participate in group discussions.

- Remain aware that authority to act is granted to the board as a whole, not to individual members.
- Exhibit a willingness to work with the group in making decisions.
- Recognize that compromise may be necessary to reach consensus.
- Ensure personal feelings toward other board members or staff do not interfere with their judgment.

If a member is unable to complete their term, they should inform the City Clerk's Office and the staff liaison for the board. An email or letter of resignation should be sent to the City Clerk indicating the date the resignation is effective and whether the member is able to serve until a replacement is named.

5.9 Chair and Vice Chair - Identification and Election

Each Advisory Board shall elect from its membership a presiding officer who shall be referred to as Chair, and such officer shall serve for one year. Each Advisory Board shall also elect from its membership a Vice Chair who shall perform the duties of the Chair in the absence of the Chair, and such officer shall serve for one year.

The Chair shall:

- Work with staff liaison to prepare agendas
- Preside at all meetings
- Call the meeting to order at the scheduled time
- Verify the presence of a quorum
- "Process" all motions (state the motion prior to discussion, restate the motion just prior to the vote, announce the result of the vote)
- Facilitate meetings by staying on track and adhering to time constraints
- Rule on any points of order using Roberts Rules of Order as guidance
- Conduct the meeting in a fair and equitable manner
- Maintain neutrality to facilitate debate
- Serve as official representative of the commission or designate another Commissioner

The Vice-Chairperson shall:

- In the absence of the Chairperson, assume the role of the Chairperson
- Preside at any meeting where the Chairperson is absent
- Work in partnership with the Chairperson

5.10 Quorums, Transacting Business

A majority of the appointed members of the Advisory Board shall constitute a quorum for the transaction of business. An affirmative vote of the majority of a quorum in attendance at any meeting shall be necessary to transact business or carry any proposition.

5.11 Conflicts of Interest

If any members of an Advisory Board conclude that they have a conflict of interest or an appearance of fairness problem with respect to a matter pending before the Advisory Board so that they cannot discharge their duties on such an Advisory Board, they shall disqualify themselves from participating in the deliberations and the decision-making process with respect to the matter.

5.12 Liaisons and Representatives

The Mayor shall designate a staff person to function as primary support person for each Advisory Board. The designated staff person will serve as the liaison between the Advisory Board and the City Council, other Advisory Boards and City staff. The designated staff liaison may request the assistance of the Chair or Vice Chair in relaying Advisory Board matters to other bodies.

The primary function of the staff liaison is to carry out the rules, policies and programs developed by the board. In addition, staff members notify board members of pertinent issues and legislative activity. They also arrange meetings, prepare meeting materials, compile background information and conduct research.

5.13 Procedures, Records, and Minutes

Rules of order not specified by statute, ordinance or Council resolution shall be guided by the principles of Robert's Rules of Order. Advisory Boards should not allow strict adherence to Roberts Rules of Order to impede the board in conducting its business.

The City Clerk shall provide for the taking of action minutes, as defined in Section 2.10 of these Guidelines, and maintaining the records of all regular and special meetings.

5.14 Meetings

Each Advisory Board shall hold regular public meetings at such times and places as determined by the Advisory Board with the concurrence of the Mayor. All meetings of an Advisory Board shall be subject to all requirements of the Open Public Meetings Act (OPMA). All members of governing bodies must complete Open Public Meetings Act training. Training must be completed within 90 days of assuming duties.

Advisory Boards may request special meetings to deal with specific matters. Special meetings may only be held with the consent of the Mayor.

5.15 Subcommittees

Advisory Boards may form subcommittees to address specific tasks or issues assigned to an Advisory Board. All subcommittees must be approved by the

Mayor and all meetings of subcommittees are subject to the Open Public Meetings Act.

5.16 Communications with City Council

Expressions of an Advisory Board's position, recommendation or request for any action shall be in the form of a motion or other written communication, setting forth the reasons, facts, policies, and/or findings of the body supporting the communication, and shall be directed to the City Council. Such communications shall be conveyed to Council by the staff liaison designated to support the Advisory Board. Staff liaisons shall regularly report to the City Council on board activities.

Advisory Board members are appointed by the City Council on the basis of their expertise or passion for the subject matter of each Advisory Board. As such, councilmembers should not attempt to influence or persuade Advisory Board members on matters referred to the Advisory Board. Similarly, Advisory Board members should not reach out individually to councilmembers to seek direction or guidance. Communications between the City Council and an Advisory Board should be conducted through the designated staff liaison for each Advisory Board.

5.17 Communications with the Public

In general, Advisory Board communication with the public should be restricted to staff liaison assigned to each Advisory Board. Members should not represent themselves as Advisory Board members unless they have specifically been directed to do so by the Advisory Board in consultation with the staff liaison.

5.18 Communications with Other Advisory Board Members

Advisory Board members should not communicate directly with other members of the same Advisory Board on official Advisory Board business outside of their meetings. Such communications should be directed toward staff liaisons who can inform other board members as necessary in advance of the next meeting.

Communications between individual board members can easily lead to “serial meetings” which violate the Open Public Meetings Act. A serial meeting occurs when a majority of members have a series of smaller gatherings or communications that results in a majority of the body collectively discussing board matters, even if a majority is never part of any one communication.

5.19 Lobbying Efforts

Advisory Boards shall not lobby on legislative or political matters unless specifically directed or authorized to do so by the City Council or the Mayor. A member of the Advisory Board is not authorized to speak for the Board, unless the Board has expressly authorized the member's communication and

no Board member is authorized to speak on behalf of the City. An individual member is free to voice a position, oral or written, on any issue as long as it is made clear that the member is not speaking as a representative of the City or as a member of an Advisory Board.

5.20 Compensation and Reimbursement of Expenses

Members of Advisory Boards shall serve without compensation. Members shall be reimbursed for authorized travel expenses incidental to that service, which are authorized in advance by the Mayor.

ARTICLE 6 - COUNCILMEMBER COMMUNICATIONS

6.1 General Communications

All city-related correspondence from councilmembers should come from the councilmember's city-assigned email account. Personal email accounts and texting from personal phones should not be used when communicating with each other, staff, or residents. If personal devices are used for city business or contain city records, those personal devices may need to be searched in order to fully respond to public records requests and may eventually be subpoenaed as evidence in public records disclosure cases. Further, any city document contained on a personal device must be retained according to the State prescribed retention schedules.

6.2 Communications with Other Councilmembers

When communicating with each other outside of City Council meetings, councilmembers should be mindful of avoiding creating a serial meeting in violation of the Open Public Meetings Act. It is important to remember that serial meetings are not limited to simple email chains. They can be created by a combination of personal conversations, text messages, emails or other forms of communication.

Emails sent to the entire Council should be strictly *informational* in nature. Opinions should be withheld from emails and should be shared during a noticed public meeting. Once one councilmember has stated their opinion on a group email, all other councilmembers are thereafter prevented from stating their own opinions on the matter via email. The spirit of the OPMA is that councilmembers should express their ideas and opinions openly and transparently in a public meeting. City council meetings and study sessions are the appropriate time to make known opinions and discuss ideas amongst Council.

6.3 Communications with the Public

Councilmembers are free to discuss their ideas and opinions with residents. When stating an opinion or preference, councilmembers should be clear that they are not speaking on behalf of the City or the City Council, unless Council has formally stated a position or direction.

6.4 Communications with Staff

City staff are available to answer questions and discuss current and upcoming issues with councilmembers. Councilmembers are encouraged to reach out staff on current work plan items and priorities.

Staff time is a valuable resource for the City. Councilmembers should be considerate of staff members' time. If a councilmember is requiring too much staff attention, the Mayor may take measures to reduce the amount of time staff spends responding to the councilmember's requests.

Similarly, the City Attorney is available to address questions and concerns raised by councilmembers. The City Attorney will treat conversations with councilmembers with discretion and maintain confidentiality, unless the City Attorney determines it is in the best interest of the City to share the details of the conversation with the Mayor or City Administrator. Councilmembers should not share the content of any conversation with the City Attorney with anyone else, with the exception of other council members and senior staff, as that communication may be protected as Attorney-Client Privileged Communication.

Councilmembers may not direct staff in any manner. Suggestions for staff direction must be directed to the Mayor or City Administrator. Ideas and proposals that may impact the City's budget or staff time should first be brought up with the City Administrator.

6.5 Social Media

While social media, with its use of popular abbreviations and shorthand, does not adhere to standard conventions of correspondence, the content and tenor of online conversations, discussions, and information posts should model the same professional behavior displayed during Council meetings.

Councilmembers should not use personal social media accounts to discuss City business. Instead, councilmembers wishing to participate in social media in their capacity as councilmembers should create separate social media accounts that are tied to the councilmembers' City email addresses. Social media is not to be used as a mechanism for conducting official City business other than to informally communicate with the public. Examples of business that may not be conducted through social media include making policy decisions, official public noticing, and discussing items of legal or fiscal significance that have not previously been released to the public.

Councilmembers' social media site(s) should contain links directing users back to the City's official website for in-depth information, forms, documents or online services necessary to conduct official City business. At the discretion of the Mayor, social media applications, tools or sites may be limited or banned if they are not or cannot be used in compliance with this policy.

All content posted on individual councilmember social media sites shall comply with all state or local ethics and election laws and regulations. No content that promotes or advertises commercial services, entities, or products may be posted.

Unless the City Council has formally made a statement of support or opposition, councilmembers shall not post comments or links to any content

that endorses or opposes political candidates, legislative matters, or ballot propositions, including links to a councilmember's campaign site.

State and local records retention laws and schedules apply to all social media content. All social media content with retention value must be maintained for the required retention period on a City server in an easily accessible format that preserves the integrity of the original record. Prior approval of the retention format and procedures for each social media tool being used must be received from the City Administrator. It is the responsibility of each councilmember to maintain current, approved retention procedures and to ensure that those procedures are followed.

As with any correspondence sent in their capacity as a councilmember, postings to social media sites maintained by others must be retained by the posting councilmember. Printouts or screenshots of postings to others' sites may suffice for retention purposes. Councilmembers should consult with the City Clerk for the applicable retention schedule and method.

Any content maintained in a social media format (FaceBook, YouTube, Twitter, etc.) that is related to City business, including communication between an individual councilmember and constituents or the general public, and a site's listing of "friends" or "followers," may be considered a public record subject to disclosure under the state Public Records Act. Additionally, notes and comments on social media are one avenue to creating serial meetings in violation of the Open Public Meetings Act and councilmembers should take care not to comment in posts or threads with multiple other councilmembers.

Any social media tools used should clearly state that all content submitted by members of the public is potentially subject to public disclosure pursuant to the Public Records Act RCW 42.56.

Under the Public Records Act, the City Clerk is responsible for responding accurately and completely to any public records request including a request for public records on social media maintained by individual councilmembers. Therefore, it is critical that records have been retained according to approved procedures.

Users and visitors to social media sites shall be notified that public disclosure requests must be directed to the City's Public Records Officer.

Users of councilmember social media sites who submit comments should be clearly notified via site disclaimer that the intended purpose of the site is to serve as a mechanism for informal communication between councilmembers and the public regarding the topics discussed. Any content posted by users must be retained, even if subsequently removed, including the time,

date, and identity of the poster when available.

To avoid any concern regarding the content submitted to social media sites, councilmembers are strongly encouraged to maintain social media sites with settings that can restrict users' ability to comment.

Sites requiring membership or subscription should be avoided. When posting information or soliciting feedback on such a site, always provide an alternate source for the same information or mechanism for feedback on the City's public web site, so that those who are not members of the social media site may have equal access. Sites should use the most open settings possible to allow the public to view content without requiring membership or login.

6.6 Lobbying Efforts

Councilmembers shall not lobby on behalf of the City on legislative or political matters unless the City Council has formally taken a position on the matter. A councilmember is not authorized to speak for the Council, unless the Council has expressly authorized the member's communication. An individual councilmember is free to voice a position, oral or written, on any issue as long as it is made clear that the councilmember is not speaking as a representative of the City.

Per RCW 42.17A, Councilmembers and other City officials are not allowed to encourage residents to call legislators or the legislative hotline to comment on legislation.

6.7 Responding to Emails Sent to mayorandcouncil@gigharborwa.gov

The City maintains the email address mayorandcouncil@gigharborwa.gov as a convenience for residents to email the Mayor and all councilmembers at once. The City Administrator, City Clerk and Assistant City Clerk are copied on all emails sent to this address.

It is the responsibility of the Mayor to acknowledge and address each email sent to this address. The Mayor may delegate the acknowledgement and response to the City Administrator or another appropriate staff member. Council will be copied on all responses to these emails.

Councilmembers are free to individually respond to any email sent to this email address. Councilmembers should not "reply all" to any emails sent to this address.

ARTICLE 7 - PROCLAMATION POLICY

It is the policy of the City to consider requests to proclaim certain events or causes when such proclamations pertain to a Gig Harbor event, person, organization, or cause with local implications. The City will consider requests that are timely, have potential relevance to a majority of Gig Harbor's population, and either forward positive messages or call upon the support of the community.

The following guidelines and requirements apply to requests for consideration of proclamations which are read at Council meetings:

- The person(s) or organization making the request must submit a completed application requesting a City Proclamation. The City Clerk shall be responsible for developing a request form and collecting applications. The request should be made at least three weeks in advance of the requested Council meeting.
- The Mayor, in consultation with the City Administrator, City Attorney and other appropriate staff, shall approve or reject proclamation requests in accordance with the intent of this policy. The Mayor has the discretion to modify, edit, or otherwise amend the proposed proclamation. The Mayor retains the right to decide if the proclamation will or will not be issued. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.
- Once approved, the proclamation will be included on the appropriate Council agenda. Council will make no more than two proclamations at a Council Meeting.
- Either the person making the request or a representative of the organization making the request must be present at the Council meeting to accept the proclamation.

The Mayor may issue proclamations consistent with this policy without receiving an application from a person or organization. Councilmembers may individually submit requests for proclamations under the same guidelines and procedure listed above. The City Council may, by majority vote, direct the Mayor to prepare a resolution in lieu of a proclamation to be read at a future meeting.

If a person or organization requests a proclamation for an event or presentation and does not request it be read at a Council meeting, the same policy will apply. The requestor must arrange with the City Clerk's office to either pick up the proclamation or have it mailed. Upon request, the Mayor (or a councilmember or staff person designated by the Mayor) may attend an event to read a proclamation.

EXHIBIT A - PARLIAMENTARY PROCEDURE AT A GLANCE

To do this:	You say this:	May you interrupt speaker?	Must be seconded?	Is motion debatable?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"	NO	YES	NO	MAJORITY
End debate	"I call the question ..."	NO	YES	NO	2/3 VOTE
Postpone discussion	"I move we postpone this matter until..."	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a roll call vote"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration of this"	YES	NO	NO	2/3 VOTE
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..."	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the guidelines and ..."	NO	YES	NO	2/3 VOTE
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY

RESOLUTION NO. 1190

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING CITY COUNCIL GUIDELINES AND PROCEDURES

WHEREAS, the City Council and Mayor wish to adopt formal guidelines and procedures to govern the conduct of their meetings in order to increase meeting efficiency and reduce conflict; and

WHEREAS, RCW 35A.12.120 authorizes the City Council to “determine its own rules and order of business and to establish formal rules for the conduct of council meetings”; and

WHEREAS, the Mayor formed an ad hoc committee consisting of three Councilmembers to consider and recommend these guidelines and procedures; and

WHEREAS, these guidelines and procedures are adopted for the sole benefit of the members of the City Council and the Mayor to assist in the orderly conduct of Council business; and

WHEREAS, these guidelines of procedure do not grant rights or privileges to members of the public or third parties; and

WHEREAS, the City Council may implicitly or by a majority vote determine to temporarily waive any of these guidelines or procedures;

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

Section 1. Adoption. The City of Gig Harbor City Council hereby adopts the City Council Guidelines & Procedures as set forth in Exhibit A.

RESOLVED by the City Council this 26th day of October, 2020.

APPROVED:



Kit Kuhn, Mayor

ATTEST/AUTHENTICATED:



Molly Towslee, City Clerk

FILED WITH THE CITY CLERK: 10/13/18
PASSED BY THE CITY COUNCIL: 10/26/18
RESOLUTION NO. 1190



CITY OF GIG HARBOR

COUNCIL GUIDELINES & PROCEDURES

ARTICLE 1 – PURPOSE & SCOPE

The City Council Guidelines and Procedures should be considered a means to an end, and not an end in themselves. If used well, guidelines of procedure will advance fundamental goals and principles. They will help Council spend its time well and make good decisions on behalf of the community. The guidelines should not become the master and the primary focus for the meeting. The "horse" (the principles) should come before the "cart" (the guidelines).

These guidelines of procedure are adopted for the sole benefit of the members of the City Council and the Mayor to assist in the orderly conduct of Council business. These guidelines of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these guidelines shall not result in any liability to the City, its officers, agents, and employees, nor shall failure to adhere to these guidelines result in invalidation of any Council act. The City Council may implicitly or by a majority vote determine to temporarily waive any of the guidelines. Council action taken in disregard or non-conformity with these guidelines shall be construed as an implicit waiver.

ARTICLE 2 – CITY COUNCIL MEETINGS

2.1 City Council Meetings Defined

A City Council meeting is any meeting comprised of four or more councilmembers where City business is conducted. All City Council meetings are subject to all provisions of the Open Public Meetings Act (OPMA).

Types of City Council meetings include:

- **Regular and Official Meetings** – The City Council meets in regular session on the second and fourth Mondays of each month at 5:30 p.m., as established in GHMC Chapter 2.04. In the event any of the regular and official meeting days fall upon a legal holiday, the regular and official meeting day shall be on the Tuesday following the second and fourth Monday of each month.
- **Special Meetings** – Special meetings may be called by the Mayor or a majority of Council. Council may take final action on items published on the agenda of a Special Meeting.
- **Study Sessions** – Study sessions provide Council with the opportunity to discuss and explore issues before progressing the matter to a regular and official meeting for final action. Council may direct the Mayor to direct staff by motion or consensus at study sessions, but Council may not take final action on any matters. In order for Council to make informed decisions and to aid in developing intelligent questions on discussion items documents referring to those items shall be presented to the council 4 days ahead of council Study Sessions. If items are not presented, a majority of council has the authority to request another meeting when council has had time to investigate the materials.
- **Council Retreats** – Annually, or as needed, Council may hold retreats to discuss work plans and visioning for future action. Similar to study sessions, Council may direct the Mayor to direct staff by motion or consensus, but Council may not take final action on any matters.
- **Workshops** – Workshops are utilized to provide training or procedural guidance to Council on the role and function of Council and other City governance matters.
- **Emergency Meetings** - An Emergency meeting may be called without notice requirements. An Emergency meeting deals with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of a 24-hour notice would make notice impractical and increase the likelihood of such injury or damage. Emergency meetings may be called by the Mayor or majority of councilmembers. The minutes will indicate the reason for the emergency.
- **Remote Meetings** – Any of the preceding meetings may be designated as a remote meeting at the discretion of the Mayor, or by a quorum of the City Council if allowed by law. A remote meeting is a meeting of the City Council during which a quorum or more of Council members appear or attend by

phone, the internet or via other electronic means that allow real-time verbal communication during which all participants are simultaneously able to hear each other. Final action may be taken during remote meetings. Remote meetings are subject to all requirements of the OPMA. The public shall be provided with access and notice for all meetings as required by the Open Public Meetings Act.

At all Council Meetings, a majority of the Council shall constitute a quorum for the transaction of business.

Councilmembers and the mayor may appear at a Council meeting by remote connection under limited circumstances. Remote attendance is allowed for the benefit of the City and not for the benefit of an individual councilmember. Remote attendance should be the rare exception, not the rule. In instances when the mayor is remotely attending a meeting, the mayor will still function as the Presiding Officer. These remote attendance guidelines do not apply to Remote Meetings as defined above.

The City Clerk or Assistant City Clerk shall attend all Council meetings. If the City Clerk and the Assistant City Clerk are absent from any Council meeting the City Administrator shall appoint a Clerk for that meeting.

Any City employee shall attend a City Council meeting when requested by the Mayor or City Administrator for clarification or explanation of agenda items.

2.2 Rules of Order

All City Council meetings shall be guided by the most recent edition of *Robert's Rules of Order*, as published by Scott, Foresman and Company. A quick reference chart of the most common "Rules of Order" questions is attached as **Exhibit A**. The City Clerk shall act as parliamentarian during all meetings of the City Council.

The Mayor shall be addressed as "Mayor (surname)." Councilmembers shall be addressed as "Councilmember (surname)."

Councilmembers should speak to the issues in a civil manner, respecting the viewpoints of others, focusing on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion, in a polite manner towards each other and the public. Respect should be shown to present and past councilmembers, the mayor, and staff. If a motion is on the table, councilmember comments should speak to the motion. If an amendment to a motion is on the table, councilmember comments should speak only to the amendment.

The purpose of Council discussion is to make known a councilmember's stance on a particular issue. Councilmembers should not use their comments in an

attempt to debate their fellow councilmembers. Comments should be concise, succinct, and to the point. Rather than repeating other councilmembers comments, councilmembers should simply express agreement with prior comments. Councilmembers may call a "point of order" if another councilmember persists in providing comment that is not germane to the issue.

Councilmembers may not email, text, or call anyone during a Council meeting. Councilmembers may not record or broadcast Council meetings, aside from the City's authorized recording.

Councilmembers shall be seated in a manner acceptable to Council. If there is a dispute, the Council will decide by vote.

2.3 Role of the Mayor in Council Meetings

It shall be the duty of the Mayor to:

- Call the Meeting to order
- Call the roll of councilmember attendance
- Keep the meeting to its order of business.
- Control discussion in an orderly manner.
- Give every councilmember who wishes an opportunity to speak when recognized.
- Permit audience participation at the appropriate times
- Require all speakers to speak to the question and to observe the rules of order.
- State each motion before it is voted upon.
- Put motions to a vote and announce the outcome.
- Decide all questions of order, subject to the right of appeal to the Council by any councilmember.
- Attend all Council meetings. In the event that the Mayor is unable to attend a council meeting, the Mayor Pro Tempore shall preside. In the event that both Mayor and Mayor Pro-Tempore are unable to attend, Council may pick a member to preside for that meeting.

The Mayor has the authority to preserve order at all meetings of the Council, to cause removal of any person from any meeting for disorderly conduct and to enforce these guidelines. The Mayor may command assistance of any peace officer to enforce all lawful orders of the Mayor to restore order at any meeting.

The Mayor shall have the authority to interpret and determine the application of these guidelines to any particular situation occurring during the course of that meeting subject to an appeal and second by a councilmember, which places the matter before the full Council.

2.4 City Council Regular Business Meeting Agendas

Consistent with Gig Harbor Municipal Code Chapter 2.04.030, the agenda for regular business meetings of the Council shall be set by the Mayor and City Administrator. Any one of the City's elected officials may place an item on the agenda as long as the item is submitted to the City Administrator a minimum of five working days prior to the Council meeting. Other parties desiring to place an item on the agenda shall submit the item to the City Administrator or Mayor at least five calendar days prior to the Council meetings. The City Administrator and the Mayor shall solely determine whether items submitted by other parties shall appear on any City Council agenda.

The accepted order of business for the regular business meetings of the Council shall be transacted as follows. The City Administrator or Mayor may rearrange items on the agenda to conduct the business before the Council more expeditiously.

I. CALL TO ORDER / ROLL CALL

The Mayor (or Mayor Pro Tempore in the absence of the Mayor) shall call to order the meeting of each City Council meeting. The Mayor shall call the names of each councilmember who will respond in the affirmative if present.

Councilmembers not present at Roll Call of a meeting shall be declared "excused" (if an acceptable reason for the absence was provided in advance of the meeting) or "absent" by the Mayor. Council may reverse the Mayor's declaration by a majority vote. Councilmembers arriving late to the meeting shall be recorded as "present" at the meeting with his or her arrival time noted in the minutes.

II. PLEDGE OF ALLEGIANCE

The Mayor shall lead the Council, staff, and all others presents in reciting the Pledge of Allegiance at the beginning of each Regular Business Meeting.

III. CHANGES TO THE AGENDA

Councilmembers or the Mayor may make suggested changes to the agenda. Councilmembers wishing to bring up new items for discussion should do so at this time. Changes to the agenda will be approved by a majority vote of the Council.

IV. CONSENT AGENDA

Each agenda shall include a "consent agenda" in the order of business. When the City Administrator and Mayor determine that any item of business requires action by the Council but is of a routine and noncontroversial nature, they may cause such item to be presented at a regular meeting of the council as part of the consent agenda.

The reference material for all matters listed within the consent agenda shall be distributed to each member of the City Council for their review prior to the meeting. Matters on such consent agenda shall be considered to be routine and may be enacted by a single motion of the council with no separate discussion unless removed from the consent agenda as hereinafter provided.

If separate discussion of any consent agenda item is desired, that item may be removed from the consent agenda at the request of any individual council member. At the conclusion of passage of the consent agenda, those items removed at the request of any individual council member shall either be discussed and acted upon before proceeding to the next item of business on the agenda or shall be set to a later position on the agenda for that meeting.

Approval of the motion to approve the consent agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

V. PRESENTATIONS

This portion of the meeting is reserved for presentations from individuals or organizations outside of City government. Presentations will be added to the agenda at the discretion of the Mayor and City Administrator or at the request of individual councilmembers.

Presentations should strive to be no longer than 15 minutes in length, not including questions from Council.

VI. MAYOR'S REPORT

VII. CITY ADMINISTRATOR'S REPORT

VIII. PUBLIC COMMENT ON NON-AGENDA ITEMS

Speakers will be allotted 3 minutes per individual, unless revised by the Mayor. The purpose of a Council meeting is to conduct the City's business; it is not a public forum. The OPMA does not require that members of the public be allowed to participate or speak.

The City Council desires to allow a maximum opportunity for public comment. However, the business of the City must proceed in an orderly, timely manner.

During public comment on items not currently on the agenda, the Mayor may recognize any councilmember or City staff for the limited purpose of

providing a brief response, or comment, or summary of expected action. No debate of the merits of the item should occur at this time. Any Councilmember may indicate that he or she desires to discuss the matter further on the agenda (under Comments from Council, or as otherwise determined by the Mayor).

Comments shall be made from the microphone, first giving the speaker's name and address. No comments shall be made from any other location, and anyone making "out of order" comments may be subject to removal from the meeting.

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

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

IX. OLD BUSINESS

Old Business is reserved for items previously considered by Council under New Business at a prior regular business meeting. Typically, this will be ordinances returning for second or third reading.

The sequence of steps for considering old business items shall be:

- a) Staff report
- b) Clarifying questions from Council
- c) Public Comment
- d) Council deliberation and action

Public comment will be allowed on all Old Business agenda items unless the matter was previously considered under a formal Public Hearing and the hearing has been closed, or if the matter is governed by ordinance or statute that prohibits the receipt of public comment.

The procedure for public comments shall be the same as specified under "Public Comment on Non-Agenda Items." Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the Mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for Council deliberation and action, after taking public comment.

X. NEW BUSINESS

New Business includes all business items not previously considered by Council at a prior regular business meeting.

The sequence of steps for considering new business items shall be:

- a) Staff report
- b) Clarifying questions from Council
- c) Public Comment
- d) Council deliberation and action

Public comment will be allowed on all New Business items unless the matter is governed by ordinance or statute that prohibits the receipt of public comment.

The procedure for public comments shall be the same as specified under "Public Comment on non-agenda items." Speakers at all times must confine their remarks to those facts which are germane and relevant, as determined by the Mayor, to the questions or matter under discussion.

Councilmembers should refrain from making motions until the step for Council deliberation and action, after taking public comment.

XI. STAFF REPORT

This portion of the meeting is reserved for presentations from City staff only. Staff reports will be added to the agenda at the request of staff and/or at discretion of the Mayor and City Administrator, or at the request of individual councilmembers. Discussion materials will not typically be distributed to Council prior to the meeting but may be made available at the conclusion of the meeting. Actions taken during this portion of the meeting should be limited to providing guidance and direction to the mayor to direct to staff.

XII. COUNCIL REPORTS / COMMENTS

This portion of the meeting is reserved for reports from the Council Committee chairs and other general comments from councilmembers. This portion of the meeting is the time for councilmembers to introduce new items for consideration. Councilmembers may bring up suggestions and ideas and with majority of Council concurrence may direct the Mayor to direct staff to analyze and prepare a brief report on the issue.

XIII. ANNOUNCEMENT OF UPCOMING MEETINGS Council will review the list of upcoming meetings.

XIV. EXECUTIVE SESSION

The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110.

Before convening an Executive Session, the Mayor shall announce the purpose of the session, the anticipated time when the session will be concluded and if any business or action is anticipated to be conducted by Council after the Executive Session. Should the Session require more time, a public announcement shall be made that the Session is being extended.

Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Session, to ensure that the City's position is not compromised. Confidentiality also includes information provided to councilmembers outside Executive Session when the information is considered to be exempt from disclosure under State Law. State statute prohibits both the disclosure of confidential information and its use for personal gain or benefit.

If the Council, in Executive Session, has given direction or consensus to City staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated City staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, the City Attorney, or City staff designated by the City Administrator, councilmembers should review such potential discussion with the City Administrator. Any councilmember having such contact or discussion shall make full disclosure to the City Administrator and/or the City Council in a timely manner.

XV. ADJOURN

Meetings shall be adjourned by a motion, second, and majority vote of the Council.

2.5 Voting

Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any councilmember, a roll call vote shall be taken by the Mayor.

The passage of any ordinance, grant or revocation of franchise or license, any resolution for the payment of money, and any approval of warrants shall require the affirmative vote of at least a majority of the whole membership of the Council.

The passage of any public emergency ordinance (an ordinance that takes effect immediately), expenditures for any calamity or violence of nature or riot or insurrection or war, and provisions for a lesser emergency, such as a budget

amendment, shall require the affirmative vote of at least a majority plus one of the whole membership of the Council.

The passage of any motion or resolution shall require the affirmative vote of at least a majority of the membership of the council who are present and eligible to vote, unless otherwise required by provisions of Washington law, the Gig Harbor Municipal Code, or these guidelines.

In the situation where the City Attorney states that a councilmember's participation would violate or appears to be violating the appearance of fairness doctrine by failure to recuse, a super majority (majority plus one of members present) of the nonaffected councilmembers may vote to require the affected member not to participate in a particular proceeding, and if so, the affected councilmember's vote shall not be counted and the affected councilmember shall not participate in the proceeding.

Councilmembers who are board members with an outside agency that is being considered for funding with the City may not put a motion forward or vote on the motion. If a councilmember could secure special privileges or exemptions for himself, herself, or others from a particular council discussion and/or action, that councilmember must recuse himself or herself from voting on that issue.

A motion by a councilmember to "call the question" allows a vote on the pending motion to immediately take place. Prior to the vote on the motion to call the question, the Mayor will inform Council of the number of councilmembers still waiting to speak.

2.6 Enacted Ordinances, Resolutions and Motions

An enacted ordinance is a legislative act prescribing general, uniform, and permanent rules or regulations relating to the operation and corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or where such conduct is enforced by penalty.

An enacted resolution is an administrative act, which is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the Council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing State or Federal statutes, City ordinances, resolutions or these guidelines.

On occasion, Council may give direction or express its intention by consensus. Consensus is achieved when a direction is provided and receives stated approval with no objections raised by councilmembers. To avoid ambiguity that can arise from consensus decision-making and to provide staff with concise directions, Council should formalize their intent by motion whenever possible.

2.7 Reconsideration

Any action of the Council shall be subject to a motion to reconsider. Reconsideration can be requested only by motion of a member of the prevailing side of the original motion. A motion to reconsider must be made at the next regular meeting after the meeting in which the original motion was considered. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter shall be added to the agenda of the next regular meeting.

2.8 Meeting Packets

The City Clerk shall prepare the meeting packet for all Council meetings containing the agenda, all reports of Council Committees, all documentary materials upon which Council action is to be taken, and copies of all minutes to be approved. The Agenda Packet shall be published on the City's website before 5:00 p.m. five calendar days before the meeting date. Items may be revised or added to the agenda after publication, subject to the mayor's discretion.

Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the Council meeting, when possible. Printed copies of the meeting packet will be provided to the Mayor, councilmembers, and staff upon request.

The agenda for all City Council Meetings shall be posted on the meetings bulletin board.

2.9 Minutes

Minutes of City Council Meetings shall be recorded and signed by the City Clerk or his or her designee. Minutes of City Council business meetings shall be approved by Council at the subsequent regular business meeting. Minutes of City Council study sessions and Council Committees shall be submitted to Council as part of the consent agenda at a subsequent regular business meeting.

In order to maximize personnel resources in a cost-effective and efficient manner and to preserve an accurate and concise record, minutes of all City meetings shall be recorded as "action minutes" and shall include the following:

- Name of the body.
- Date, hour, and place of the meeting.
- The names of members in attendance and members absent. If a member arrives late or departs before adjournment, the minutes

should reflect the time of arrival and/or departure at that point in the minutes.

- Whether it is a regular, adjourned, or special meeting.
- Time the meeting commenced. Time of meeting recess (if any).
- Topics of business
- Actions taken on each business item
- Record of motions and votes
- Direction given to staff by general consensus
- Oral communications/public comment need only reference the name of the person, subject matter addressed, and direction given from Council (if any).
- Adjournment time and, if applicable, whether the meeting was adjourned to another time prior to the next regular meeting.
- Signature block for the City Clerk.

ARTICLE 3 - COUNCIL COMMITTEES

3.1 Council Committees Defined

Standing Council Committees are identified in GHMC Chapter 2.51. This section of the Municipal Code describes the role and function of each committee and the process for appointment of the committee members.

Council may form *ad hoc* committees to address specific issues as needed. These committees should follow the same form as prescribed for the standing committees including election of a chair, reporting to Council, and conforming to the Open Public Meetings Act (OPMA).

Each Council Committee shall have a designated staff person assigned by the City Administrator who will assist the committee with scheduling meetings, preparing packet materials, and taking action minutes of the meetings.

3.2 Committee Meetings

Each standing council committee shall determine its own regularly scheduled meeting day and time to be posted on the City's website. All council committee meetings shall be subject to all provisions the OPMA. Committees shall meet during regular working hours unless an emergency exists. Meeting agendas shall be posted five calendar days prior to the committee meeting unless an emergency exists.

It shall be the right and responsibility of each Department Head to make his or her position known to the Council Committee on each matter for Council action affecting the Department referred to the Committee.

3.3 Duties of the Chair

The chair of the respective Council Committees shall have the following responsibilities:

- Schedule and attend regular meetings of the Committee, which shall be open to members of the public.
- Determine the need to cancel a regularly scheduled Committee meeting.
- Determine the need to call a special meeting of the Committee.
- Work with other committee members, the Mayor and City staff to develop the agenda for each meeting.
- Ensure that the committee adheres to the defined scope of business for that committee
- Determine the appropriateness of accepting public comment during committee meetings

3.4 Actions Taken by the Committees

The chief duty of Council Committees is to take up matters referred to them by the City Council or staff. Motions made by the Committees should be phrased as recommendations to Council on specific actions to be taken.

Unless explicitly enumerated in the Municipal Code, Council Committees do not have the authority to take action on behalf of Council. Council Committees may not direct the Mayor or staff. Council Committees may make recommendations to the Mayor on administrative actions within the scope of the committee, but these recommendations should be informal; the Mayor is not obligated to adhere to these recommendations. Council Committees cannot terminate an action or request by staff or the public. They can only provide Council a recommendation on the topic.

ARTICLE 4 MAYOR PRO TEMPORE

4.1 Appointment

Pursuant to RCW 35A.12.065 and consistent with GHMC Chapter 2.14, annually at the second regular business meeting in January, Council shall elect from their number a Mayor Pro Tempore who shall hold office at the pleasure of Council. Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tempore in the absence or temporary disability of the Mayor. The Mayor Pro Tempore shall have such powers and authority, in the absence or temporary disability of the mayor, as specified in this Rule.

4.2 Authority

The Mayor Pro Tempore shall have authority to preside over meetings of council, sign warrants and written contracts, and perform other administrative duties of the Mayor, but only for such period of time as the Mayor is absent or temporarily disabled, as defined herein, and only to the extent necessary for the efficient conduct of the business of the City.

The Mayor Pro Tempore shall have the authority to act as the Mayor in the Mayor's absence only when the Mayor is away and cannot perform duties that cannot await his or her return or that cannot be performed by telephone or other type of communications link. The authority of the Mayor Pro Tempore to act under authority of this Rule shall end upon the Mayor's return or the removal of any temporary disability. The Mayor Pro Tempore shall not delegate the authority herein granted to another City official.

The Mayor Pro Tempore shall not in any case have the authority to appoint or remove City officers and employees, to veto ordinances, to adopt or repeal administrative procedures, or to reorganize the administration of the City.

4.3 Absence or Temporary Disability of the Mayor Defined

For purposes of this Rule, the "absence or temporary disability of the Mayor" shall mean that due to absence or illness, the mayor is unable to perform the regular duties of his office. In application of the foregoing definition, the following shall apply:

- The Mayor shall not be deemed temporarily disabled if due to illness he or she is unable to perform some of the duties, such as attending a Council Meeting, if he or she is able to perform other duties of the office on an ongoing basis.
- During such times as City offices are closed, the Mayor Pro Tempore shall have authority to act in the Mayor's absence only with respect such emergencies as may require the Mayor's presence.

4.4 Mayor's Salary for the Mayor Pro Tempore During Extended Absence or Disability of the Mayor

The Mayor Pro Tempore shall not receive the Mayor's salary during the extended absence or disability of the Mayor, provided, the Council may by ordinance provide for such compensation for the Mayor Pro Tempore.

EXHIBIT A PARLIAMENTARY PROCEDURE AT A GLANCE

To do this:	You say this:	May you interrupt speaker?	Must be seconded?	Is motion debatable?	Vote required
Introduce business	"I move that ..."	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"	NO	YES	NO	MAJORITY
End debate	"I call the question ..."	NO	YES	NO	2/3 VOTE
Postpone discussion	"I move we postpone this matter until..."	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer..."	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a roll call vote"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration of this"	YES	NO	NO	2/3 VOTE
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on ..."	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the guidelines and ..."	NO	YES	NO	2/3 VOTE
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront--chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until ..."	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY

RESOLUTION NO. 1142

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ESTABLISHING PROCEDURES FOR SETTING THE REGULAR MEETING DATES OF CITY COUNCIL COMMITTEES, ADVISORY BOARDS, COMMITTEES AND COMMISSIONS.

WHEREAS, the City Council desires to allow for the establishment of regular meeting dates of the various Council committees, boards and commissions in compliance with the Open Public Meetings Act (RCW 42.30.070), and

WHEREAS, the regular meeting dates of the various Council committees, advisory boards and commissions may need to be adjusted from time to time based on the needs of the members;

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

Section 1. City Council Standing Committees as identified and governed by GHMC Chapter 2.51 may set a time and place for regular meetings by affirmative vote of the members of the committee. The approved time of the meeting shall be recorded in the minutes of the committee, filed with the City Clerk, and listed on the City's website.

Unless and until such time as each Committee chooses to revise their regular meeting time, the regular meeting time of each committee shall be as follows:

- Board & Commission Candidate Review Committee – Monthly on the 3rd Monday of the month at 4:00 p.m.
- Finance & Safety Committee – Quarterly on the 3rd Monday of the months of March, June, September, and December at 4:00 p.m.
- Intergovernmental Affairs Committee – Bi-monthly on the 4th Monday of the months of January, March, May, July, September, and November at 4:00 p.m.
- Planning & Building Committee - Monthly on the 1st Monday of the month at 5:30 p.m.
- Public Works Committee – Monthly on the Tuesday immediately following the first regular Council Meeting of each month at 3:00 p.m.

City Council Standing Committees may meet in addition to their regular meetings or may reschedule meetings from the approved time, as needed. Such meetings will be considered special meetings under the Open Public Meetings Act (RCW 42.30.080).

All meetings of Ad Hoc City Council Committees shall be considered special meetings and shall be scheduled as needed.

Section 2. Advisory boards, committees, or commissions created by the City Council may set a time and place for regular meetings by affirmative vote of the members of the board, committee or commission. The approved time of the meeting shall be recorded in the minutes of the committee, filed with the City Clerk, and listed on the City's website.

Unless and until such time as each advisory board, committee, or commission chooses to revise their regular meeting time, the regular meeting time of each committee shall be as follows:

- Arts Commission – Bi-monthly on the 2nd Wednesday of the months of January, March, May, July, September, and November at 10:00 a.m.
- Design Review Board - Semi-monthly on the 2nd and 4th Thursday of the month at 5:00 p.m.
- Lodging Tax Advisory Committee - Quarterly on the 1st Tuesday of the months of January, April, July, and October at 10:30 a.m.
- Parks Commission – Monthly on the first Wednesday of the month at 5:30 p.m.
- Planning Commission – Semi-monthly on the 1st and 3rd Thursday of the month at 5:00 p.m.

All other advisory boards, committees, or commissions have not established regular meeting times, but may do so under the provisions of this resolution.

Advisory boards, committees, and commissions may meet in addition to their regular meetings or may reschedule meetings from the approved time, as needed. Such meetings will be considered special meetings under the Open Public Meetings Act.

Section 3. Repeal of Resolutions 811, 964, 984, 1070, and 1121. This Resolution shall repeal and supersede Resolutions 811, 964, 984, 1070, and 1121.

RESOLVED by the City Council this 28th day of January, 2018.

APPROVED:



KIT KUHN, MAYOR

ATTEST/AUTHENTICATED:



CITY CLERK, MOLLY TOWSLEE

FILED WITH THE CITY CLERK: 1/10/2019
PASSED BY THE CITY COUNCIL: 1/28/2019
RESOLUTION NO. 1142

RESOLUTION NO. 1186

A RESOLUTION OF THE CITY OF GIG HARBOR DECLARING THE SECOND MONDAY IN OCTOBER AS "INDIGENOUS PEOPLES' DAY" AND THE MONTH OF NOVEMBER AS "NATIVE AMERICAN HERITAGE MONTH" IN THE CITY OF GIG HARBOR; PROVIDING FOR THE PUYALLUP NATION FLAG TO BE FLOWN IN THE CITY COUNCIL CHAMBERS EACH OCTOBER AND NOVEMBER IN PERPETUITY.

WHEREAS, the City recognizes that the Indigenous Peoples of the lands that would later become known as the Americas have occupied these lands since time immemorial; and

WHEREAS, the City recognizes and honors the fact that Gig Harbor is built upon the homelands and villages of Indigenous Peoples of this region better known as a band of the Puyallup Tribe called sxw̓əbabč (sk-whuh-babsh); and

WHEREAS the City recognizes that Native American tribes have made and continue to make invaluable contributions to the diversity, arts, knowledge, labor, technology, science, philosophy, and economy of the state of Washington, and their historical and cultural contributions, particularly those of the sxw̓əbabč band of the Puyallup Tribe, have substantially shaped the character of the City; and

WHEREAS, the City has a responsibility to oppose institutional and systematic bigotry and racism towards Indigenous People in the United States; and

WHEREAS, "Indigenous Peoples' Day" was first proposed in 1977 by a delegation of Native Nations to the United Nations-sponsored International Conference on Discrimination Against Indigenous Populations in the Americas; and

WHEREAS, on December 16, 2010, the United States announced support for the United Nations Declaration on the Rights of Indigenous Peoples ("Declaration"), which recognizes that "indigenous peoples have suffered from historic injustices as a result of, inter alia, their colonization and dispossession of their lands, territories and resources;" and

WHEREAS, Article 15 of the Declaration recognizes the right of Indigenous Peoples "to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information" and obliges Nation states to "take effective measures, in consultation and cooperation with the indigenous peoples concerned, to combat prejudice and eliminate discrimination and to promote tolerance, understanding and good relations among indigenous peoples and all other segments of society," and

WHEREAS, many jurisdictions in the United States celebrate “Indigenous Peoples’ Day,” including the cities of Spokane, adopted in 2016; Olympia, adopted in 2015; Seattle, adopted in 2014; and Tacoma, adopted in 2018; and

WHEREAS, President George H.W. Bush declared the first “National Native American Heritage Month” in 1990 at the request of Congress; and

WHEREAS, the City and Puyallup Tribe are committed to work in cooperation to build the relationship between the two governments; and

WHEREAS, these actions are a demonstration of the City’s ongoing commitment to strengthening the relationship between the Puyallup Tribe and the City;

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

Section 1. The City strongly supports the proposition that “Indigenous Peoples’ Day” and “Native American Heritage Month” shall be opportunities to celebrate the thriving cultures and values of the Indigenous Peoples of our region.

Section 2. The City firmly commits to continuing its efforts to promote the wellbeing and cultural vitality of Gig Harbor’s Indigenous community.

Section 3. The City Council hereby declares the second Monday in October as “Indigenous Peoples’ Day” in the City of Gig Harbor.

Section 4. The City Council hereby declares the month of November as “Native American Heritage Month” in the City of Gig Harbor.

Section 5. The Puyallup Nation Flag shall be flown in the City Council Chambers during the months of October and November each year in perpetuity.

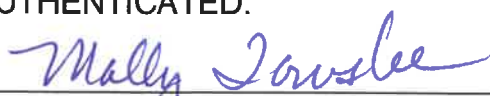
Section 6. At the beginning of each Regular Business Meeting of the City Council during the months of October and November, the Mayor shall read the following land acknowledgment: ““Before we begin this Council Meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of the people, the original inhabitants of Gig Harbor.”

PASSED by the City Council this 28th day of September, 2020.



Kit Kuhn, Mayor

AUTHENTICATED:



Molly Towslee, City Clerk

FILED WITH THE CITY CLERK: 09/16/20
PASSED BY THE CITY COUNCIL: 09/24/20
RESOLUTION NO. 1186

	CITY OF GIG HARBOR – POLICIES AND PROCEDURES	
	TITLE: Filling Boards and Commissions Vacancies	
POLICY MANUAL SECTION & NO. A-15-04	EFFECTIVE DATE: 7/27/2015 REVISED DATE:	APPROVED:

PURPOSE

The purpose of this section is to provide guidance to the Boards and Commissions Candidate Review Committee when there is a vacancy on any Boards and Commissions.

POLICY

The Boards and Commissions Candidate Review Committee (BCCRC) requires all interested persons, new or re-applying, to submit a Boards and Commissions Application by the due date noted on the advertisement. The Mayor may give recommendations to the BCCR prior to the BCCR meeting. The BCCR is to follow the procedures as outlined below and submit their recommendations to Council.

PROCEDURE

A. Advertising

1. Upcoming vacancies will be advertised in the Gateway, the City website and the Gig Harbor Guide website and Facebook page at six weeks prior to the vacancy.
2. Immediate openings due to a resignation, or other unforeseen circumstances, will be posted immediately for 10 days.

B. Application Process

1. All interested persons must submit a Boards and Commissions Application by the due date noted in the advertisement.

C. Interview Process

1. The Chair of the committee is encouraged to attend the interviews and may offer input after the interviews are completed.
2. All applicants must be interviewed by the BCCRC.
3. The BCCRC has a list of suggested questions to ask all those being interviewed.

D. Appointments

1. The BCCRC will forward their recommendations to City Council at the next City Council meeting on the consent agenda.
2. Council will move to approve the recommendations or take further discussion.

	CITY OF GIG HARBOR – POLICIES AND PROCEDURES	
	TITLE: City Council Attendance Via Speakerphone (AVS)	
POLICY MANUAL SECTION & NO. A-14-02	EFFECTIVE DATE: 09/22/14 REVISED DATE:	APPROVED: <i>Rw</i>

PURPOSE

The purpose of this section is to provide guidance to the City Council when a Councilmember cannot be physically present at a meeting but wishes to be involved in the discussion and/or decision on a particular agenda item.

POLICY

Councilmembers may appear at a council meeting via speakerphone under limited circumstances. Attendance via speakerphone (AVS) is for the benefit of the City of Gig Harbor and not for the benefit of an individual Councilmember. AVS should be the rare exception, not the rule, and AVS is limited to two times per year per Councilmember. Examples of situations where AVS would be appropriate include, but are not limited to:

- An agenda item is time sensitive, and AVS is needed for a quorum;
- An agenda item is of very high importance to the Councilmember that cannot be physically present;
- It is important for **all** Councilmembers to be involved in a decision, but one Councilmember is unable to be physically present.
- AVS should be limited to one agenda item, not the entire Council meeting.

PROCEDURE

1. Councilmembers may attend meetings via speakerphone provided they inform the mayor or city administrator one full working day before the meeting. The reason for AVS shall be presented by the mayor before the councilmember joins the meeting via speakerphone. The councilmember may attend only if the equipment in use is of adequate quality and the councilmember can hear and be heard for all proceedings. In the event of technical difficulties which render the communication unavailable, the councilmember shall be dismissed from the meeting.
2. Councilmembers who attend via speakerphone shall be under the same expectations of all other councilmembers to have reviewed the council packet and to be prepared to discuss all matters of business on the meeting agenda. The councilmember who attends the meeting via speakerphone will be required to bear all expenses or fees if any related to their attendance via speakerphone.
3. Upon joining the meeting via speakerphone, the presiding officer shall state for the record:

"Let the record reflect that at _____ o'clock councilmember _____ is attending this meeting via speakerphone for agenda item/items no. _____ relating to _____. Councilmember _____ can you hear me? (Response by the councilmember must be clear and audible to proceed). Let the record reflect that councilmember _____ who is attending via speakerphone can be heard by all present."

Upon conclusion of the councilmember's attendance via speakerphone the presiding officer will state:

"Thank you councilmember _____ for attending the meeting for agenda item/items no. _____. Your connection will now be terminated." (Connection will then be terminated). Let the record show that councilmember _____'s attendance via speakerphone has now been terminated at _____ o'clock."



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

Meeting Date: April 25, 2022

SUBJECT: Prentice Avenue/Fennimore Street Half-Width Roadway Improvements Final Design – Professional Services Contract.

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to authorize a Professional Services Contract with Parametrix, Inc. for the Prentice Avenue/Fennimore Street Half-Width Roadway Improvements Final Design. Staff has reviewed the Scope and Fee and recommend approval of the contract.

SUGGESTED MOTION: Approve and authorize the Mayor to execute a Professional Services Contract with Parametrix, Inc. in an amount not to exceed \$404,971.00.

SUBMITTED BY: Stephanie Seibel, PE Associate Engineer

DEPARTMENT: Public Works/Engineering

PHONE: 253-853-7626

BACKGROUND INFORMATION: This project will provide pedestrian improvements from Harbor Ridge Middle School along Prentice Ave to Fennimore St, and then along Fenimore St to Peacock Hill Ave and includes a pedestrian crossing at Peacock Hill Dr with RRFB Flashing Beacons. In 2021 the City awarded Parametrix, Inc. a professional services contract to prepare a preliminary design (30% design).

In the City's 2022 Budget, Street Division – Capital Objectives 9 is identified to complete the design for these half-width frontage improvements to support grant applications for construction in 2023.

The 30% Construction Estimate was for \$1.7 million.

DISCUSSION: This professional services contract will complete the design of this project and will provide the City with construction bid documents by the end of 2022.

FISCAL CONSIDERATION: The 2022 Budget allocated \$ 75,000 for the Prentice Ave/Fennimore St Half-Width Roadway Improvements project.

Expenditure Required: \$ 404,971.00	Amount Budgeted: \$ 75,000.00	Appropriation Required: \$ 329,971.00
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Note: The 2022 budget amount did not accurately consider the complexity of this project, nor did it consider the efforts related to solicitation of federal grant funds and is reflected in the higher expenditure required amount. Sufficient funds exist in the ending fund balance for the Street Division Capital fund as there are Street Capital projects in the 2022 budget that will not be completed this year that may be used to pay for the over-budget amount.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Professional Services Contract with Exhibits A and B.

REVIEWED BY:

☒ Mayor
☒ City Administrator
☒ City Attorney

☒ Finance Director
☒ Department Head

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

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

RECITALS

WHEREAS, the City is presently engaged in the design of Prentice Avenue/Fennimore Street Half-Width Frontage Improvements and desires that the Consultant perform services necessary to provide the following consultation services; and

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

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

TERMS

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

2. Payment.

A. The City shall pay the Consultant an amount based on time and materials, not to exceed Four Hundred Four Thousand Nine Hundred Seventy-one Dollars and Zero Cents (\$404,971.00) for the services described in Section 1 herein. This is the maximum amount to be paid under this Agreement for the work described in **Exhibit A**, and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant's staff and billing rates shall be as described in **Exhibit B – Schedule of Rates 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 March 1, 2023; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

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

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

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

7. Indemnification.

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

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

8. Insurance.

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

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

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

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

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

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

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

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

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

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

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

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

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

11. Records.

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

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

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

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

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

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

14. Resolution of Disputes and Governing Law.

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

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

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

CONSULTANT:
ATTN: Jenna Anderson, P.E.
Parametrix
60 Washington Ave, Ste 390
Bremerton, WA 98337
206-519-5804

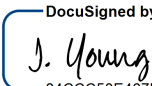
City of Gig Harbor
ATTN: Trent Ward, P.E.
City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
253-851-6170

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 Mayor if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day of _____, 20____.

CONSULTANT

By: 
Its: EP&C Division Manager

CITY OF GIG HARBOR

By: _____
Mayor

ATTEST:

City Clerk

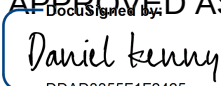
APPROVED AS TO FORM:

City Attorney

EXHIBIT A - SCOPE OF WORK

EXHIBIT A

SCOPE OF WORK

City of Gig Harbor Prentice Avenue/Fennimore Street Half-Width Frontage Improvements (CSP-2107) - Final Design

INTRODUCTION

Although it is not listed on the City of Gig Harbor Six-Year Transportation Improvement Plan (TIP) 2022-2027, the Prentice Avenue/Fennimore Street Half-width Frontage Improvements project was identified within the City's 2020 Preliminary Budget. During the City's May 2021 Public Works Committee meeting the Prentice Avenue/Fennimore Street Half-width Frontage Improvements project was again identified by the City Council as being a priority to the City. Parametrix completed the conceptual (30%) design phase in December 2021. This phase of the project will advance the conceptual design to bid-ready contract documents.

The project includes filling the gap in the pedestrian network from Peacock Hill Avenue to Harbor Ridge Middle School. The project limits extend approximately 1,100 linear feet. The pedestrian route is summarized below.

- The north/west side of Prentice Avenue, from the current end of sidewalk (east of Fuller Street) to Fennimore Street.
- The north side of Fennimore Street from Prentice Avenue to Peacock Hill Avenue.
- Pedestrian crossing of Fennimore Street at Prentice Avenue (west crossing) with a rectangular rapid flashing beacon (RRFB).
- Pedestrian crossing of Prentice Avenue at the Fennimore Street intersection (north crossing).
- Pedestrian crossing of Peacock Hill Avenue at the Fennimore Street intersection (north crossing) with a RRFB.

Prentice Avenue and Fennimore Street are local roads and will be designed to follow the City of Gig Harbor Engineering Division "Roadway Section Local" detail 2-06, without on-street parking or planter area. Roadway improvements will include horizontal alignment shift with road widening, superelevated horizontal curve with full depth pavement replacement, curb and gutter, permeable sidewalk, and street lighting. Associated with these improvements will be Americans with Disabilities Act (ADA) compliant curb ramps, impacted driveway reconstruction, retaining walls, mailbox relocations, signage, guardrail, and channelization. Stormwater system improvements will include converting from a ditch collection system to an enclosed pipe system, flow control measures via permeable sidewalk infiltration (if feasible), and/or a detention vault to mitigate for increased hardened surfaces, and connections to the existing pipe system.

In a prior contract, Parametrix provided a topographic survey of the site, a conceptual design to approximately the 30% level and a preliminary opinion of probable construction cost (OPCC). While performing this work, additional tasks and design elements not previously scoped caused a budget overrun, which the City directed Parametrix to carry into this final design contract.

A preliminary estimated schedule for the work is provided in Exhibit B. The preliminary drawing list is provided in Exhibit C. The proposed budget is attached as Exhibit D. The scope package contains attachments consisting of the 30% plans with scoping notes and subconsultant scopes of work. Parametrix's scope of work (SOW) proposes to advance the previously prepared 30% conceptual design with deliverables consisting of 60% design, 90% design, and bid set plans, specifications and estimate (PS&E) packages.

The City will be using City funds for the engineering phase of the project. The City will be seeking grant funding for the project construction. The grant funding may be Transportation Improvement Board (TIB) or federal funds.

The contract budget shown in Exhibit D is considered to be a not-to-exceed amount and shall not be exceeded unless adjusted by a supplemental agreement.

The following tasks are associated with this SOW. The previously completed conceptual (30%) design phase used Tasks 1-3; therefore, this SOW begins with Task 4.

TASK 4 – PROJECT MANAGEMENT AND COMMUNICATION

Objectives

Maintain consistent communication with the City and project team to maximize teamwork and productivity. Monitor and manage scope, schedule, and budget; and periodically meet with the City to review project status.

Activities

The following activities are associated with this task:

- Project Planning – Document and communicate the scope of work, budget, and schedule as a road map for the project team. Coordinate project team and issues throughout the project.
- Budget and Schedule Tracking – Track the project budget using Parametrix in-house tools to verify that progress is keeping pace with spending.
- Status meetings with City – Provide a design update to the City, gather City input, and maintain an issues list to document project design decisions.
- Biweekly Internal Team Meetings – Hold biweekly internal design team meetings to coordinate with the team and discuss design progress and next steps.
- Monthly Invoices and Progress Reports – Prepare a monthly invoice and progress report for services performed by Parametrix.
- Correspondence – Communicate with the City via email and phone to report the status of work activities, data needs, and matters requiring City input.

Deliverables

The following deliverables will be prepared in electronic format:

- Project schedule (draft and final baseline, then one update in MS Project and PDF format).
- Monthly invoices and progress reports

- Status meeting summary for Parametrix and City meeting
- Written communication regarding project status

Assumptions

The following assumptions apply to this task:

- Anticipated notice to proceed will be by April 29, 2022.
- Project duration will be approximately 10 months.
- Up to 10 status meetings with the City and will occur via Microsoft Teams.
- Status meetings with City staff will be attended by two Parametrix staff and will require an estimated 1 hour each.
- There will be an 20 bi-weekly internal team meetings.
- Biweekly internal team meetings will be attended by three Parametrix staff and will require an estimated 30 minutes each.

TASK 5 – UTILITY COORDINATION

Objective

Contact utility companies whose facilities lie within the corridor and coordinate modifications as needed to accommodate this project.

Activities

The following activities are associated with this task:

- Parametrix will invite utility companies to an onsite utility coordination meeting. This meeting will introduce the project to all utility purveyors within the project limits, request utility as-builts as needed, and inform utilities of the project schedule.
- Parametrix will identify potential utility impacts. From there, Parametrix will prepare a potholing plan to determine which underground utilities require additional information to determine if there are confirmed conflicts between the existing utility and the proposed improvements. Potholing of existing utilities is assumed to be completed by Parametrix's subconsultant, Applied Professional Services (APS).
- Parametrix will coordinate with the utility companies requiring relocations to understand their relocation plans and relocation schedule.
- Parametrix will update the plans and specifications to reflect the private utility relocations and identify the Contractor's coordination and sequencing requirements. Individual utility conflict plans will not be developed; however, Parametrix will annotate potential areas for utility conflicts on the stormwater plan/profile plan sheets.

Deliverables

The following deliverables will be prepared in electronic PDF format:

- Utility coordination meeting summary
- Potholing plan for City review prior to submitting to APS
- Figure showing utility conflicts to be used for relocation discussions with private utilities
- Plan and specification updates to be included with the 90% and bid set PS&E deliverables

Assumptions

The following assumptions apply to this task:

- Modifications to the design as a result of utility conflicts will be considered outside the limits of this scope and budget and may necessitate a supplement/addendum or authorization of Management Reserve funds.
- Conflicts with the gas main and at least one utility pole are anticipated.
- There may be conflicts with water, sanitary sewer, electric, communications, and additional utility poles.
- We anticipate the utility companies will be responsible for the design and construction of these utility relocations. The utility relocation plans or as-builts will be included as an appendix to the contract documents.
- Parametrix will reference the utility contact list from the City when contacting utility companies.
- A total of three Parametrix staff will attend one onsite utility coordination meeting and will require a total of 4 hours, including 2 hours of travel.
- The coordination efforts with utility companies, following the onsite meeting, will occur virtually via Teams meetings, email, or phone communications.
- While APS is onsite performing potholing for the existing utilities, they will also locate utilities in the vicinity of HWA's geotechnical borings.

TASK 6 – SUBCONSULTANT COORDINATION

Objective

Parametrix will coordinate with the geotechnical engineer (HWA), the arborist (Tree Solutions), and the utility locator (APS) during final design. Parametrix will provide project information, review draft reports, provide comments prior to submitting the reports to the City (if necessary), and then submit reports to the City.

Activities

The following activities will be performed as part of this task:

- Review draft geotechnical engineering report from HWA and provide comments.
- Review draft arborist report from Tree Solutions and provide comments.
- Coordinate pothole and locate requests with APS and review results.

- Submit updated draft subconsultant reports to the City and coordinate response to City review comments with the subconsultants.
- Review final reports from the subconsultants.

Deliverables

The following deliverables will be prepared in electronic PDF format:

- Comments on draft geotechnical engineering report for HWA
- Comments on draft arborist report for Tree Solutions
- Updated draft geotechnical report for City review
- Updated draft arborist report for City review
- Final geotechnical report
- Final arborist report
- Potholing plan and locate request for APS

Assumptions

The following assumptions apply to this task:

- Parametrix will use information provided by the geotechnical engineering report to design the proposed retaining wall, detention vault, street light pole foundations, sideslope connections, temporary excavations, and permeable sidewalk infiltration (if feasible).
- Parametrix will incorporate the recommendations provided by the arborist into the final design. The arborist recommendations will include tree retention, removal, and maintenance needs.
- Parametrix will coordinate the geotechnical locate request with APS.
- APS will provide pothole and underground facility depths to Parametrix within one month of identification of the pothole locations. Pothole locations will not be surveyed. APS will provide photos and hand-sketches of the pothole locations, as measured from objects readily identified in the field.
- Parametrix coordination efforts for Cultural Resource Consultants (CRC) will be captured under Task 16 – Federal Funding Documentation.
- Parametrix will identify the pothole information on the 60% plans and identify utility conflicts to the City.

TASK 7 – RIGHTS OF ENTRY AND EASEMENT SUPPORT

Objective

Identify parcels requiring right of entry (ROE) for field investigations and temporary construction easements for the improvements.

Activities

The following activities will be performed as necessary:

- Create and maintain an ROE figure and Excel spreadsheet identifying parcels for which ROEs are needed and granted, as well as notes about conditions of entry.
- Prepare temporary construction easement (TCE) exhibits and legal descriptions for the City's use in securing the easements.

Deliverables

The following deliverables will be prepared in electronic PDF format:

- The ROE figure and spreadsheet with parcel numbers, addresses, and owners that will be submitted electronically with updates
- Plan sheet markup displaying the temporary construction easement needs for the project for City review
- Printed exhibit sheets for the temporary construction easements with associated legal descriptions in 8 ½-inch x 11-inch format

Assumptions

The following assumptions apply to this task:

- Up to two ROEs are anticipated based on the 30% design submittal markup shown in the attachment.
- Up to six temporary construction easements are anticipated based on the 30% design submittal markup shown in the attachment.
- Associated tax parcel numbers include 4030200030, 9815000181, 9815000170, 9815000161, 9815000140 and 9815000100
- TCE linework will be provided in a CAD file to the surveyors for drafting.

TASK 8 – DRAINAGE CONTROL PLAN AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

Objective

Parametrix will perform drainage design and prepare project documentation to meet the requirements of the City's 2016 Stormwater Management and Site Development Manual (SMSDM). A draft drainage control plan will be prepared for review by the City. A final drainage control plan will be prepared for submittal as part of the permit applications.

Activities

The following activities will be performed as part of this task:

- Perform one site visit over the course of the 60% design to confirm drainage details and understanding.
- Perform analysis and calculations required for the drainage report. Select and size required stormwater facilities according to SMSDM requirements.

- Prepare draft and final drainage control plan (DCP) containing the following elements:
 - Drainage report
 - Site development drawings (under separate cover)
 - Construction SWPPP
 - Maintenance and source control manual.

Deliverables

The following deliverables will be prepared in electronic PDF format:

- Draft and final drainage control plans pursuant to the 2016 SMSDM

Assumptions

The following assumptions apply to this task:

- A maintenance covenant will not be required (per the SMSDM) because stormwater facilities will be owned and maintained by the City.
- Site development drawings will be included as part of the construction plans prepared under a separate task.
- If infiltration through the permeable concrete sidewalk is determined to be infeasible or does not provide adequate flow control, then flow control will be provided by a stormwater detention vault located in the public right-of-way (ROW).
- Stormwater treatment will not be required.
- One round of comment responses to the draft DCP will be performed.

TASK 9 – 60% PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E)

Objective

Prepare 60% PS&E for the project.

Activities

The following activities will be performed as part of this task:

- Prepare for and attend a virtual final design kick-off meeting with the City.
- Perform illumination design analysis and prepare output figure.
- Incorporate field findings and recommendations from geotechnical engineer and arborist.
- Structural engineer will evaluate the geotechnical recommendations and proposed improvements to recommend retaining wall types and provide input on the luminaire foundations and potential detention vault design and PS&E.
- Develop engineering plans to a 60% level from the 30% conceptual design.

- Prepare an engineer's opinion of probable construction cost (OPCC) for this deliverable stage.
- Prepare special provisions outline for this deliverable stage.
- Manage, coordinate and perform in-house quality assurance (QA) reviews of the 60% plans, special provisions outline, and OPCC per the Parametrix Quality Guidance Document and Quality Protocols. The deliverables will go through a formal quality control (QC) review by a qualified person with relevant experience. The QC reviews, revisions, and confirmation will be documented and preserved in the project folder for future use.

Deliverables

The following deliverables will be prepared in electronic format:

- Kick-off meeting agenda and summary, draft and final (MS Word)
- 60% Illumination design analysis output figure
- 60% plan sheets at half size (11 inches x 17 inches) in electronic format (PDF)
- 60% OPCC in electronic format (PDF)
- Special provisions outline (MS Word)

Assumptions

The following assumptions apply to this task:

- The final design kick-off meeting will be attended virtually by up to five Parametrix staff.
- All design work will conform to the City of Gig Harbor 2018 Public Works Standards or will be noted as a design variance to be included in Task 10.
- Illumination design will be based on AGI32 software analysis and City standard decorative poles and fixtures. Parametrix will reference the Special Provision Sections 8-20 and 9-29 received from the City.
- Based on the 30% plans, the retaining wall located on the east side of Prentice Avenue is a preapproved mechanically stabilized earth (MSE) wall, for which the wall manufacturer will do the final design. If a different wall type is recommended due to the site constraints and stormwater design, then the structural design may require authorization for Management Reserve funds.
- Engineer's OPCC will utilize unit costs from existing bid tabulations and WSDOT unit bid analysis database.
- Lump sum bid items are anticipated for miscellaneous improvements such as signage improvements.
- Special provisions will follow WSDOT format and will be based on the 2022 WSDOT Standard Specifications.
- The City will document any proprietary items with WSDOT's Proprietary Item Certification. The RRFs will likely be a proprietary item to maintain consistency throughout the City. Street light specifications are general and not anticipated to be proprietary.
- City review comments on the 60% submittal will be used for the 90% design advancement.

TASK 10 – PERMITTING AND REVIEWS

Objective

Prepare and submit documentation and applications for design variances, stormwater design review, and construction activities.

Activities

The following activities will be performed as part of this task:

- Develop public works variance documentation for altered design elements.
- Develop Construction Stormwater General Permit application package.
- Develop Forest Practices Permit application package.

Deliverables

The following deliverables will be prepared in electronic format:

- Public Works variance document, draft and final (PDF and MS Word)
- Construction Stormwater General Permit application package, draft and final (PDF and MS Word)
- Forest Practices Permit application package, draft and final (PDF and MS Word)

Assumptions

The following assumptions apply to this task:

- Design variances anticipated to be included in the Public Works variance document are the following:
 - Sag vertical curve
 - Lane width
 - Backslope behind back of walk
 - Sidewalk width.
- All retaining walls will be within public right-of-way and will not require a building permit.
- The electrical permit will be the Contractor's responsibility.
- Work is categorically exempt from SEPA per WAC 197-11-800 (2)(d) for the construction or installation of minor road and street improvements.
- Critical areas such as wetlands and fish bearing streams are not within the project vicinity.

TASK 11 – 90% PS&E

Objective

Prepare 90% PS&E for the project.

Activities

The following activities will be performed as part of this task:

- Prepare for and attend virtual 60% deliverable review meeting, as needed.
- Develop 90% engineering plans based on the 60% plans and City review comments.
- Prepare an OPCC for the 90% deliverable stage.
- Prepare special provisions for the 90% deliverable stage.
- Prepare contract documents for the 90% deliverables package.
- Perform QA/QC of all 90% deliverables.

Deliverables

The following deliverables will be prepared in electronic format:

- 90% Illumination design output figure
- 90% plan sheets
- 90% engineer's OPCC
- 90% contract documents including special provisions

Assumptions

The following assumptions apply to this task, in addition to the assumptions stated under Task 9 60% PS&E:

- City review comments will be compiled into one document and shared with Parametrix prior to the deliverable review meeting.
- The deliverable review meeting will be attended virtually by up to three Parametrix staff.
- Property restoration will match existing conditions.
- City standard details will not be included on plan sheets; rather, the plan sheets will include reference to all applicable Public Works standard details only.
- Example contract front end documents will be provided to Parametrix for project-specific modification.

TASK 12 – BID SET PS&E

Objective

Prepare bid set PS&E for the project.

Activities

The following activities will be performed as part of this task:

- Prepare for and attend virtual 90% deliverable review meeting, as needed.
- Develop bid-ready engineering plans based on the 90% plans and City review comments.

- Update the OPCC for the bid set deliverable.
- Update the special provisions for the bid set deliverable.
- Prepare contract documents for the bid set deliverable.
- Perform QA/QC of all bid set deliverables.

Deliverables

The following deliverables will be prepared in electronic format:

- Bid set plan sheets
- Bid set engineer's OPCC
- Bid set contract documents including special provisions
- AutoCAD files, following the bid set deliverable

Assumptions

The following assumptions apply to this task, in addition to the assumptions stated under Task 9 60% PS&E and Task 11 90% PS&E:

- AutoCAD and PDF files of all drawings and documents will be provided via FTP site for the bid set deliverable.

TASK 13 – GEOTECHNICAL INVESTIGATION & REPORT (HWA GEOSCIENCES)

Objective

Perform geotechnical field investigations and develop recommendations for the roadway, stormwater, and structural design.

Activities

Refer to the attached proposal prepared by HWA for the detailed scope of work. In summary, the following activities will be performed as part of this task:

- Project management including project setup, invoicing, project coordination, and contract management.
- Plan exploration work including
 - Collect and review available geotechnical data
 - Perform site reconnaissance to identify boring locations while APS is onsite
 - Plan and coordinate geotechnical field exploration program, traffic control plans, and generate geotechnical subsurface investigation plan.
- Conduct geotechnical engineering field explorations including borings, laboratory testing, geologic cross section, and groundwater monitoring.

- Provide geotechnical engineering design services including seismic design parameters, liquefaction analyses for proposed structures, retaining wall design recommendations, luminaire foundation design recommendation, infiltration screening analyses, and below-grade structure recommendations.
- Prepare draft geotechnical report, respond to review comments, and generate the final geotechnical report. The final report will incorporate City and Parametrix review comments.
- Review plans and specifications for conformance to geotechnical recommendations.
- Perform modified pilot infiltration testing (PIT), if near surface soils and groundwater conditions are conducive to onsite infiltration per the results of the geotechnical borings.

Deliverables

The following deliverables will be prepared:

- Geotechnical exploration work plan memorandum
- Draft and final geotechnical engineering reports
- Updated final geotechnical engineering report incorporating PIT results and recommendations (if onsite infiltration is feasible)

Assumptions

Refer to the attached proposal prepared by HWA for detailed assumptions.

TASK 14 – ARBORIST EVALUATION AND RECOMMENDATIONS (TREE SOLUTIONS)

Objective

Evaluate the existing trees and the proposed construction impacts to estimate tree removal, retention, and necessary protection measures or maintenance.

Activities

The following activities will be performed as part of this task:

- Assess all significant trees on site, as well as off-site trees with driplines that overhang the project area.
- Review proposed plans and City Code.
- Create a report including recommendations for tree retention, removal, or maintenance.
- Answer questions related to project design and permitting.
- Update the report to incorporate review comments and create the final report.

Deliverables

The following deliverables will be prepared:

- Arborist report in electronic format (draft and final)

Assumptions

The following assumptions apply to this task:

- Access to the site and all required exploration permits and ROEs will be provided to Tree Solutions by the City, at no cost to Tree Solutions.

TASK 15 – MEF DOCUMENTATION – AS NEEDED

Objective

If necessary, Maximum Extent Feasible (MEF) documentation will be prepared for curb ramp design elements not satisfying ADA accessibility criteria.

Activities

The following activities will be performed as part of this task:

- Develop MEF documentation for the out-of-compliance curb ramp elements.

Deliverable

The following deliverable will be prepared:

- MEF technical memorandum

Assumptions

The following assumptions apply to this task:

- This task will only be completed if required due to curb ramp design elements not satisfying ADA accessibility criteria.

TASK 16 – FEDERAL FUNDING DOCUMENTATION – AS NEEDED

Objective

The City intends to apply for federal and state grant funding for project construction through the Safe Routes to School program. Parametrix will prepare project documentation to support the grant funding requirements and incorporate the documentation into the project deliverables.

Activities

The following activities will be performed as part of this task:

- Prepare and incorporate front-end contract documents per federal funding requirements.
- Review and update APWA special provisions per federal funding requirements.
- Meet with WSDOT to confirm NEPA criteria.
- Prepare NEPA Categorical Exclusion Documentation Form.
- Perform Endangered Species Act (ESA) evaluation and prepare No Effects Letter.

- Perform Section 106 Cultural Resources assessment and field investigation and prepare documentation.
 - Attend up to 2 hours of virtual meetings with project team or review agency.
 - Prepare documentation to define the project's area of potential effects (APE) for cultural resources for WSDOT's use in Section 106 consultation.
 - Conduct a search of site files recorded at Washington Department of Archaeology and Historic Preservation (DAHP); review relevant correspondence between the Project proponent, stakeholders, and DAHP; and review pertinent environmental, archaeological, ethnographic, and historical information appropriate to the project area.
 - Contact the cultural resources staff of tribes that may have an interest in the project area.
 - Provide a field investigation of the APE for identification of archaeological and historic resources and, if necessary, excavation of shovel test probes or other exploratory excavations in environments that might contain buried archaeological deposits. Field methods will be consistent with DAHP guidelines.
 - Document and record archaeological and historic resources within the project location, including preparation of Washington State archaeological and/or historic site(s) forms. Documentation will be consistent with DAHP standards.
 - Prepare a technical memorandum describing background research, field methods, result of investigations, inadvertent discovery plan, and management recommendations. The report will provide supporting documentation of findings, including maps and photographs, and will conform to DAHP reporting standards.

Deliverables

The following deliverables will be prepared in electronic format:

- Plan and specification updates included with the 90% PS&E and Bid Set PS&E deliverables
- NEPA Categorical Exclusion Documentation Form, draft and final
- ESA No Effects Letter, draft and final
- Draft and final APE documents will be provided in Word format
- Draft and final reports (and inventory forms, if completed) will be provided in PDF format

Assumptions

The following assumptions apply to this task:

- This task will only be completed if the City pursues federal funding for the project construction.
- The grant will be administered by WSDOT Highways and Local Programs and follow the LAG requirements.
- Hazardous materials, noise, air quality, and environmental justice evaluations and documentation will be captured with the NEPA Categorical Exclusion Documentation Form and will not require additional documentation.
- Critical areas such as wetlands and fish bearing streams are not within the project vicinity.
- The project will be designed according to WSDOT's No Effects criteria.

- No more than one archaeological resource will be identified and recorded.
- No more than thirteen historic resources will be identified and recorded.
- No more than four shovel test probes will be excavated.
- No private utility locates will be required.
- Parametrix will coordinate ROE for CRC to conduct field investigations on private property as needed if the APE extends beyond existing public right-of-way.

TASK 17 – BID SUPPORT

Objective

This task will include supporting the City on an as-needed basis during bidding of the project.

Activities

The following activities will be performed as part of this task:

- Bidder Inquiries – With direction from the City, respond to questions from bidders, subcontractors, equipment suppliers, and other vendors regarding the project plans and specifications. Maintain a written record of communications during bidding process.
- Addenda – Assist the City in the preparation of any addenda necessary to clarify the contract documents.

Deliverables

The following deliverables will be prepared:

- Written responses to bidders' questions as required
- Draft addenda as required for the City to distribute to plan holders

Assumptions

The following assumptions apply to this task:

- The City will be responsible for tasks associated with printing bid documents, document distribution, bid advertisement, addenda distribution, plan holder administration, bid evaluation, and bid tabulation.
- Parametrix's support services during bidding will be performed up to the extent of the fee estimate.
- Up to three responses to bidder inquiries will be prepared for the City.
- Up to two draft addenda will be prepared for the City. The City will finalize and sign the addenda. Parametrix will seal and sign addenda that require design effort by the "engineer of record".

BUDGET OVERRUN

Objective

To recoup the budget overrun from the preliminary design contract due to out-of-scope work performed.

Activities

Parametrix previously performed out-of-scope work during the preliminary 30% design contract. The City is amenable to including a budget to pay for this overrun as a task in this current scope of work. Out-of-scope work completed during the 30% preliminary design that is to be accounted for under this task is summarized below:

- Alignment shift due to proximity of mature evergreen trees (original scope kept the existing road centerline alignment and profile) required
 - Additional survey for southeast/east side of Prentice Avenue
 - Review of side slope conditions on east side of Prentice Avenue
 - Retaining wall and guardrail design on east side of Prentice Avenue
 - Prentice Avenue alignment and profile design
 - Prentice Avenue superelevation and full depth pavement reconstruction design, including additional typical section for plans
 - Additional stormwater improvements.
- Sidewalk route relocation to north side of Fennimore Street due to right-of-way availability (original scope included the sidewalk on the south side) required
 - Performing stopping sight distance check for the pedestrian crossing of Fennimore Street at Prentice Avenue
 - Additional stormwater improvements
 - Additional survey for north side of Fennimore Street
 - Additional curb ramp/crosswalk.

Deliverables

The following deliverables will be prepared:

- Invoice reflecting additional work performed out-of-scope from 30% preliminary design

MANAGEMENT RESERVE – AS NEEDED

Objective

The Parametrix team will perform miscellaneous engineering services as requested by the City. Potential activities and deliverables may include structural design of a soldier pile retaining wall along the eastside of Prentice Avenue, utility relocation design, and others that are unknown at this time.

EXHIBIT B – PRELIMINARY ESTIMATED SCHEDULE

Work Element	Completed By
Notice to Proceed	April 29, 2022
Rights of Entry and Field Investigations	May 31, 2022
60% Design Submittal	August 18, 2022
90% Design Submittal	November 30, 2022
Bid Ready Submittal	January 31, 2023
Bid Support	February 28, 2023
Construction	Anticipated Summer 2023

NOTE: The assumed turnaround time for City review of deliverables is 2 weeks.

EXHIBIT C – PRELIMINARY DRAWING LIST

Sheet Description	Estimated Sheets
Cover Sheet with Sheet Index	1
General Notes, Legend and Abbreviations	1
Alignment and Survey Control	1
Typical Roadway Sections	2
TESC and Site Preparation Plan	2
TESC and Site Preparation Details and Notes	1
Construction and Paving	3
Intersection and Ramp Grading	3
Driveway Grading	3
Wall Profiles	2
Wall Details	1
Misc. Civil Details	2
Storm Drainage Plan	3
Storm Drainage Details	2
Channelization and Signing Plans	2
Illumination/RRFB Plans	2
Illumination/RRFB Schedules and Details	1
Traffic Control/Detour Plans	5
Estimated Plan Sheet Total	37

Subconsultant Scopes of Work



Applied Professional Services



Applied Professional Services, INC.

April 11, 2022

APS VAC # 6213 VAC

Project Scope: Potholing

APS, Inc. will utilize our Air Vacuum Excavation System to verify utilities at selected test-hole locations determined by **Parametrix**. This process is being performed to obtain utility and depth information for the project's design.

- APS, Inc. shall air vacuum excavate approximately **(12)** test-holes on existing underground utilities.
- APS, Inc. to also clear **(6)** boring locations for any conductible utilities.
- Scope assumes that the utility will be between 0' and 10' in depth.
- If a test-hole falls in the hard surface APS, Inc. shall **jackhammer** the existing asphalt or concrete.
- APS, Inc. shall backfill all test-holes with a material approved by **City of Gig Harbor** (5/8" select, sand or pea gravel).
- CDF backfill and permanent asphalt repair are excluded from this scope. If **City of Gig Harbor** requires CDF backfill and/or permanent asphalt repair additional fees will be required.
- Collect utility and test-hole data, and photograph all found utilities.
- This estimate is based on design engineering rates in which case prevailing wages do not apply.
- Restoration is assumed at this time to be 5/8" crushed rock back fill or native fill and an EZ-street patch, which carries a 2-year warranty from the date the test-hole was completed.
- Grind and overlay of the existing roadway is not covered in this scope. Should **City of Gig Harbor** require additional restoration, other than what is included in the scope, then additional fees will be required.
- All permits and traffic control plans will be obtained by **APS, Inc.** for the potholing.
- **APS, Inc.** will provide all the traffic control for the potholing.

Deliverables: Potholing

- Test-hole data sheets, which include Top, Bottom, Width, Diameter and Direction of the utility.
- Excel spread sheet containing all test-hole data for the project.
- All field notes with offsets shown in a hand drawn sketch.
- Photo of all Found Utilities.
- One and a quarter inch zinc washer left at grade where utility was found with measurements stamped into it.

SERVICE PROVIDED	COST / UNIT	EST. HRS/UNITS	TOTAL COST
AIR VACUUM POTHOLING (portal-to-portal)	\$ 315.00	20	\$ 6,300.00
PROJECT COORDINATION	\$ 100.00	6	\$ 600.00
CONDUCTABLE LOCATES	\$ 100.00	12	\$ 1,200.00
TRAFFIC CONTORL PLANS (per sheet)	\$ 150.00	3	\$ 450.00
FLAGGING & TC (plus 10%)	\$ 175.00	20	\$ 3,850.00
TOTAL PROJECT ESTIMATE			\$ 12,400.00

Project Site Address

- Prentice Ave/Fennimore Street, Gig Harbor, WA

Contact Information:**CLIENT :****Parametrix****Jenna Anderson, PE, PMP****719 2nd Ave #200****Seattle, WA 98104****(206) 394-3700****Authorization to Proceed**

The undersigned hereby acknowledges the terms and conditions of this agreement and authorizes APS, Inc. to proceed according to the project scope and cost.

Parametrix**Job # 6213 VAC**

Name: _____

Date: _____

Cultural Resources Consultant

Cultural Resources Consultant (CRC) will conduct the following to support NEPA/Section 106 compliance. CRC will:

- Attend up to two (2) hours of virtual meetings.
- Prepare documentation to define the project's area of potential effects (APE) for cultural resources for WSDOT's use in Section 106 consultation.
- Conduct a search of site files recorded at Washington Department of Archaeology and Historic Preservation (DAHP); review relevant correspondence between the Project proponent, stakeholders, and DAHP; and review pertinent environmental, archaeological, ethnographic, and historical information appropriate to the Project area.
- Contact the cultural resources staff of tribes that may have an interest in the Project area.
- Provide a field investigation of the APE for identification of archaeological and historic resources and, if necessary, excavation of shovel test probes or other exploratory excavations in environments that might contain buried archaeological deposits. Field methods will be consistent with DAHP guidelines.
- Document and record archaeological and historic resources within the Project location, including preparation of Washington State archaeological and/or historic site(s) forms. Documentation will be consistent with DAHP standards.
- Prepare a Technical Memorandum describing background research, field methods, result of investigations, inadvertent discovery plan, and management recommendations. The report will provide supporting documentation of findings, including maps and photographs, and will conform to DAHP reporting standards.

Assumption(s)

- No more than one archaeological resource will be identified and recorded.
- No more than thirteen (13) historic resources will be identified and recorded.
- No more than four (4) shovel test probes will be excavated.
- No private utility locates will be required.
- CONSULTANT will coordinate right-of-entry for CRC to conduct field investigations on private property as needed if the APE extends beyond existing public right-of-way.

Deliverables

- Draft and Final APE document will be provided electronically in Word format.
- Draft and Final Report (and inventory forms, if completed) will be provided electronically in PDF format.

Fee estimate: \$11,165.00

HWA GeoSciences



April 12, 2022
HWA Project No. 2022-052-21

Parametrix
719 2nd Avenue, Suite 200
Seattle, Washington 98104

Attn: **Jenna Anderson, P.E.**

Subject: **GEOTECHNICAL ENGINEERING SERVICES
Prentice Avenue/Fennimore Street Half-Width Frontage Improvements
Gig Harbor, Washington**

Dear Jenna:

Thank you for the opportunity to present this proposal for HWA GeoSciences Inc. (HWA) to provide consulting services for the City of Gig Harbor – Prentice Avenue/Fennimore Street Half-Width Frontage Improvements project. Below we present our scope and fee for geotechnical engineering service in support of the project analysis and design.

SCOPE OF WORK

HWA's scope of work will consist of the following subtasks:

Task 1.0 Geotechnical Services

1.1 HWA Project Management

- **Project Setup:** HWA will initiate the project and set up billing requirements for the project.
- **Invoice Generation and Processing:** HWA will prepare monthly invoices, and progress reports for the duration of the project (Assume 8 months).
- **Attend Project Coordination and Team Meetings:** HWA will attend up to 2 project coordination meetings.
- **Geotechnical Task and Contract Management:** HWA will provide task management to all geotechnical related aspects of the project. HWA will correspond with the City and the design team in the form of meetings, emails, and telephone calls, as necessary.

1.2 Exploration Work Planning:

- ***Collect and Review Available Geotechnical Data:*** HWA will gather and review available geotechnical and geologic data in the vicinity of the project location.
- ***Perform a Site Reconnaissance and Utility Locates:*** HWA will conduct a geotechnical site reconnaissance of the project location. This reconnaissance will be used to identify geotechnical challenges and to assist in planning the geotechnical exploration program. Additionally, HWA will mark the proposed exploration locations and arrange for utility locates using the Utility Notification Center. HWA will make additional site visits to verify that the proposed boring locations are clear of utilities prior to finalizing the exploration plans and mobilizing the equipment.
- ***Plan and Coordinate Geotechnical Field Exploration Program:*** HWA will plan and coordinate the geotechnical exploration program for the project. The exploration program will consist of drilling a series of borings to provide data for design of foundation elements, retaining walls, infiltration, shoring and excavations for the proposed improvements.
- ***Traffic Control Coordination.*** Traffic control plans will be provided for exploration work within the driving lanes for City review and approval prior to field operations. Traffic control plans will be prepared and signed by a Traffic Control Specialist.
- ***Generate Geotechnical Subsurface Investigation Plan (GSIP):*** HWA will prepare a Geotechnical Work Plan Memoranda for the proposed exploration program. The work plan will be submitted to the design team and City for review and approval. The work plan will detail the type, location, and extent (depth, sampling interval, in-situ testing) of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and/or staging areas. The work plans will also be used for utility locating clearances and for permitting that may be necessary to access the exploration locations. We assume the City or Parametrix will provide any required permits or rights of entry at no cost to HWA.

1.3 Geotechnical Engineering Field Explorations:

- ***Conduct Geotechnical Explorations (Assume 2 Days):*** HWA will conduct up to six (6) geotechnical borings to assess the subsurface soil and groundwater conditions at the location of proposed improvements. These explorations will be performed where mutually agreed with the City. Drilling has been budgeted based on an estimated 6 borings. Four (4) drilled to 15 feet deep and two (2) drilled to 20-25 feet deep. The 25-foot borings will be at locations for the anticipated retaining wall. The borings will be spaced through the corridor to inform infiltration rates, luminaire foundations, retaining walls and general subgrade conditions.

Borings will be advanced with a hollow-stem auger, trailer-mounted drill rig operated by an independent firm working under subcontract. Throughout the drilling operation, soil samples will be obtained at 2 ½- or 5-foot depth intervals by the Standard Penetration Test procedure (ASTM:D-1586) or similar method. After drilling, each hole will be backfilled with bentonite, and then the surface will be patched with quick drying concrete. Monitoring wells will be installed in 2 of the borings.

- ***Generate Boring Logs and Assign Laboratory Testing:*** HWA will prepare summary boring and perform laboratory testing to evaluate relevant physical properties of the site soils. Laboratory testing could include moisture content, grain-size distribution, direct shear testing, unconfine compression test, organic content, consolidation and/or Atterberg Limits.
- ***Develop Geologic Cross-Section:*** HWA will construct one geologic cross-section, at the location of the proposed retaining wall to evaluate global stability of the wall.
- ***Conduct Groundwater Monitoring:*** HWA will install groundwater monitoring transducers in each monitoring well at select depths. These transducers will be set to take groundwater elevation readings every half an hour for up to one year. Two site visits are included to download and process the groundwater data. This data will be used to evaluate infiltration feasibility and provide the designer and prospective contractors with seasonal groundwater variations across the site.

1.4 Geotechnical Engineering Design Services

- ***Generate Seismic Design Parameters:*** Based on the soils encountered along the pipe alignment, HWA will determine the Site Class for seismic design. The design spectral acceleration parameters will then be developed in accordance with the governing codes.
- ***Conduct Liquefaction Analyses for Proposed Structures:*** HWA will evaluate the susceptibility of the subsurface soils to liquefaction at the location of the proposed structures and assess the potential impacts to the proposed improvements.
- ***Retaining Wall Design Recommendations:*** HWA will evaluate the data derived from field investigations and laboratory testing to complete geotechnical engineering analyses to provide design recommendations for the proposed retaining wall. HWA assumes that a modest retaining wall along the corridor could consist of a block wall (with geogrid or gravity), soldier pile wall and/or Cast-in-Place wall. For this wall, HWA will evaluate global stability and provide recommended soil input parameters to be include in the project specifications or provide earth pressures and design recommendations as applicable.
- ***Luminaire Foundation Design and Recommendation:*** HWA will evaluate the data derived from field investigations and laboratory testing to provide standard luminaire foundation recommendations.

- ***Infiltration Screening Analyses and Recommendation:*** Upon completion of explorations, HWA will conduct grain size analysis screening of the near surface soils to determine the potential for use of onsite infiltration for the proposed permeable concrete sidewalks. If this screening results in identifying areas with potential for onsite infiltration, additional infiltration testing will need to be completed.
- ***Below Grade Structures:*** HWA will evaluate the data derived from field investigations and laboratory testing to provide design recommendations (lateral earth pressures, buoyancy evaluation, temporary shoring) for below grade structures.
- ***HWA QA/QC:*** All design calculations and recommendations will be reviewed by a senior principal prior to distribution to the design team and the City.
- ***Prepare Draft Geotechnical Report:*** HWA will prepare a draft geotechnical report for the project. This report will contain the results of the explorations and analyses, including descriptions of surface and subsurface conditions, a site plan showing exploration locations and other pertinent features, summary boring logs, and laboratory test results. The report will provide geotechnical recommendations for the proposed improvements based on our current understanding of the design.
- ***Respond to Geotechnical Related Review Comments:*** HWA will provide written responses to review comments made on draft report. The written responses will be provided in the form of emails to the design team.
- ***Review of Plans and Specifications:*** HWA will conduct a plan review at the 60% and 90% milestones submittals to ensure that the geotechnical aspects of the project have been properly incorporated into the project plans.
- ***Prepare Final Geotechnical Report:*** HWA will prepare a final geotechnical report for the project. This report will develop HWA's draft geotechnical engineering report with any comments provided by the design team or the City.

ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for this phase:

- Access to the site and all required exploration permits and right of entries will be provided to HWA by the City at no cost to HWA.
- Site reconnaissance is limited to observation of existing topography and features; no excavation or subsurface exploration will be conducted during site reconnaissance.
- Boring locations will be accessible by truck- or truck-mounted drill rigs.
- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will

be noted. Analysis, testing, storage, and handling of potentially contaminated soil and ground water (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.

- All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- HWA assumes no concrete pavement or slab at the drilling locations and assumes that coring will not be required prior to drilling the proposed borings.
- Geotechnical borings conducted through the pavement will be patched with quick drying cement. Saw cutting of the pavement or hot mix asphalt patches will not be completed.
- Monitoring wells will be decommissioned by the Project Contractor during construction.
- Phase 1 or Phase 2 Environmental Site Assessments are not included in this scope.
- Boring locations will be located using handheld GPS and measurement from existing known features.
- Neither seismic or site specific PSHA nor site specific response analyses are included in this scope.
- Design and implementation of any dewatering systems will be the responsibility of the contractor.
- All field works including site reconnaissance, utility locates, drilling, and groundwater monitoring will be accomplished during normal daylight workdays and hours, with at least a minimum 8 hours available per day.
- Utility locates, via the One-Call Utility Locate Center, will be comprehensive and accurate enough to allow reliable and safe location of borings. Vacuum extraction of borings is not included.
- Following finalization of the geotechnical report, all soil samples will be disposed. Long-term storage of soil samples by the Consultant is not included.

Deliverables:

- Geotechnical Exploration Work Plan Memo
- Draft Preliminary Geotechnical Engineering Report
- Final Preliminary Geotechnical Engineering Report

Task 2.0 Pilot Infiltration Testing (PIT)

In the event that near surface soils and groundwater conditions that are conducive to onsite infiltration are encountered in the geotechnical borings, one Modified PIT test can be performed to determine long term infiltration rates. We propose the following scope of services for the Optional PIT Service.

- **Coordinate Field Work:** HWA will coordinate with the City and the design team to determine the appropriate testing location. We will subsequently generate an exploration plan to assist with the permitting process and detail the logistics necessary to perform the testing. HWA will obtain a private utility location service to locate potential underground utilities in the vicinity of the proposed PIT location. There are fire hydrants on Prentice Avenue and Fennimore Street; therefore, we do not anticipate renting a water truck to perform this work.
- **Traffic Control:** A traffic control plan will be developed for the PIT work for City approval prior to field operations.
- **Utility Locates:** HWA will mark the proposed PIT location and arrange for utility locates using the Utility Notification Center and a private utility locate subcontractor. HWA will make additional site visits to verify that the proposed boring locations are clear of utilities prior to finalizing the exploration plans and mobilizing the equipment.
- **Log Test Pit Excavations & Conduct PIT Testing:** HWA will perform one Modified PIT test in support of this project (two days).
- **Prepare PIT Exploration Logs & Assign Lab Testing:** HWA will prepare a summary PIT log and perform laboratory testing to evaluate relevant physical properties of the site soils.
- **Hydrogeologic Analyses:** HWA will review the field and laboratory data, and will perform a hydrogeologic analyses to evaluate design infiltration rates.
- **Update Geotechnical Report:** We will update the geotechnical report to include the design infiltration data determined from the PIT testing program.
- **HWA QA/QC:** All design calculations and recommendations will be reviewed by a senior principal prior to distribution to the design team and the City.
- **Consultation / Project Management**

ASSUMPTIONS/CONDITIONS FOR OPTIONAL PIT TESTING SERVICES

The following assumptions were made as part of the development of the proposal for this Optional PIT testing services:

- Site access will be provided to HWA and their subcontractors.

- Any required permits will be provided at no cost to HWA.
- Fire hydrants are available; therefore, we do not anticipate renting a water truck to perform this work.
- PIT will be backfilled with excavated soils tamped/compacted with excavator bucket.
- Our scope does not include identification nor evaluation of contaminants that may be present in the soil or ground water.



Thank you again for the opportunity to provide this proposal for geotechnical engineering services for this project. Should you have any questions regarding this proposal, or require additional services, please contact us at your convenience.

Sincerely,

HWA GEOSCIENCES INC.

Sandy Brodahl, P.E.
Geotechnical Engineer, Principal

A handwritten signature in blue ink, appearing to read 'SB', written over the printed name.

Attachments:

COST ESTIMATE FOR GEOTECHNICAL SERVICES
Prentice Avenue/Fennimore Street Half-Width Frontage Improvements
Gig Harbor, Washington

Prepared for: PXM
Prepared By: SB

PROPOSED SCOPE: Geotechnical Services
See Attached Scope of Work

ESTIMATED HWA LABOR TASK 1.0 Geotechnical Services

WORK TASK	PERSONNEL AND 2022 HOURLY RATES										TOTAL HOURS	DIRECT LABOR AMOUNT
	Principal IX \$97.50	Principal IX \$88.00	Geotechnical Engr. VIII \$81.00	Geotechnical Engr. VI \$70.00	Geotechnical Engr. IV \$48.50	Geotechnical Engr. I \$36.25	Geologist VI \$47.00	Admin Support \$30.00	Contracts Admin \$41.00	CAD \$38.00		
1.1 HWA Project Management												
Project Setup					2				2		4	\$179
Progress Reports, Invoice Generation and Processing (Assume 8 months)				8				4	8		20	\$1,008
Geotechnical Coordination (Assume 2 meetings)				2	2						4	\$237
Geotechnical Task Management				12	8						20	\$1,228
1.2 Exploration Work Planning												
Collect and Review Available Geotechnical Data				1	2						3	\$167
Site Reconnaissance and Field Preparation (Conduct Utility Locates (Assume 2 site visits)					5	8				1	14	\$571
Plan Geotechnical Field Exploration Program					2						2	\$97
Traffic Control/Permit Application and Coordination				1	2	2					5	\$240
Generate Geotechnical Subsurface Investigation Plan (GSIP)			1	2	4		4			2	13	\$679
1.3 Geotechnical Engineering Field Explorations												
Conduct Geotechnical Explorations (Assume 2 Days)				2		24					26	\$1,010
Generate Pavement and Boring Logs and Assign Laboratory Testing				2	3	8	3				16	\$717
Develop Geologic Cross-Section						4	2			4	10	\$391
Conduct Groundwater Monitoring (Assume 2 site visits)				1		10					11	\$433
1.4 Geotechnical Engineering Design Services												
Generate AASHTO Seismic Design Parameters				1		3					4	\$179
Evaluate Liquefaction Potential				3		6					9	\$428
Retaining Wall Recommendations				6	10					6	22	\$1,133
Evaluate Global Stability at Retaining Walls				2	4						6	\$334
Luminaire Foundation Design and Recommendation				2		4					6	\$285
Conduct Infiltration Screening Analyses		4			2	6					12	\$667
Develop Below Grade Structures Recommendations				1	2	4				2	9	\$388
Geotechnical QA/QC	2		6								8	\$681
Prepare Draft Geotechnical Engineering Report	2		4	8	10	10		1		2	37	\$2,033
Respond to Geotechnical Related Review Comments:				4	2						6	\$377
Review of Plans and Specifications (60% and 90% milestones)	2		2	6							10	\$777
Final Geotechnical Engineering Report	2		2	4	8			1		2	19	\$1,131
TOTAL LABOR:	8	4	15	68	68	89	9	6	10	19	296	\$15,366

LOADED LABOR:

Estimated Direct Salary Based on 2022 Rates	\$15,366
Overhead at 1.7555 of Direct Salary	\$26,975
Profit Multiplier at 30% of Direct Salary	\$4,610
TASK 1.0 TOTAL LABOR COST:	\$46,952

GEOTECHNICAL LABORATORY TEST SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Grain Size Distribution	10	\$115	\$1,150
Combined Sieve & Hydrometer Analysis	10	\$250	\$2,500
Natural Moisture Content	16	\$23	\$368
Consolidation with Secondary	0	\$900	\$0
Atterberg Limits (plasticity index)	6	\$235	\$1,410
TASK 1.0 LABORATORY TOTAL:			\$5,428

ESTIMATED OTHER COSTS

Mileage \$0.585/miles, 140 miles/trip, 8 trips	\$365
Field Supplies	\$150
GPS Unit: \$50/day, 3 days	\$150
Water Level: \$20/day, 4 days	\$80
Datalogger Transducer: \$600/each, 2	\$1,200
Geotechnical Laboratory Testing	\$5,428
TASK 1.0 TOTAL OTHER COST:	\$7,373

ESTIMATED SUBCONSULT COSTS

Traffic Control Plan: \$150/plan sheet, 7 sheets	\$1,050
Drilling Subcontractor (two days, up to 6 borings, two monitoring wells)	\$13,100
Traffic Control with Flaggers (NO TMA): \$1500/day, 2 days	\$3,000
Private Utility Locator: \$165/boring, 6 borings	\$0
GW Monitoring - Traffic Control with Flaggers (NO TMA): \$1000/half day, 2 hrs	\$2,000
TASK 1.0 TOTAL SUBCONSULTANT COST:	\$19,150

ESTIMATED PROJECT TOTALS

Labor Costs	\$46,952
Other Costs	\$7,373
Subconsultant Costs	\$19,150
TASK 1.0 TOTAL ESTIMATED COST:	\$73,475

PROPOSED SCOPE: Pilot Infiltration Test (PIT)
See Attached Scope of Work

ESTIMATED HWA LABOR TASK 2.0 Pilot Infiltration Test

WORK TASK	PERSONNEL AND 2022 HOURLY RATES										TOTAL HOURS	DIRECT LABOR AMOUNT
	Principal IX \$97.50	Principal IX \$88.00	Geotechnical Engr. VIII \$81.00	Geotechnical Engr. VI \$70.00	Geotechnical Engr. IV \$48.50	Geotechnical Engr. I \$36.25	Geologist VI \$47.00	Admin Support \$30.00	Contracts Admin \$41.00	CAD \$38.00		
2.0 Pilot Infiltration Test (PIT)												
Coordinate Field Work				2		2					4	\$213
Traffic Control						1					1	\$36
Conduct Utility Locates (Assume 2 site visits)						7				1	8	\$292
Log Test Pit Excavations & Conduct PIT Testing, Return Equipment (Assume 2 Days)						20					20	\$725
Prepare PIT Exploration Logs & Assign Lab Testing				1		2					3	\$143
Hydrogeologic Analyses		2		2		8					12	\$606
Update Geotechnical Report		2		2		4				1	9	\$499
HWA QA/QC	1		2								3	\$260
Consultation / Project Management				2		1					3	\$176
TASK 2.0 TOTAL LABOR:	1	4	2	9	0	45	0	0	0	2	63	\$2,949

LOADED LABOR:

Estimated Direct Salary Based on 2022 Rates	\$2,949
Overhead at 1.7555 of Direct Salary	\$5,177
Profit Multiplier at 30% of Direct Salary	\$885
TASK 2.0 TOTAL LABOR COST:	\$9,010

GEOTECHNICAL LABORATORY TEST SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Grain Size Distribution	2	\$115	\$230
Combined Sieve & Hydrometer Analysis	2	\$250	\$500
Natural Moisture Content	2	\$23	\$46
Consolidation with Secondary	0	\$900	\$0
Atterberg Limits (plasticity index)	0	\$235	\$0
TASK 2.0 LABORATORY TOTAL:			\$776

ESTIMATED OTHER COSTS

Mileage \$0.585/miles, 140 miles/trip, 4 trips	\$112
Field Supplies (hoses, valves, etc.)	\$500
GPS Unit: \$50/day, 2 days	\$100
Water Level: \$20/day, 2 days	\$40
Geotechnical Laboratory Testing	\$776
TASK 2.0 TOTAL OTHER COST:	\$1,528

ESTIMATED SUBCONSULT COSTS

Traffic Control Plan: \$150/plan sheet, 1 sheet	\$150
Traffic Control with Flaggers (NO TMA): \$1500/day, 2 days	\$3,000
Excavation Subcontractor (two days)	\$7,000
Water Truck Rental	\$0
TASK 2.0 TOTAL SUBCONSULTANT COST:	\$10,150

ESTIMATED PROJECT TOTALS

Labor Costs	\$9,010
Other Costs	\$1,528
Subconsultant Costs	\$10,150
TASK 2.0 TOTAL ESTIMATED COST:	\$20,688

ESTIMATED PROJECT TOTALS

Task 1.0: Geotechnical Services	\$73,475
Task 2.0 Pilot Infiltration Test	\$20,688
TOTAL ESTIMATED COST:	\$94,163

Tree Solutions



Proposal/Authorization to Proceed

March 23, 2022

Client: Jenna Anderson, Parametrix
Project: Prentice Avenue/Fennimore Street Half-Width Frontage Improvements
Site Address: Near 9114 Prentice Ave, Gig Harbor, WA 98332

Overview:

Evaluation of existing trees for proposed roadway/sidewalk construction project impacts.
Proposal covers the permitting phase of the project.

Scope of Work:

Project Management

- Coordination and correspondence with project team.
- Internal coordination.
- Scheduling and logistics.

Site Visit

- Site visit preparation, including review of provided documents, maps, and plans.
- Round trip travel to site.
- Inventory and assessment of all significant trees throughout project area, in Right-of-Way (ROW) and on private property that may be impacted by proposed site work, defined as healthy trees with a diameter over six inches in diameter at standard height (DSH).
 - Measurement of private property trees estimated from ROW unless permissions to access trees on private property have been granted.
 - Significant trees in ROW will be tagged with numbered aluminum tree tag unless requested otherwise. Private property trees will not be tagged unless requested otherwise.
 - Documentation of tree identification number, species, DSH, health and structural condition, driplines, and a proposed action for each tree based on provided plans.

Deliverables

- Arborist Report with Table of Trees and marked-up site map (PDF of provided plans).
- Review and revisions as needed.

Assumptions:

- Notice to proceed will be provided at least two weeks prior to site visit.
- No more than 1 hour of revisions required.
- Unless specifically outlined above, working with CAD or GIS not included (additional billable hours required).

Estimated costs: Permitting Phase

	<i>Rate</i>	<i>Hours</i>	<i>Cost</i>
Project Management	160	4	640
Site Visit	160	6	960
Production of Deliverables	160	8	1280
Expenses (i.e. tree tags)	--	--	150
Mobilization Fee -- Development Services	--	--	500
TOTAL			3530

This proposal is for services provided by Tree Solutions Inc. It is an estimate only, based on the information provided and scope of work as described above. We charge for time spent and materials used on site. If significant revisions are requested following delivery of the initial report, additional billing time will be required. Services requested either verbally or in writing outside of this initial scope will be completed as directed by the client and billed accordingly. This proposal is only valid for 30 days.

All site work, including construction monitoring requests, must be submitted and confirmed by the end of the day Thursday of the preceding week. Any cancellations for monitoring within 2 business days (48 hours) will still be charged ½ day rate. Any cancellations for other site visits within 2 business days will be charged the mobilization fee, which will be applied to a postponed site visit if applicable. The proposal above does not include any cancellation charges.

If you agree with the scope of work and estimated cost above, contract terms and schedule of fees on the following pages, please indicate your authorization to proceed by signing below.

Signature of Authorizing Agent: _____ Date _____

Printed Name / Title: _____

Company: _____

UBI No.: _____

Billing Contact/Address: _____

Billing Email: _____ phone _____

Tree Solutions Representative: Malia Seavey, Urban Development Project Coordinator

EXHIBIT B - SCHEDULE OF RATES AND ESTIMATED HOURS

PARAMETRIX

Project: Prentice Ave/Fennimore St Half-width Frontage Improvements (CSP-2107)

Client: City of Gig Harbor

PMX #		STAFF	Sr. Consultant D. Dinkuh (Storm OC)	Eng. III K. Crawford (Civil Design)	Eng. I Nate Smith (Design Support)	Sr. Eng. M. Kendall (Illum + RFRB Design)	Sr. Eng. J. Johnson (Project Manager)	Sr. Eng. C. Scholt (Illum + RFRB OC)	Sr. Eng. D. Suslikov (Civil OC)	Eng. III N. Nagao (Storm Design)	Sr. Consultant J. Merth (Structural OC)	Eng. I H. Farag (Structural Design)	Sr. Planner K. Seckel (Permitting)	Sr. Scientist M. Hall (ESA)	Planner III A. Woodman (Permitting)	Proj Controls Spec. S. Harris	Sr. Acct. L. Gilbertson	Sr. Contract J. Johnson	Pub. Supervisor A. Lucas	Survey Supervisor L. Miller	Tech Lead S. Sharpe	Sr. Survey K. Allinson	TOTAL HOURS	TOTAL COST
TASK	SUBTASK																							
		Burdened Labor Rate	\$256.29	\$143.26	\$110.52	\$194.63	\$216.98	\$247.68	\$197.99	\$153.51	\$282.24	\$106.26	\$169.92	\$182.63	\$123.69	\$130.11	\$136.17	\$162.35	\$124.52	\$223.50	\$133.46	\$156.03		
4	1	Project Management and Communication																						
		Project Planning					16											6					22	\$4,446
		Budget and Schedule Tracking					20																20	\$4,340
		Status Meetings (10 total)		15			15																30	\$5,404
		Bi-weekly Internal Team Meetings (20 total)		10			10			10													30	\$5,138
		Monthly Invoices and Progress Reports (10 total)					10									10	5						25	\$4,152
		Correspondence					15																15	\$3,255
		Subtotal		25			86			10						10	5	6					142	\$26,733.19
5	1	Utility Coordination																						
		Utility Coordination Meeting - Onsite		6			5			5													16	\$2,712
		Potholing Plan		2	4		1			2													9	\$1,253
		Utility Conflict Plan		2	4		1			2													9	\$1,253
		Utility Relocation Coordination		6		2	4			6													18	\$3,038
		Plans and Specifications Update		4	8	2	4			4													22	\$3,328
		APS Potholing & Locates																						\$12,400
		Add Mileage Expense																						\$250
		Subtotal		20	16	4	15			19													74	\$24,233.50
6	1	Subconsultant Coordination																						
		Geotech Coordination & Deliverable Review		6			6			6													18	\$3,083
		Arborist Coordination & Deliverable Review		3			2																5	\$864
		Utility Locator Coordination & Deliverable Review		2			2			4													8	\$1,335
		Subtotal		11			10			10													31	\$5,280.80
7	1	Rights of Entry and Easement Support																						
		ROE Figure and Spreadsheets		8			2																10	\$1,580
		Plan Sheet Markups with TCE needs		6			1																7	\$1,077
		TCE Exhibits and Legal Descriptions		3	6		2													6	36	6	59	\$8,609
		Subtotal		17	6		5													6	36	6	76	\$11,265.16
8	1	Drainage Control Plan and SWPPP																						
		Drainage Control Plan	12				3			90													105	\$17,542
		Construction SWPPP	2				1			10													13	\$2,265
		Subtotal	14				4			100													118	\$19,806.92
9	1	60% PS&E																						
		Design Kick-off Meeting		2		1	2			2		1											8	\$1,328
		Illumination Analysis Figure/Layout Memo				8																	8	\$1,557
		Plans (37 total sheets)																						
		Cover Sheet with Sheet Index (1 sheet)		1	2																		3	\$364
		General Notes, Legend and Abbreviations (1 sheet)		1	2		1																4	\$581
		Alignment and Survey Control (1 sheet)		2	2		1													4			9	\$1,619
		Typical Roadway Sections (2 sheets)		4	8		1																13	\$1,674

PARAMETRIX

New Business - 2
4/12/2022
Page 50 of 52

Project: Prentice Ave/Fennimore St Half-width Frontage Improvements (CSP-2107)

Client: City of Gig Harbor

PMX #		STAFF	Sr. Consultant D. Onyiah (Storm QC)	Eng. II K. Crawford (Civil Design)	Eng. I Nate Smith (Design Support)	Sr. Eng. V. Prasad (Illum + RRFB Design)	Sr. Eng. J. Anderson (Project Manager)	Sr. Eng. C. Abbott (Illum + RRFB QC)	Sr. Eng. D. Sudkov (Civil QC)	Eng. III N. Nagao (Storm Design)	Sr. Consultant J. Merth (Structural QC)	Eng. I H. Farag (Structural Design)	Sr. Planner K. Sackel (Permitting)	Sr. Scientist M. Hall (ESA)	Planner III A. Worsam (Permitting)	Proj Controls Spec. S. Harris	Sr. Acct. L. Gibson	Sr. Contract J. Johnson	Pub. Supervisor A. Lucas	Survey Supervisor L. Miller	Tech Lead S. Sharpe	Sr. Survey K. Allinson	TOTAL HOURS	TOTAL COST
TASK	SUBTASK																							
		Burdened Labor Rate	\$256.29	\$143.26	\$110.52	\$194.63	\$216.98	\$247.68	\$197.99	\$153.51	\$282.24	\$106.26	\$169.92	\$182.63	\$123.69	\$130.11	\$136.17	\$162.35	\$124.52	\$223.50	\$133.46	\$156.03		
		TESC and Site Preparation Plan (2 sheets)		8	16		2			6													32	\$4,269
		TESC and Site Preparation Details and Notes (1 sheet)		4	6		1			2													13	\$1,760
		Construction and Paving (3 sheets)		6	9		3																18	\$2,505
		Intersection and Ramp Grading (3 sheets)		16	30		3																49	\$6,259
		Driveway Grading (3 sheets)		6	20		3																29	\$3,721
		Wall Profiles (2 sheets)		16							4	16											36	\$5,121
		Wall Details (1 sheet)		8							2	8											18	\$2,561
		Misc Civil Details (2 sheets)		16																			16	\$2,292
		Storm Drainage Plan (3 sheets)	2							24	2												28	\$4,761
		Storm Drainage Details (2 sheets)	1							16	2												19	\$3,277
		Channelization and Signing Plans (2 sheets)		4	8		2																14	\$1,891
		Illumination/RRFB Plans (2 sheets)			16	8	2				2												28	\$4,324
		Illumination/RRFB Schedules and Details (2 sheets)			16	8	2																26	\$3,759
		Traffic Control/Detour Plans (5 sheets)		20	10		5																35	\$5,055
		Opinion of Probable Cost + Spec outline		16		4	4			8		8							2				42	\$6,266
		QA/QC	4					4	12		4												24	\$5,521
		Subtotal	7	130	145	29	32	4	12	58	16	33							2	4			472	\$70,467
10	1	Permitting & Reviews																						
		Public Works Variance Documentation		16			4						4										24	\$3,840
		Construction Stormwater General Permit App Package								4			8										12	\$1,973
		Forest Practices Permit App Package		4									8										12	\$1,932
		Subtotal		20			4			4			20										48	\$7,745.61
11	1	90% PS&E																						
		60% Design Review Meeting (As Needed)		2			2			2													6	\$1,028
		Plans (37 total sheets)																						
		Cover Sheet with Sheet Index (1 sheet)		0.5	1																		2	\$182
		General Notes, Legend and Abbreviations (1 sheet)		0.5	1		0.5																2	\$291
		Alignment and Survey Control (1 sheet)		1	1		0.5														2		5	\$809
		Typical Roadway Sections (2 sheets)		2	4		0.5																7	\$837
		TESC and Site Preparation Plan (2 sheets)		4	8		1			3													16	\$2,135
		TESC and Site Preparation Details and Notes (1 sheet)		2	3		0.5			1													7	\$880
		Construction and Paving (3 sheets)		3	5		1.5																10	\$1,308
		Intersection and Ramp Grading (3 sheets)		8	15		1.5																25	\$3,129
		Driveway Grading (3 sheets)		3	10		1.5																15	\$1,860
		Wall Profiles (2 sheets)		8							2	8											18	\$2,561
		Wall Details (1 sheet)		4							1	4											9	\$1,280
		Misc Civil Details (2 sheets)		8																			8	\$1,146
		Storm Drainage Plan (3 sheets)	1							12	1												14	\$2,381
		Storm Drainage Details (2 sheets)	1							8	1												10	\$1,767

PARAMETRIX

Project: Prentice Ave/Fennimore St Half-width Frontage Improvements (CSP-2107)

Client: City of Gig Harbor

PMX #		STAFF	Sr. Consultant D. Dirkuhn (Storm QC)	Eng. III K. Crawford (CIV Design)	Eng. I Nate Smith (Design Support)	Sr. Eng. M. Kendall (Illum + RRFB Design)	Sr. Eng. J. Anderson (Project Manager)	Sr. Eng. C. Scholt (Illum + RRFB QC)	Sr. Eng. D. Suslikov (Civil QC)	Eng. III N. Nagao (Storm Design)	Sr. Consultant J. Merth (Structural QC)	Eng. I H. Farag (Structural Design)	Sr. Planner K. Seckel (Permitting)	Sr. Scientist M. Hall (ESA)	Planner III A. Workman (Permitting)	Proj Controls Spec. S. Harris	Sr. Acct. L. Gilbertson	Sr. Contract J. Johnson	Pub. Supervisor A. Lucas	Survey Supervisor L. Miller	Tech Lead S. Sharpe	Sr. Survey K. Allinson	TOTAL HOURS	TOTAL COST
TASK	SUBTASK																							
		Burdened Labor Rate	\$256.29	\$143.26	\$110.52	\$194.63	\$216.98	\$247.68	\$197.99	\$153.51	\$282.24	\$106.26	\$169.92	\$182.63	\$123.69	\$130.11	\$136.17	\$162.35	\$124.52	\$223.50	\$133.46	\$156.03		
		Channelization and Signing Plans (2 sheets)		2	4		1																7	\$946
		Illumination/RRFB Plans (2 sheets)			8	4	1				1												14	\$2,162
		Illumination/RRFB Schedules and Details (2 sheets)			8	4	1																13	\$1,880
		Traffic Control/Detour Plans (5 sheets)		10	5		2.5																18	\$2,528
		Opinion of Probable Cost		8		2	2			4		4											20	\$3,008
		Special Provisions		16		8	8			4		4							8				48	\$7,620
		QA/QC	6					4	12		4												26	\$6,033
		Subtotal	8	82	73	18	25	4	12	34	10	20							8	2			296	\$45,770.18
12	1	Bid Set PS&E																						
		90% Design Review Meeting (As Needed)		2			2			2													6	\$1,028
		Plans (37 total sheets)																						
		Cover Sheet with Sheet Index (1 sheet)			1																		1	\$111
		General Notes, Legend and Abbreviations (1 sheet)		0.5	1																		2	\$182
		Alignment and Survey Control (1 sheet)		0.5	1															1			3	\$406
		Typical Roadway Sections (2 sheets)		1	2																		3	\$364
		TESC and Site Preparation Plan (2 sheets)		2	4		0.5			1.5													8	\$1,067
		TESC and Site Preparation Details and Notes (1 sheet)		1	2		0.5			0.5													4	\$550
		Construction and Paving (3 sheets)		2	3		1																6	\$835
		Intersection and Ramp Grading (3 sheets)		4	8		1																13	\$1,674
		Driveway Grading (3 sheets)		2	5		1																8	\$1,056
		Wall Profiles (2 sheets)		4							2	4											10	\$1,563
		Wall Details (1 sheet)		2							1	2											5	\$781
		Misc Civil Details (2 sheets)		4																			4	\$573
		Storm Drainage Plan (3 sheets)	1							6	1												8	\$1,460
		Storm Drainage Details (2 sheets)	1							4	1												6	\$1,153
		Channelization and Signing Plans (2 sheets)		1	2																		3	\$364
		Illumination/RRFB Plans (2 sheets)		1	4	2	1				1												9	\$1,474
		Illumination/RRFB Schedules and Details (2 sheets)		1	4	2	1																8	\$1,192
		Traffic Control/Detour Plans (5 sheets)		5	3		1																9	\$1,265
		Opinion of Probable Cost		4		1	1			2		2											10	\$1,504
		Special Provisions		8		4	4			2		2							6				26	\$4,059
		QA/QC	4					4	8		2												18	\$4,164
		Subtotal	6	45	40	9	14	4	8	18	8	10							6	1			169	\$26,823.61

PARAMETRIX

Project: Prentice Ave/Fennimore St Half-width Frontage Improvements (CSP-2107)

Client: City of Gig Harbor

PMX #		STAFF	Sr. Consultant D. Onkulu (Storm OC)	Eng. III K. Crawford (Civil Design)	Eng. I Nate Smith (Design Support)	Sr. Eng. M. Kendall (Illum + RFB Design)	Sr. Eng. J. Anderson (Project Manager)	Sr. Eng. C. Scott (Illum + RFB OC)	Sr. Eng. D. Sudkov (Civil OC)	Eng. III N. Nagao (Storm Design)	Sr. Consultant J. Merth (Structural OC)	Eng. I H. Farag (Structural Design)	Sr. Planner K. Seckel (Permitting)	Sr. Scientist M. Hall (ESA)	Planner III A. Worsham (Permitting)	Proj Controls Spec. S. Harris	Sr. Acct. L. Gilbertson	Sr. Contract J. Johnson	Pub. Supervisor A. Lucas	Survey Supervisor L. Miller	Tech Lead S. Sharpe	Sr. Survey K. Allinson	TOTAL HOURS	TOTAL COST
TASK	SUBTASK																							
233-2750-847		Burdened Labor Rate	\$256.29	\$143.26	\$110.52	\$194.63	\$216.98	\$247.68	\$197.99	\$153.51	\$282.24	\$106.26	\$169.92	\$182.63	\$123.69	\$130.11	\$136.17	\$162.35	\$124.52	\$223.50	\$133.46	\$156.03		
13	1	Geotechnical Investigation & Report (HWA Geosciences)																						
		Geotechnical Services																						\$73,475
		Pilot Infiltration Testing (As Needed)																						\$20,688
		Subtotal																						\$94,163.00
14	1	Arborist Evaluation & Recommendation (Tree Solutions)																						
		Subtotal																						\$3,530.00
15	1	MEF Documentation (As Needed)																						
		MEF Documentation (As Needed)		8			2																10	\$1,580
		Subtotal		8			2																10	\$1,580.05
16	1	Federal Funding Documentation (As Needed)																						
		Contract Documents		6			6																12	\$2,161
		Special Provisions		6			6																12	\$2,161
		NEPA Categorical Exclusion Documentation					2						34	6	16			2					60	\$9,535
		ESA No Effect Letter											4	44	4			4					56	\$9,708
		Cultural Resources		4			2						4										10	\$1,687
		Cultural Resource Consultants																						\$11,165
		Subtotal		16			16						42	50	20			6					150	\$36,417.88
17	1	Bid Support																						
		Bidder Inquiries		8		2	4																14	\$2,403
		Addenda		8		2	4																14	\$2,403
		Subtotal		16		4	8																28	\$4,806.57
XXX	1	Budget Overrun																						
		30% Design Budget Overrun																						\$7,557
		Subtotal																						\$7,557.00
ZZZ	1	Management Reserve (As Needed)																						
		Management Reserve (As Needed)																						\$15,000
		Subtotal																						\$15,000.00
		Expenses (mileage)																						
		Subtotal																						
Labor Hours Total			35	390	280	64	221	12	32	253	34	63	62	50	20	10	5	6	22	13	36	6	1,614	\$401,180.07
Salary Escalation			Estimated % of project completed before next salary increase																				73%	
			Estimated % of next salary increase																				3.50%	\$3,791.15
PROJECT TOTAL																							\$404,971	



To: Mayor Markley and City Council
From: David Rodenbach, Finance Director
Date: April 25, 2022
Subject: First Quarter Financial Report

jat for DR

The quarterly financial reports for the first quarter of 2022 are attached.

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at sixty (60%) percent of the 2022 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are twenty-four (24%) percent. Expenditures are at ten (10%) percent of the annual budget.

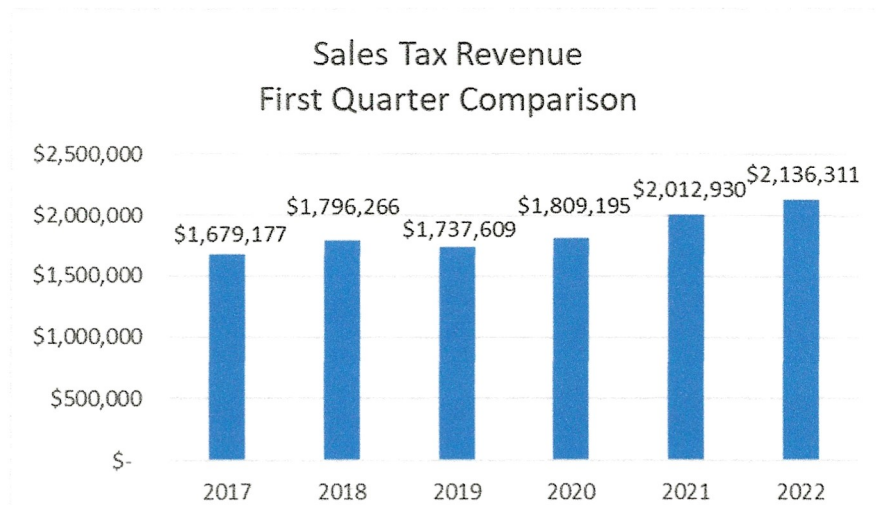
General Fund Revenues

General Fund first quarter year-to-date (YTD) revenues (excluding beginning balances) are at nineteen (19%) percent of budget.

General Fund Revenues 2022				
Budget vs. Actuals				
General Fund Revenue Source	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	\$ 3,208,714	92,075	3%	\$ (3,116,639)
Sales	9,628,279	2,176,134	23%	(7,452,145)
B&O Private Utility	1,180,062	359,485	30%	(820,577)
City Utility	518,217	98,496	19%	(419,721)
Other	220,525	72,669	33%	(147,856)
Sub-Total Taxes	\$ 14,755,797	\$ 2,798,859	19%	\$ (11,956,938)
Licenses & Permits	1,632,306	502,404	31%	(1,129,902)
Intergovernmental	1,696,222	52,065	3%	(1,644,157)
Charges for Services	217,112	63,364	29%	(153,748)
Fines & Forfeitures	76,851	15,957	21%	(60,894)
Miscellaneous	143,390	86,808	61%	(56,582)
Transfers and other Sources of Funds	20,000	49,706		29,706
Sub-Total	\$ 3,785,881	\$ 770,304	20%	\$ (3,015,577)
Total General Fund	\$ 18,541,678	\$ 3,569,163	19%	\$ (14,972,515)

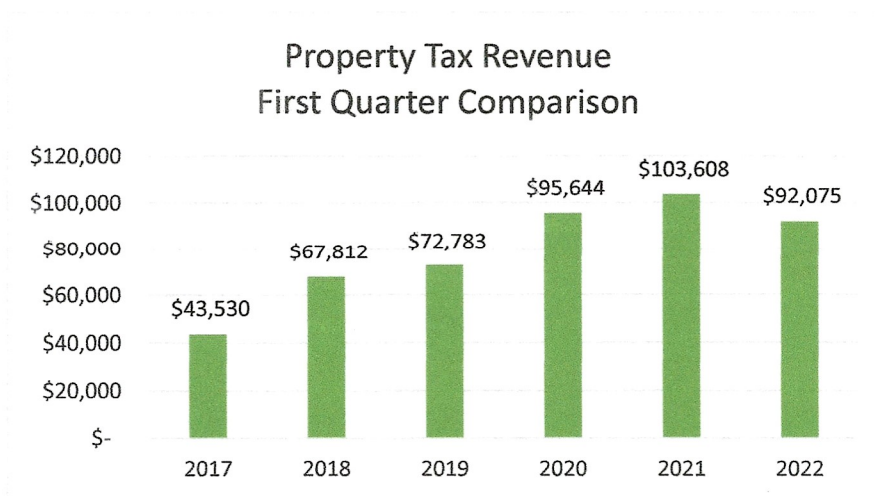
Sales Tax Revenue

First quarter year-to-date sales tax revenue is illustrated below for years 2017 through 2022. Sales tax is at 23% of budget for 2022.



Property Tax Revenue

First quarter year-to-date revenue from property taxes, 2017 through 2022, is shown below:

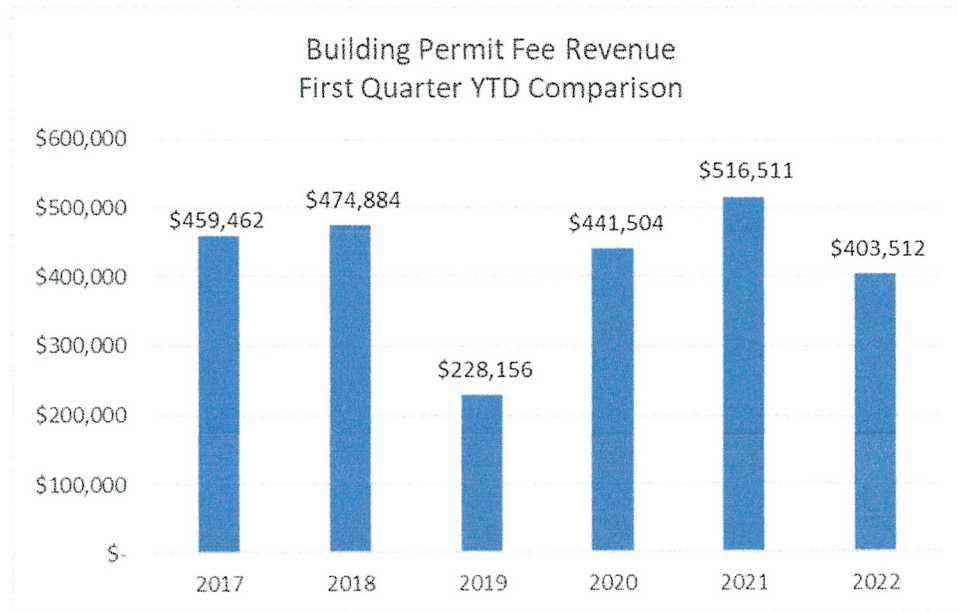


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). First quarter year-to-date revenue for 2022 is \$500,229; total TBD resources are \$3,500,914.

Building Permit Fee Revenue

First quarter year-to-date revenue from building permit fees, 2017 through 2022, is shown below:



General Fund Expenditures

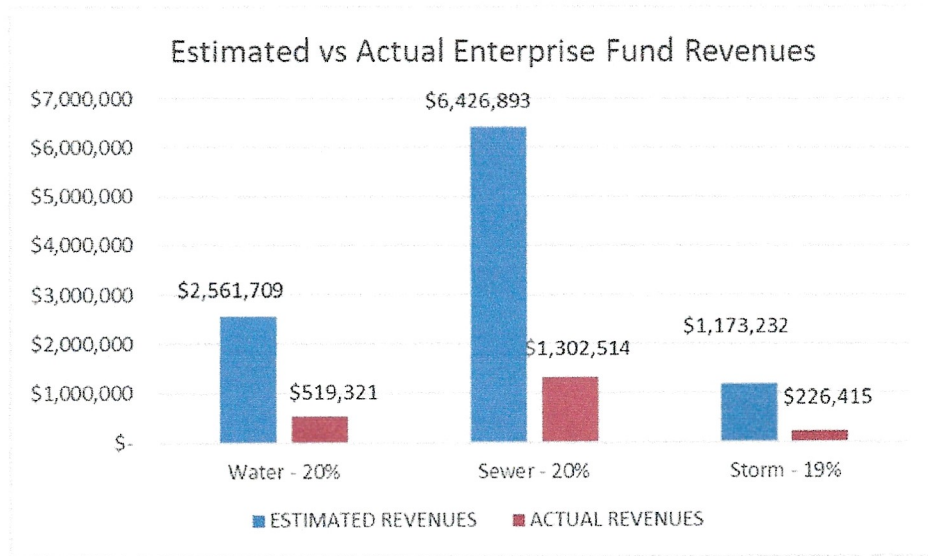
General fund first quarter year-to-date expenditures are at thirteen (13%) percent of budget.

General Fund Expenditures 2022					
By Department					
FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 8,601,530	\$ 691,549	\$ 7,909,981	8%
02	LEGISLATIVE	73,000	23,808	49,192	33%
03	MUNICIPAL COURT	535,000	117,113	417,887	22%
04	ADMINISTRATIVE/FINANCIAL	2,378,700	337,412	2,041,288	14%
06	POLICE	4,637,843	965,877	3,671,966	21%
14	COMMUNITY DEVELOPMENT	2,814,246	417,608	2,396,638	15%
15	PARKS AND RECREATION	1,836,694	243,732	1,592,962	13%
16	BUILDING	710,030	87,979	622,051	12%
001	TOTAL GENERAL FUND	\$ 21,587,043	\$ 2,885,077	\$ 18,701,966	13%

Water, Sewer and Storm

Revenues:

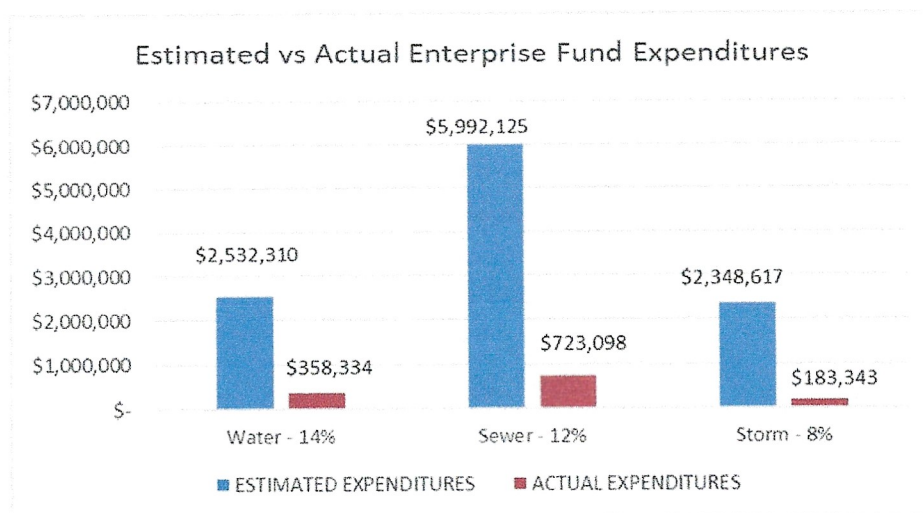
Water, Sewer and Storm Sewer revenues are twenty (20%) percent, twenty (20%) percent and nineteen (19%) percent of the annual budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at fourteen (14%) percent, twelve (12%) percent and eight (8%) percent of the 2022 budget.



Cash

Cash balances are adequate in all funds. First quarter total cash and investment balance across all funds exceeds \$63 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		2,061,587
LOCAL GOV'T INVESTMENT POOL		61,537,529
	\$	63,599,416



CASH AND INVESTMENTS YEAR TO DATE ACTIVITY AS OF MARCH 31, 2022

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 7,842,536	\$ 3,569,163	\$ 2,885,077	\$ (627,352)	\$ 7,899,270
101	STREET FUND	713,231	87,228	390,311	(51,885)	358,263
102	STREET CAPITAL FUND	981,024	38,669	218,217	(300,681)	500,795
103	SENIOR CAPITAL FUND	100,697	34	-	-	100,731
104	PEDESTRIAN SAFETY FUND	215,237	73	-	-	215,309.24
105	DRUG INVESTIGATION FUND	17,565	6	-	-	17,571
106	DRUG INVESTIGATION FUND	11,526	4	-	-	11,530
107	HOTEL-MOTEL FUND	1,171,814	84,547	31,925	(55,108)	1,169,328
108	PUBLIC ART CAPITAL PROJECTS	98,799	33	-	(723)	98,109
109	PARK DEVELOPMENT FUND	618,073	453,086	794,226	(93,165)	183,768
110	CIVIC CENTER DEBT RESERVE	-	-	-	-	-
111	STRATEGIC RESERVE FUND	2,602,988	877	-	-	2,603,865
112	EQUIPMENT RESERVE FUND	489,443	165	-	-	489,608
113	CONTRIBUTIONS/DONATIONS	-	-	-	-	-
208	LTGO BOND REDEMPTION	78,315	26	-	-	78,342
211	UTGO BOND REDEMPTION	274,421	7,306	-	-	281,727
301	PROPERTY ACQUISITION FUND	599,669	274,914	-	-	874,583
305	GENERAL GOVT CAPITAL IMPR	476,509	253,772	-	-	730,281
309	IMPACT FEE TRUST	3,803,829	682,139	60,000	57,549	4,483,517
310	HOSPITAL BENEFIT ZONE	6,308,693	2,103	120,000	-	6,190,796
401	WATER OPERATING	2,556,321	519,321	358,334	(12,817)	2,704,491
402	SEWER OPERATING	4,502,178	1,302,514	723,098	219,286	5,300,880
403	SHORECREST RESERVE FUND	219,077	3,865	164	2,564	225,342
407	UTILITY RESERVE	1,436,662	484	-	-	1,437,146
408	UTILITY BOND REDEMPTION	260,400	88	-	-	260,488
410	SEWER CAPITAL CONSTRUCTION	10,942,913	810,585	448,330	(255,518)	11,049,650
411	STORM SEWER OPERATING FUND	1,438,963	226,415	183,343	111,320	1,593,354
412	STORM SEWER CAPITAL	2,959,336	153,238	59,922	(20,213)	3,032,439
420	WATER CAPITAL ASSETS	7,624,721	630,084	39,860	(7,627)	8,207,318
631	MUNICIPAL COURT	-	14,847	9,476	(5,371)	-
650	TRANSPORTATION BENEFIT DISTRICT	3,000,684	500,229	-	-	3,500,914
		<u>\$ 61,345,628</u>	<u>\$ 9,615,814</u>	<u>\$ 6,322,284</u>	<u>\$ (1,039,741)</u>	<u>\$ 63,599,416</u>

COMPOSITION OF CASH AND INVESTMENTS AS OF MARCH 31, 2022

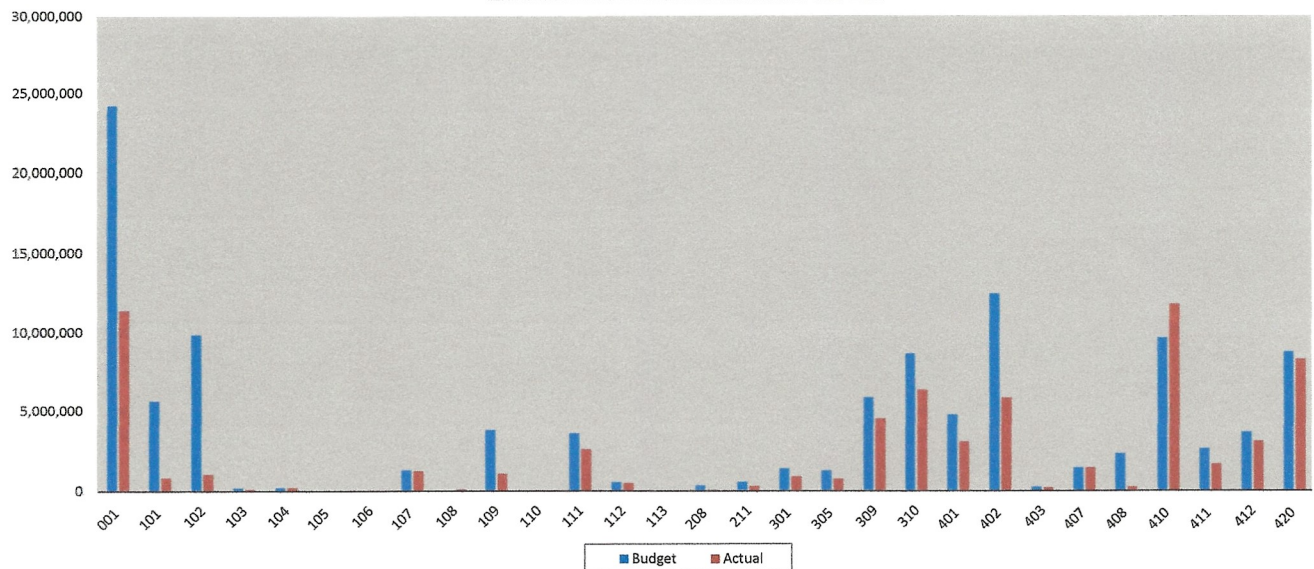
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			2,061,587
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	0.2256%	61,537,529
			<u>\$ 63,599,416</u>



YEAR-TO-DATE RESOURCE SUMMARY AND COMPARISON TO BUDGET AS OF MARCH 31, 2022

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	24,213,356 \$	11,411,700 \$	12,801,656	47%
101	STREET FUND	5,645,720	800,459	4,845,261	14%
102	STREET CAPITAL FUND	9,857,152	1,019,693	8,837,459	10%
103	SENIOR CAPITAL FUND	200,599	100,731	99,868	50%
104	PEDESTRIAN SAFETY FUND	215,027	215,309	(282)	100%
105	DRUG INVESTIGATION FUND	18,279	17,571	708	96%
106	DRUG INVESTIGATION FUND	11,514	11,530	(16)	100%
107	HOTEL-MOTEL FUND	1,315,527	1,256,361	59,166	96%
108	PUBLIC ART CAPITAL PROJECTS	51,657	98,832	(47,175)	191%
109	PARK DEVELOPMENT FUND	3,811,320	1,071,159	2,740,161	28%
110	CIVIC CENTER DEBT RESERVE				#N/A
111	STRATEGIC RESERVE FUND	3,600,464	2,603,865	996,599	72%
112	EQUIPMENT RESERVE FUND	539,855	489,608	50,247	91%
113	DONATIONS/CONTRIBUTIONS			-	#N/A
208	LTGO BOND REDEMPTION	341,879	78,342	263,537	23%
211	UTGO BOND REDEMPTION	556,731	281,727	275,004	51%
301	PROPERTY ACQUISITION FUND	1,361,698	874,583	487,115	64%
305	GENERAL GOVT CAPITAL IMPR	1,260,827	730,281	530,546	58%
309	IMPACT FEE TRUST	5,835,068	4,485,968	1,349,100	77%
310	HOSPITAL BENEFIT ZONE	8,605,679	6,310,796	2,294,883	73%
401	WATER OPERATING	4,751,531	3,075,642	1,675,889	65%
402	SEWER OPERATING	12,415,396	5,804,692	6,610,704	47%
403	SHORECREST RESERVE FUND	242,195	222,942	19,253	92%
407	UTILITY RESERVE	1,437,497	1,437,146	351	100%
408	UTILITY BOND REDEMPTION	2,330,101	260,488	2,069,613	11%
410	SEWER CAPITAL CONSTRUCTION	9,605,963	11,753,498	(2,147,535)	122%
411	STORM SEWER OPERATING FUND	2,647,507	1,665,378	982,129	63%
412	STORM SEWER CAPITAL	3,676,179	3,112,574	563,605	85%
420	WATER CAPITAL ASSETS	8,718,613	8,254,805	463,808	95%
631	MUNICIPAL COURT		14,847	(14,847)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	4,849,000	3,500,914	1,348,086	72%
		\$ 118,116,334	\$ 70,961,441	\$ 47,154,893	60%

**Estimated vs Actual Resources
2022 Budget**

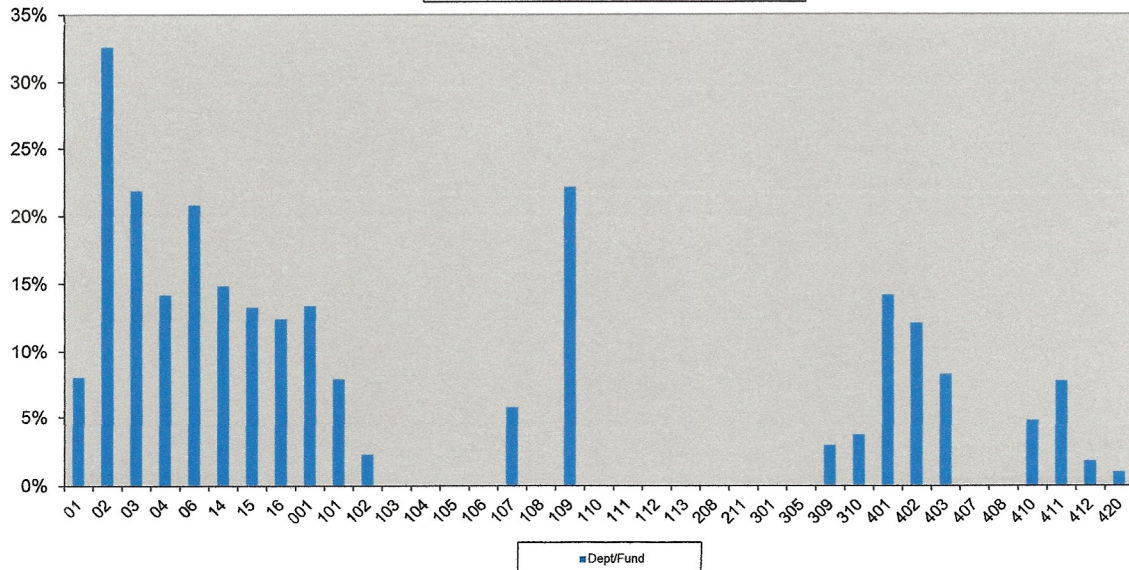




YEAR-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF MARCH 31, 2022

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 8,601,530	\$ 691,549	\$ 7,909,981	8%
02	LEGISLATIVE	73,000	23,808	49,192	33%
03	MUNICIPAL COURT	535,000	117,113	417,887	22%
04	ADMINISTRATIVE/FINANCIAL	2,378,700	337,412	2,041,288	14%
06	POLICE	4,637,843	965,877	3,671,966	21%
14	COMMUNITY DEVELOPMENT	2,814,246	417,608	2,396,638	15%
15	PARKS AND RECREATION	1,836,694	243,732	1,592,962	13%
16	BUILDING	710,030	87,979	622,051	12%
001	TOTAL GENERAL FUND	21,587,043	2,885,077	18,701,966	13%
101	STREET FUND	4,918,668	390,311	4,528,357	8%
102	STREET CAPITAL FUND	9,528,800	218,217	9,310,583	2%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	-	-	-	#N/A
105	DRUG INVESTIGATION FUND	-	-	-	#N/A
106	DRUG INVESTIGATION FUND	-	-	-	#N/A
107	HOTEL-MOTEL FUND	549,415	31,925	517,490	6%
108	PUBLIC ART CAPITAL PROJECTS	-	-	-	#N/A
109	PARK DEVELOPMENT FUND	3,582,900	794,226	2,788,674	22%
110	CIVIC CENTER DEBT RESERVE	-	-	-	#N/A
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	-	-	#N/A
208	LTGO BOND REDEMPTION	327,287	-	327,287	
211	UTGO BOND REDEMPTION	266,100	-	266,100	
301	PROPERTY ACQUISITION FUND	-	-	-	#N/A
305	GENERAL GOVT CAPITAL IMPR	-	-	-	#N/A
309	IMPACT FEE TRUST	2,044,000	60,000	1,984,000	3%
310	HOSPITAL BENEFIT ZONE	3,230,000	120,000	3,110,000	4%
401	WATER OPERATING	2,532,310	358,334	2,173,976	14%
402	SEWER OPERATING	5,992,125	723,098	5,269,027	12%
403	SHORECREST RESERVE FUND	1,982	164	1,818	8%
407	UTILITY RESERVE	-	-	-	#N/A
408	UTILITY BOND REDEMPTION	2,278,550	-	2,278,550	
410	SEWER CAPITAL CONSTRUCTION	9,249,990	448,330	8,801,660	5%
411	STORM SEWER OPERATING FUND	2,348,617	183,343	2,165,274	8%
412	STORM SEWER CAPITAL	3,295,700	59,922	3,235,778	2%
420	WATER CAPITAL ASSETS	4,246,263	39,860	4,206,403	1%
631	MUNICIPAL COURT	-	9,476	(9,476)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	550,000	-	550,000	
		\$ 76,529,750	\$ 6,322,284	\$ 70,207,466	8%

**Expenditures as a Percentage of
2022 Budget**

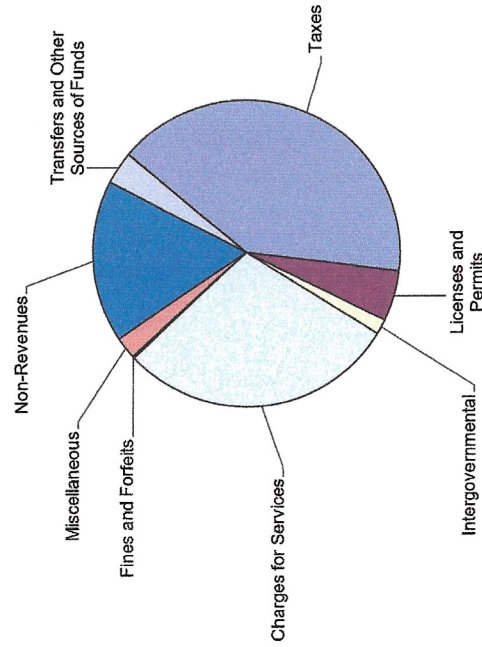




**YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF MARCH 31, 2022**

<u>TYPE OF REVENUE</u>	<u>AMOUNT</u>
Taxes	3,917,484
Licenses and Permits	507,084
Intergovernmental	153,626
Charges for Services	2,815,759
Fines and Forfeits	15,957
Miscellaneous	221,894
Non-Revenues	1,636,162
Transfers and Other Sources of Funds	333,000
Total Revenues (excludes Court Pass Thru)	9,600,967
Beginning Cash Balance	61,345,628
Total Resources	70,946,594

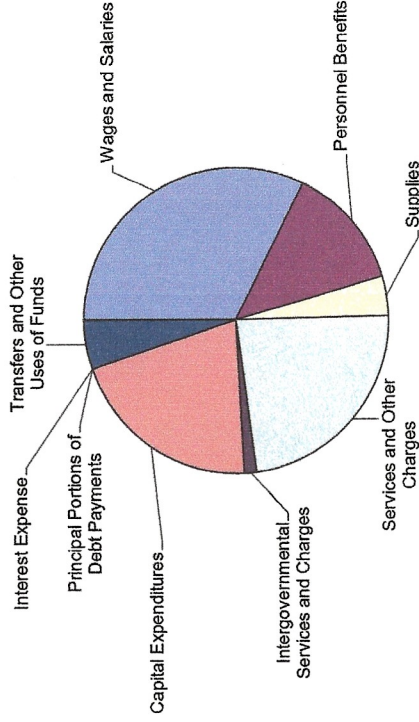
Revenues by Type - All Funds



**YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF MARCH 31, 2022**

<u>TYPE OF EXPENDITURE</u>	<u>AMOUNT</u>
Wages and Salaries	2,036,570
Personnel Benefits	830,727
Supplies	263,619
Services and Other Charges	1,471,877
Intergovernmental Services and Charges	80,586
Capital Expenditures	1,296,429
Principal Portions of Debt Payments	-
Interest Expense	-
Transfers and Other Uses of Funds	333,000
Total Expenditures (excludes Court Pass Thru)	6,312,808
Ending Cash Balance	63,599,416
Total Uses	69,912,224

Expenditures by Type - All Funds



**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2022**

		SPECIAL REVENUE FUNDS									
001 GENERAL GOVERNMENT		101 STREET	102 STREET CAPITAL	103 SENIOR CAPITAL	104 PEDESTRIAN SAFETY	105 DRUG INVESTIGTN	106 DRUG INVESTIGTN	107 HOTEL - MOTEL	108 PUBLIC ART PROJECTS	109 PARK DVLP FUND	110 CIVIC CTR DEBT RESERVE
ASSETS											
CASH	\$ 271,070	\$ 12,290	\$ 17,179	\$ 3,455	\$ 7,386	\$ 603	\$ 396	\$ 40,112	\$ 3,366	\$ 6,304	\$ -
INVESTMENTS	7,628,200	345,973	483,616	97,276	207,923	16,968	11,134	1,129,216	94,744	177,464	-
RECEIVABLES	1,977,793	2,341	-	-	-	-	-	63,312	-	-	-
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	9,877,063	360,604	500,795	100,731	215,309	17,571	11,530	1,232,640	98,109	183,768	-
LIABILITIES											
CURRENT	2,875	3,000	0	-	-	-	-	-	-	-	-
LONG TERM	20,586	-	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	23,461	3,000	0	-	-	-	-	-	-	-	-
FUND BALANCE:											
BEGINNING OF YEAR	9,169,517	660,688	680,342	100,697	215,237	17,565	11,526	1,180,018	98,076	524,909	-
Y-T-D REVENUES	3,569,163	87,228	38,669	34	73	6	4	84,547	33	453,086	-
Y-T-D EXPENDITURES	(2,885,077)	(390,311)	(218,217)	-	-	-	-	(31,925)	-	(794,226)	-
ENDING FUND BALANCE	9,853,602	357,605	500,794	100,731	215,309	17,571	11,530	1,232,640	98,109	183,768	-
TOTAL LIAB. & FUND BAL.	\$ 9,877,063	\$ 360,605	\$ 500,795	\$ 100,731	\$ 215,309	\$ 17,571	\$ 11,530	\$ 1,232,640	\$ 98,109	\$ 183,768	\$ -

**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2022**

	111	112	113	301	305	309	310	631	650	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND REDEMPTION	TOTAL DEBT SERVICE
ASSETS													
CASH	\$ 89,322	\$ 16,795	\$ -	\$ 30,001	\$ 25,051	\$ 153,801	\$ 212,367	-	-	\$ 618,428	\$ 2,687	\$ 9,664	\$ 12,352
INVESTMENTS	2,514,543	472,813	-	844,582	705,230	4,329,716	5,978,429	-	3,500,914	20,910,542	75,654	272,063	347,717
RECEIVABLES	-	-	-	113,040	113,040	-	-	-	-	291,732	-	2,228	2,228
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,603,865	489,608	-	987,623	843,320	4,483,517	6,190,796	-	3,500,914	21,820,702	78,342	283,955	362,296
LIABILITIES													
CURRENT	-	-	-	-	-	103,477	-	-	-	106,477	-	-	-
LONG TERM	-	-	-	-	-	-	-	-	-	-	-	1,933	1,933
TOTAL LIABILITIES	-	-	-	-	-	103,477	-	-	-	106,477	-	1,933	1,933
FUND BALANCE:													
BEGINNING OF YEAR	2,602,988	489,443	-	712,708	589,549	3,757,901	6,308,693	(5,371)	3,000,684	20,945,653	78,315	274,716	353,032
Y-T-D REVENUES	877	165	-	274,914	253,772	682,139	2,103	14,847	500,229	2,392,726	26	7,306	7,332
Y-T-D EXPENDITURES	-	-	-	-	-	(60,000)	(120,000)	(9,476)	-	(1,624,154)	-	-	-
ENDING FUND BALANCE	2,603,865	489,608	-	987,623	843,320	4,380,040	6,190,796	-	3,500,914	21,714,225	78,342	282,022	360,364
TOTAL LIAB. & FUND BAL.	\$ 2,603,865	\$ 489,608	\$ -	\$ 987,623	\$ 843,320	\$ 4,483,517	\$ 6,190,796	\$ -	\$ 3,500,914	\$ 21,820,702	\$ 78,342	\$ 283,955	\$ 362,296

**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2022**

	PROPRIETARY										TOTAL
	401	402	403	407	408	410	411	412	420	TOTAL	
	WATER OPERATING	SEWER OPERATING	SHORECREST RESERVE	UTILITY RESERVE	UTILITY BOND REDEMPTION	SEWER CAP. CONST.	STORM SEWER OPERATING	SEWER CAPITAL	WATER CAP. ASSETS	PROPRIETARY	
ASSETS											
CASH	\$ 92,870	\$ 181,936	\$ 7,730	\$ 49,299	\$ 8,936	\$ 379,043	\$ 54,658	\$ 104,024	\$ 281,541	\$ 1,160,037	
INVESTMENTS	2,611,620	5,118,944	217,612	1,387,847	251,552	10,670,607	1,538,696	2,928,415	7,925,777	32,651,071	
RECEIVABLES	282,184	549,370	330	-	-	732,666	150,717	-	-	1,715,267	
FIXED ASSETS	15,923,388	46,765,511	-	-	-	864,582	2,291,720	910,842	1,322,648	68,078,692	
OTHER	-	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS	18,910,063	52,615,761	225,672	1,437,146	260,488	12,646,898	4,035,791	3,943,281	9,529,966	103,605,067	
LIABILITIES											
CURRENT	4,254	10,472	-	-	1,916,222	-	22,555	-	38,581	1,992,083	
LONG TERM	80,850	125,086	-	-	18,701,756	-	48,677	-	-	18,956,369	
TOTAL LIABILITIES	85,104	135,557	-	-	20,617,978	-	71,232	-	38,581	20,948,452	
FUND BALANCE:											
BEGINNING OF YEAR	18,663,972	51,900,787	221,972	1,436,662	(20,357,577)	12,284,643	3,921,488	3,849,966	8,901,161	80,823,075	
Y-T-D REVENUES	519,321	1,302,514	3,865	484	88	810,585	226,415	153,238	630,084	3,646,593	
Y-T-D EXPENDITURES	(358,334)	(723,098)	(164)	-	-	(448,330)	(183,343)	(59,922)	(39,860)	(1,813,052)	
ENDING FUND BALANCE	18,824,959	52,480,203	225,672	1,437,146	(20,357,489)	12,646,898	3,964,559.51	3,943,281	9,491,385	82,656,616	
TOTAL LIAB. & FUND BAL.	\$ 18,910,063	\$ 52,615,761	\$ 225,672	\$ 1,437,146	\$ 260,489	\$ 12,646,898	\$ 4,035,791	\$ 3,943,281	\$ 9,529,966	\$ 103,605,068	
										\$ 135,665,129	

CITY OF GIG HARBOR

2022 BUDGET

FIRST QUARTER STATUS REPORT

GENERAL FUND – NON-DEPARTMENTAL.....	2
GENERAL FUND – ADMINISTRATION-FINANCE.....	4
GENERAL FUND – JUDICIAL-MUNICIPAL COURT.....	6
GENERAL FUND – POLICE.....	7
GENERAL FUND – COMMUNITY DEVELOPMENT.....	9
GENERAL FUND – BUILDING & FIRE SAFETY.....	13
GENERAL FUND – ARTS COMMISSION.....	14
GENERAL FUND – PARKS OPERATING.....	15
GENERAL FUND – PUBLIC WORKS.....	16
SPECIAL REVENUE FUND – HOTEL-MOTEL TAX FUND.....	17
SPECIAL REVENUE FUND – HOSPITAL BENEFIT ZONE REVENUE.....	20
SPECIAL REVENUE FUND – PEDESTRIAN SAFETY FUND.....	21
SPECIAL REVENUE FUND – STREET OPERATING.....	22
SPECIAL REVENUE FUND – PUBLIC ART CAPITAL PROJECTS.....	24
ENTERPRISE FUND – SHORECREST SEWER OPERATING.....	25
ENTERPRISE FUND – STORM WATER OPERATING.....	26
ENTERPRISE FUND – WASTEWATER OPERATING.....	27
ENTERPRISE FUND – WATER OPERATING.....	28
CAPTIAL PROJECTS - CITY BUILDINGS.....	30
CAPTIAL PROJECTS - PARKS DEVELOPMENT.....	32
CAPITAL PROJECTS - STREET DIVISION.....	37
CAPITAL PROJECTS - WASTEWATER DIVISION.....	40
CAPITAL PROJECTS - WATER DIVISION.....	42
CAPITAL PROJECTS - STORM WATER DIVISION.....	43

GENERAL FUND – NON-DEPARTMENTAL

Objective	Status of Objective (as described in the 2022 Budget)
Legislative. The county auditor's office charges the city for voter registration and election services. \$40,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Financial and Compliance. The annual audit performed by the state auditor's office: \$65,000. Insurance for General Governmental activities: \$419,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Employee benefits. Payments for LEOFF I retiree costs, workers' compensation and unemployment benefits for former employees. \$91,850.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Harbor History Museum – General Admission. Many visitors, including city residents, those who live beyond the city limits, and tourists from the United States and beyond, want to visit the museum, but cannot due to the cost of admission. They want to know the history of the place in which they live or are visiting, and they turn to the museum for those answers. Support from the City for general admission makes that history and culture accessible and encourages repeat visits and ongoing support. As a community asset and resource, the Museum is available to everyone. Provide funding to the Harbor History Museum in order to provide free admission to the general public. \$30,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Collaborative Funding for the Museum's Maritime and Native Galleries - Matching funds. Assist the museum with matching funds in support of the \$2.5 million campaign to complete restoration of the FV Shenandoah and the gallery where she is located. The City's participation will be to provide assistance in providing local	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:

matching funds. The City is proposing a \$150,000 in support of the project which includes a \$33,000 in “in-kind” contribution (See objective no. 4, Street Capital Fund). \$117,000.	
Senior Citizens Programming. This funding will support learning and enrichment activities and memberships/scholarships for local senior citizens. \$10,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Senior Citizens Reserve Sr. Center Building. This funding is to assist in providing a home for our senior citizens \$100,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:

GENERAL FUND – ADMINISTRATION-FINANCE

Objective	Status of Objective (as described in the 2022 Budget)
Policies and Procedures. Develop and/or update administrative policies and procedures as needed.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Economic Development. Support local businesses by engaging the appropriate stake holders and assessing the needs of the various economic and employment centers in the city. Some recommended components of the economic development strategy are as follows: • Downtown Waterfront Alliance. Provide limited funding for the Gig Harbor Downtown Waterfront Alliance and its continued activities to promote downtown businesses. \$35,000 • Chamber of Commerce. Continue involvement with the Gig Harbor Chamber of Commerce, including City representation on the Chamber Board of Directors and also maintaining the City's membership in the Chamber. \$550	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
State and Federal Lobbying Efforts. In accordance with the city, state and federal legislation agendas, carry on state and federal lobbying efforts to advocate for capital project funding as well as legislation that would benefit the city. Maintain contract with a lobbying firm at the state level. \$40,000 Continue the federal lobbying contract through December 31, 2022. \$60,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
State and Federal Grants. Continue to seek, pursue, and apply for state and federal grants, as well as grants from the non-profit and private sectors on a balanced basis according to our capacity to complete such grants. Ensure that American Recovery Plan Act funds are expended toward allowed uses	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 10% Notes:

as directed by Council.	
Downtown. Promote and attract new businesses while maintaining its residential charm.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Support Gig Harbor Businesses. Continue to support Gig Harbor businesses during the COVID-19 pandemic by supporting creative ways for normal business activities to occur.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Internal services fund - Information and Technology Services. Develop and implement an internal services fund for Information and Technology services. This fund will account for all shared technology services centrally. The costs will then be charged back to the departments as an annual fee. September.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Indirect costs. Develop an internal cost allocation plan. This plan will equitably allocate shared costs to functions benefitted from said expenditures. September.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
General ledger. Reconcile general ledger and utility billing systems. December.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Accounts Payable. Explore paperless processing alternatives for accounts payable. December.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Municipal payments module. This is an additional module provided by Springbrook, which is the city's financial system. It is thought that this module will be a solution for processing and managing park rentals and reservation fees.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 10% Notes:

GENERAL FUND – JUDICIAL-MUNICIPAL COURT

Objective	Status of Objective (as described in the 2022 Budget)
Convert to an Electronic Case Management System. Continue implementation of the new electronic case management system, Odyssey File & Serve (OFS). Continue training court staff on new technology, digitizing, scanning, and archiving paper court files and documents. Develop new policies and procedures pertaining to electronic filing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Implement Hybrid Court System. Implement hybrid-based court system that allows for both virtual and in-person court hearings once court is open to the public. Continue virtual hearings from contracted jails for incarcerated offenders and thereby reducing or avoiding transport costs and officer time.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 50% Notes:
Reclassification. Create a new job classification of Judicial Specialist and reclassify the existing 2.6 FTE Court Clerk positions and 1 FTE Lead Court Clerk position to Judicial Specialist. Adopt the Lead Court Clerk salary range for the Judicial Specialist classification. The Court Clerk and Lead Court Clerk positions within the Municipal Court have changed significantly since the reorganization of duties over the past several years. This reclassification better reflects the actual work currently being performed, aligns the salary with the actual work performed, and better serves the court.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Court Security. Review options for court security. This is a 0.2 FTE function and will be filled either through a shared position with the Police Department CSO, contract with outside vendor, or possibly a new position. \$12,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 50% Notes:

GENERAL FUND – POLICE

Objective	Status of Objective (as described in the 2022 Budget)
Maintain sufficient training budget per officer. Certain state mandates require a specific amount of in-service training hours per officer/year (24). Our risk managers also require specific recurring training and there are other training opportunities that arise that provide direct benefit to the department (i.e. Instructor level courses to eliminate the need to send officers outside the department for training – See Goals section above). The cost of training courses has increased dramatically in the past several years. To meet the statutory requirements and address the rising cost of some courses offered, the police department attempts to conduct as much in-house training as possible and/or host training classes from outside vendors in order to acquire free registrations(s) in these hosted classes. \$13,300.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>21</u>% Notes:
Seek grants and other outside funding options. Research and secure funding sources outside normal city revenue sources to support police department initiatives. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: N/A Notes:
Partnership with Pierce County DEM. Continue our collaborative relationship with Pierce County Department of Emergency Management to ensure compliance with state and federal guidelines related to our Emergency Management Response Plan among other tasks. There had historically been a per capita cost to this service, that was eliminated in 2020. Ongoing/No cost.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: N/A Notes:
KGHP Radio. Continue our financial contribution to our local KGHP radio station in return for public service announcements and emergency warnings and notifications. \$3,000.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: ____% Notes: PROGRAM DISCONTINUED
Fund the provision of specialized services from the Pierce County Sheriff's Department (PCSD). This special services	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget:

contract allows the Gig Harbor Police Department unlimited access to the PCSO Special Weapons and Tactics (SWAT), investigative, forensic, and dive teams. \$22,560.	☒ Yes ☐ No Percent complete as of 3/31/22: ____% Notes:
Continue to contract dispatch and radio services through South Sound 911 and the Combined Communications Network. The police department contracts with South Sound 911 for all emergency telephone answering and police dispatching services. We also receive nighttime law enforcement records support through this agency. Additionally, in 2015, the police department was required to migrate to a new digital 700mHz radio system that is owned by the Combined Communications Network (CCN - a consortium of Pierce County Department of Emergency Management and Pierce Transit). \$225,280 (South Sound 911) and \$30,462 (CCN).	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0 % Notes:
Continue Taser lease program. The projected life span of a Taser electronic control device is 5 years. 2021 was the final year of a 5-year lease program that supplied all agency personnel with functional Tasers. Those devices are now obsolete. A new purchase and support program (no longer called a “lease”) is a total cost of \$49,859 (\$9,971 per year) to equip 20 personnel with current Taser devices and needed peripheral equipment. \$9,971.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 100% Notes:

GENERAL FUND – COMMUNITY DEVELOPMENT

Objective	Status of Objective (as described in the 2022 Budget)
Annual Comprehensive Plan Amendments. Review and process public annual amendment docket items and bi-annual private amendment docket items. Amendments for each annual docket are due by the end of June the preceding year. 2021 amendments include Land Use Element Update for consistency purposes with the Municipal Code. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 15% Notes:
Process improvements. Continue to develop text amendments, standard operating procedures, and client assistance memos which increase permit processing efficiency and improve customer service. Staff to implement a communication plan, including a workshop, to increase public awareness and understanding about the variety of requirements to start a business in the City of Gig Harbor. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Land Use Text Amendments. Respond to State and Federal legislation. Process private-party and city requested text amendments initiated by the City Council. Review the Planning Commission's work program annually with the City Council. As necessary, reduce the frequency of Planning Commission meetings to once a month to provide staff and the commission adequate time to prepare for and review the active text amendments. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Balance long-range and current planning tasks. Balance tasks to maintain and improve upon permit processing timelines as permit volume continue increasing. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
2024 Periodic Comprehensive Plan Update. The City's next required Growth Management Act Periodic Comprehensive Plan Update is due June 30, 2024. Within 2022, the consistency analysis will occur outlining areas of required amendments for consistency with State Law changes and updates to PSRC VISION 2050. Additionally,	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:

as part of a robust public participation effort, a Public Participation Plan will be created and initial outreach to citizens will occur to determine the community's vision of Gig Harbor for the next 20-year period. Lastly, a final project scope will be created outlining the level of effort and support required for 2023. \$20,000 – June through December.	
Housing Attainability. Hire a consultant to conduct a Housing Needs Assessment in coordination with the local housing authority. The needs assessment to include; analysis of housing needs for City residents based on age and special need; An estimate of housing needs by income group; and policy recommendations to increase rental affordability. In addition to the housing needs assessment, consider funding mechanisms for amendments to the Comprehensive Plan and GHMC to include best management practices for housing attainability in order to increase supply near services. \$30,000 – 2022 (Carryover from 2021).	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 5% Notes:
UGA Coordination. Work in coordination with Pierce County Planning and Public Works to protect and enhance development within the Associated Urban Growth Areas, utilizing the findings from the Annexation Feasibility Study. Consider Urban Growth Area Management Agreement. Work toward common regional planning goals at the Pierce County Regional Council. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 5% Notes:
Historic Preservation/CLG. Review and process applications for listing on the Gig Harbor Local Register, including the review and processing of Certificates of Appropriateness for alterations and rehabilitations of listed properties. Work in coordination with the applicant and DRB. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Growth Allocation. Final analysis and evaluation of population and employment demand numbers in relation to the Pierce County Small Cities and Towns allocation of the Puget Sound Regional Council's VISION 2050. Participate through the GMCC at a staff level and provide analysis to the Mayor and City Council for decision-making in	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 95% Notes:

advance of the 2024 Periodic Comprehensive Plan Update. April.	
Design Manual Review. Through a robust public process, review the City of Gig Harbor Design Manual for opportunities to improve clarity, improve processing and memorialize Board and Director decisions. \$50,000 - 2022	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Development Regulation Update. Process City-initiated development regulation amendments as outlined in the 2022 Long Range Planning Work Plan. 2022 amendments include tree retention on private and public property which may include revisions to the Zoning Code, Shoreline Master Program, Fee Schedule (fines and building moratorium for trees removed without proper permits), Public Works Standards and Design Manual. Staff to propose changes to commercial codes to base obligations on occupancy, not seats. \$25,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 5% Notes:
Zoning Map Updates. The City has become aware of several instances where the Comprehensive Plan Map is not consistent with the Zoning Map. Staff will identify all instances of inconsistency and present them to the Planning Commission. The Planning Commission will conduct a Growth Management compliant public process and provide their recommendations to the City Council. December.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Outreach to Homeowner Associations. The City has many existing and several new large Homeowner Associations who regularly contact City staff with questions about their responsibilities and the City's responsibilities. In order to interact proactively, an "HOA Fair" will be coordinated and executed in 2022 where the City will provide information to HOAs for all City services and Departments. If allowable under local health department regulations, the HOA Fair will take place at City Hall in an Open House format. If not, the HOA Fair will take place in an online open house format.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Annexation. Annex all City-owned property in Crescent Creek and the Light House.	Objective on track to be met in 2022: ☒ Yes ☐ No

	Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
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GENERAL FUND – BUILDING & FIRE SAFETY

Objective	Status of Objective (as described in the 2022 Budget)
Maintain staff competency, professionalism and certifications. Maintain staff competency, professionalism, and certifications through participation in training, code update courses and other relevant professional development opportunities. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Provide fire inspection and investigation programs. Provide for inspection of work done under fire code construction and operational permits issued by the City, and for fire investigations compliant with state law. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Update informational handouts related to building/fire activities and procedures. Update existing and create new informational materials related to department activities, policy and procedures making such information available in various media formats. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Fully develop the SmartGov Portal and Dashboard for permit management and data reporting. Continue the implementation and testing of the SmartGov Portal and computer program and provide additional reporting capability from the permit tracking system. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Enhance electronic plan review program. Electronic plan review is now an option across all reviewing divisions. The Building Division has taken the lead to maintain an efficient and effective system; providing training, guidance and integration across the Departments. These practices will be further vetted and refined during the coming year. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 25% Notes:
Code Review and Update-Street Names. Review and update Gig Harbor Municipal Code Section 12.12 to further clarify the City's Historic Street Name list and update as necessary. Coordinate with the Puyallup Tribe, CLG and History Museum for additions to the City's Historic Street Names List. June.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:

GENERAL FUND – ARTS COMMISSION

Objective	Status of Objective (as described in the 2022 Budget)
Creative Endeavors Support. Continue the program supporting and encouraging creative endeavors — especially those that provide “hands on” experiences — within Gig Harbor’s varied and diverse arts organizations. Preference will be given to events and experiences that take place outside of tourist season. \$30,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 50% Notes:
Workshops and Presentations. Continuing the popular series of workshops begun six years ago and application of a variety of Washington State programing. \$500	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:
Harbor Arbor Art. Continue project to have some of the tree stumps in city parks or rights of way embellished artistically. The stumps will eventually decompose, and the artworks will become a part of the site’s organic history. \$5,500.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:

GENERAL FUND – PARKS OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
Skate Park Security Cameras. Install up to two new security cameras at the City's Skate Park to monitor activities in the park. \$5,000 (grant funded).	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:
Native Vegetation Plantings. Install native trees and shrubs at various parks, streetscapes, and other City grounds. \$10,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:
Resurface Basketball and Tennis/Pickleball Courts – Develop and award a Small Public Works Contract to resurface and re-stripe the tennis/pickleball court at Crescent Creek Park and the basketball court at Veterans' Park. \$40,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:
Cushman Trail Etiquette and Speed Signs. With the input of the Parks Commission, design, locate, and install new signs along the length of the City's portion of Cushman Trail reminding trail users of proper trail etiquette and speed limit. This work will be coordinated with Peninsula Metropolitan Park District. \$18,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:

GENERAL FUND – PUBLIC WORKS

Objective	Status of Objective (as described in the 2022 Budget)
Plan, construct, and maintain city infrastructure. See specific list of objectives summarized within the city's Capital Budget addendum of this document.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>15%</u> Notes:

SPECIAL REVENUE FUND – HOTEL-MOTEL TAX FUND

Objective	Status of Objective (as described in the 2022 Budget)
Tourism Marketing & Advertising. The objective of this fund is to promote and market the greater Gig Harbor area in 2022 through a city-produced visitor guide, digital advertising, continued enhancement and content creation for the print edition and our newly redesigned website, VisitGigHarborWA.com, streamlined social media channels, brochure distribution, event promotion, earned media campaigns and trade shows. In 2022, we will accurately spend the amount forecasted through a heightened focus on data, resulting in a targeted digital advertising campaign to better reach a qualified audience – this will allow us to measure results. For 2022, this fund will focus on leisure travel, layering in group travel, meetings and weddings as permitted. Geographically, we'll work to maximize our regional opportunities, and we'll work to further build off-season draws for travelers. \$105,250	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: _25_ % Notes:
Content Creation. Under Tourism Marketing & Advertising - utilize local photographers, videographers to create stories that live in our print and web presence; re-produce tear-off map, re-produce and modernize existing brochures, layout for print guide. This amount may be offset by advertising. \$46,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: _15_ % Notes:
Partnerships and Sponsorships. Visit Kitsap expanded partnership and presence at industry events, Travel Tacoma + Pierce County partnership, See Source/Datafy membership for geofencing data. \$23,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: _100_ % Notes:
Media Hosting. Bringing in national media or supplementing with activities not covered by tourism partners. \$6500	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22:

	<u> 0 </u> % Notes:
Mailing of Visitor Guide to Gig Harbor Community. Our citizens are our best publicists. This ensures a higher familiarity with annual events and builds interest in travel planning for friends and family throughout the harbor. Print of 50,000 copies included in this amount \$53,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:
City Sponsored Events. Costs associated with Summer Sounds, Movie Nights, Holiday Tree Lighting and potential for a new holiday event designed to amplify holiday travel to Gig Harbor other related City events. This amount is intended to be offset by sponsorships. \$70,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20 </u> % Notes:
Support to Travel Tacoma + Pierce County. Continue partnership with the Tacoma + Mt. Rainier CVB to capitalize on shared resources for leisure travel, tour operators, group meetings, small conventions, public relations / media hosting, advertising and promotion opportunities. \$10,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>100 </u> % Notes:
Support to the Kitsap Peninsula Visitor and Convention Bureau. Partner with Visit Kitsap on marketing efforts, presence at industry conventions, collaboration on leisure and meetings traveler outreach and hosting, Critical Mention or Muckrack media database and monitoring, National Park Service water trails. \$7,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>100 </u> % Notes:
Pierce Transit – Contribution for Get Around Gig Harbor Trolley operation – amount intended to be offset by community partners (\$20,000). \$50,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> </u> % Notes: Uncertain. The arrangement with Pierce Transit Trolley will be different in 2022 due to the driver shortage and ADA difficulties in retrofitting.

Operations, Training and Travel. Office equipment, printing, mailing costs, staff training, travel and information technology staff support for the tourism and communications department. \$36,700	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: _25_ % Notes:
Lodging Tax Grants. Grant funds available to local organizations. \$125,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: _0_ % Notes:
Capital expenditure. Anticipated outlay may be grouped with 2023 capital expenditure for future investment. \$125,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: _0_ % Notes: This remains to be seen, may be carried over to 2023.

SPECIAL REVENUE FUND – HOSPITAL BENEFIT ZONE REVENUE

Objective	Status of Objective (as described in the 2022 Budget)
Streets/Transportation • Stinson/Harborview Intersection Improvements \$100,000 • Burnham Drive 1/2-Width Roadway Improvements \$2,200,000 • Harbor Hill Drive Landscape Mitigation \$100,000 • Burnham Drive/SR-16 Roundabout Metering \$100,000 \$ 2,500,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>15</u>% Notes:
Park Development • Gig Harbor Sports Complex-Phase 1B \$400,000 • Community Paddler's Dock \$100,000 \$500,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20</u>% Notes:

SPECIAL REVENUE FUND – PEDESTRIAN SAFETY FUND

Objective	Status of Objective (as described in the 2022 Budget)
Various Crosswalk and Sidewalk Installations. Install various crosswalks with RRFBS and install adjacent sidewalks that are identified on the Transportation Improvement Program list and recommended by the Public Works Committee. \$215,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:

SPECIAL REVENUE FUND – STREET OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
On-Call Transportation Engineering Assistance. Utilize the services on an on-call professional traffic engineer to address various issues that are in need of a solution when City Staff are not available or do not have the resources. This expenditure includes both pass through monies funded by private developers and City operational expenditures. \$50,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>25</u> % Notes:
Annual Pavement Maintenance and Repair Program. Perform pavement replacement, pavement repair, or chip sealing of various roadway sections throughout the City, tentatively include 45th St Ct., Briarwood Lane, Pt. Fosdick Dr, Wollochet Dr, Woodhill Drive, the Olympic Dr/Pt Fosdick Dr intersection, and Hollycroft St. Pavement maintenance and repairs include ADA improvements where required. \$2,500,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20</u> % Notes: Design is 90% complete
Public Works Standards Update. Staff will be supported by a consultant to complete a comprehensive update to the City's 2018 Public Works Standards and provide a process to receive input from the public. Public input shall include an Ad-Hoc Pedestrian/Cyclist Advisory Committee to consult on pedestrian/cyclist-related standards. Updates may include street cross section revisions, traffic calming measures, sidewalk design, utility updates, private street allowances and dedications, miscellaneous staff revisions, and other updates as directed to staff as allowed by engineering standards and state/federal requirements. \$30,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
On-Street Parking Code Development and Implementation. Review existing on-street parking standards. Develop new parking standards, codes, and an implementation plan. Coordinate with the Police Department on the ability to enforce any new code. Include the Downtown Waterfront Alliance in the development of draft code as it related to public parking in downtown Gig Harbor. This work will be completed as staff capacity	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>5</u> % Notes:

exists and may require the purchase and installation of regulatory signs. \$15,000.	
North Harborview Drive Sidewalk ADA Improvements. Design, permit, and Reconstruct the existing sidewalk improvements along the water side between 8798 and 8803 North Harborview Drive to meet ADA standards. \$45,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:

SPECIAL REVENUE FUND – PUBLIC ART CAPITAL PROJECTS

Objective	Status of Objective (as described in the 2022 Budget)
Harborview/Stinson Roundabout. Sidewalk art to be commissioned. \$25,000 (<i>Partially funded by construction budget</i>)	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: 0% Notes:

ENTERPRISE FUND – SHORECREST SEWER OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
Continue with the ongoing routine maintenance.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>25</u>% Notes:

ENTERPRISE FUND – STORM WATER OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
Local Source Control Program. The City to enter into an interagency Agreement with Tacoma-Pierce County Health Department with the purpose to reduce pollutants and impacts to surface waters and stormwater system as directed by the City's NPDES Stormwater permit issued by Washington Department of Ecology. To provide pollutant source control inspections and outreach to businesses that will increase operators awareness of the necessary stormwater facilities maintenance, the best environmental stewardship practices, education, management practices that reduce pollutants discharging to the stormwater and elimination of illicit discharge connections to the stormwater system. An annual report to be provided itemizing the inspections and results realized. \$25,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>25</u> % Notes:
Stormwater Management and Site Development Manual Update. Revise, Update and Adopt revisions to the City's current 2016 Stormwater Management and Site Development Manual pursuant to the City's Phase II Municipal Stormwater permit with the Department of Ecology. This revision is required to be completed no later than August 1, 2022, Permittees shall adopt and make effective an ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities. This work may require consultant support. \$45,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>25%</u> % Notes:
Utility Rate Study. Hire a consultant to perform a study to review each utility's existing rates and charges, review the forecasted revenues, adjust the existing senior/low income discount rate, and assess against the respective planned capital projects. \$40,000 (Storm - \$13,333, Water - \$13,333, Wastewater - \$13,334).	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20</u> % Notes:

ENTERPRISE FUND – WASTEWATER OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
ARC Flash Analysis. The ARC Flash Analysis is an L&I requirement that uses NFPA 70 as guidance for implementation. When using high voltage power, the potential for electrical shock and explosion is high and deadly. The analysis identifies each electrical hazard and gives it a rating as to the severity of the risk. With each increase in risk level, additional PPE is required as well as workspace requirements surrounding the device to protect non-shielded workers and observers. The WWTP and lift stations have dozens of such devices and all need to be given a label so the maintenance personnel are aware of the hazard and the risk associated with accessing such devices and appropriate PPE to be used. \$50,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:
Vessel Pump-out Services. Provide support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor. This service is intended to improve the overall public and environmental health of Gig Harbor and preserve and protect the water quality and health of the Bay upon which the city relies for tourism and recreation. The anticipated time frame for the free pump-out services is every Saturday, Sunday, and holiday starting May 2022 through September 2022. \$10,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:
Utility Rate Study. Hire a consultant to perform a study to review each utility's existing rates and charges, review the forecasted revenues, adjust the existing senior/low income discount rate, and assess against the respective planned capital projects. \$40,000 (Storm - \$13,333, Water - \$13,333, Wastewater - \$13,334).	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20</u>% Notes:

ENTERPRISE FUND – WATER OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
Well Generator Servicing. Systematic servicing to ensure standby power supply is operable. \$10,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Water Sampling Stations. Annual program for systematic replacement of aging water sample stations to ensure accurate water testing information. \$10,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Water Tank Tie Downs and Vent Replacement. Install tie downs at the Shurgard and Grandview water tanks to increase safety measures when performing inspections. Inspect and replace vents as needed \$25,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u> % Notes:
Shurgard Water Tank Repainting. Inspect the Shurgard water tank in preparation for future repainting of the exterior and interior of water tank. \$15,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u> % Notes:
Well #5 and Well #6 (North Creek Lane) Chlorine Room Construction. Construct a structure to store chlorine outside of the existing well houses. \$17,500	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Well #6 (North Creek Lane) Video Inspection. Perform an interior video inspection of Well #6 to ensure physical integrity, security and water quality. \$9,500	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Well #5 (North Creek Lane) Maintenance. This well was last serviced in 2013 and has experienced inconsistent operations recently. This proposed objective would remove, inspect, clean and reinstall the existing pump and motor assembly in addition to completing	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:

a video inspection of the well casing to ensure physical integrity of the well screens and casing. \$100,000	
Harbormaster Lane Water Main Replacement. Replacement of the aging Harbormaster Lane water main. This work will be designed in-house and completed by the City's Operations Division Crew. \$35,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:
Well #3 (Shurgard Storage) VFD. Install a variable frequency drive controller on Well #3 to reduce energy consumption and extend the life of the newly installed pumping equipment. \$30,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>5</u>% Notes:
Utility Rate Study. Hire a consultant to perform a study to review each utility's existing rates and charges, review the forecasted revenues, adjust the existing senior/low income discount rate, and assess against the respective planned capital projects. \$40,000 (Storm - \$13,333, Water - \$13,333, Wastewater - \$13,334).	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20</u>% Notes:

CAPTIAL PROJECTS - CITY BUILDINGS

Objective	Status of Objective (as described in the 2022 Budget)
Civic Center HVAC System Assessment and Replacement. The City's current HVAC system is 20 years old and uses R22 refrigerant for cooling. R22 is being phased out and is no longer allowed to be manufactured or imported into the United States. Cost reflects conversion of five air conditioning units to new refrigerant (R410 or R407C). A replacement system would be substantially more expensive as it would need to meet current code. \$160,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Replacement Purchase – Building Access and Control System. The current building access control equipment at the Civic Center was installed over 17 years ago when the building was constructed. The current equipment and software are no longer supported as vendor is no longer in business. New equipment will include two new control panels, 21 card readers and two keypad readers. A cloud-based software system upgrade is included which allows for remote management of equipment. This objective presumes the project bid documents and project management will be completed by City Staff. \$90,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Bogue Visitor's Center Building Rehabilitation. In-house develop of a small public works contract to re-roof the City's Bogue Visitor's Center building. Per Building Code requirements, the insulation in the building must also be replaced. Additionally, the HVAC is beyond its useful life and this project proposes to replace both the indoor and outdoor HVAC units. This objective presumes the project bid documents and project management will be completed by City Staff and the contractor will submit and manage all necessary permitting. \$85,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u> % Notes:
Civic Center Electric Vehicle Charging Station. Since 2018 Washington State has required all local government agencies, to the extent practicable, to purchase or lease its publicly owned vehicles that use either 100%	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>5</u> %

biofuels or electricity. To support the City of Gig Harbor's efforts to meet these requirements the City will install one electric vehicle charging station with two charging ports located in the staff parking area at the Civic Center. This charging station will be installed in a combined effort by the Operations Division and the vendor. These charging stations will have priority use by future City electric vehicles. \$20,000.00	Notes:
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CAPTIAL PROJECTS - PARKS DEVELOPMENT

Gig Harbor Sports Complex Phase 1B Design and Permitting. The City has been proceeding with developing a sports complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the sports complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and an RCO grant. Phase 1B is the City's portion of the complex and includes pickleball, bocce ball, multiple playgrounds, multiple pavilions, and a natural turf open space. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project is scheduled to be completed in 2022 with construction beginning either at the end of 2022 or early in 2023. \$1,000,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u>% Notes:
Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$3,300,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> </u>% Notes:
Masonic Lodge Building Visioning. The City purchased the Masonic Lodge in 2017 to enhance the City's Crescent Creek Park. The Masonic Lodge and associated parcel remain	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No

in unincorporated Pierce County. The Masinloc Lodge continues to house a cooperative pre-school in the basement but the main floor is not ADA accessible and does not contain restrooms. The City does not have a determined use for the site so the main floor of the structure remains vacant. For this objective, Staff and a consultant will request public input and Council direction on the future of the City's Masonic Lodge. If the building were repurposed the building would require improvements such as making it compliant with current earthquake code requirement, provide ADA accessibility to both floors, add restrooms and a kitchenette on the main floor, and other improvements to function as a community space. This objective presumes the Parks Manager will lead the visioning process with limited consultant support. \$10,000.00	Percent complete as of 3/31/22: ____% Notes:
Crescent Creek Park – Master Plan and Conceptual Design. As the City's first park (previously known as "City Park"), Crescent Creek Park has developed, and redeveloped, in a sporadic fashion. For this objective, the City will focus on the areas of the Park that have been recently acquired or are not fully developed. These include the Masonic Lodge property, the mostly vacant Miller/Rowher property to the north, the BMX area, and the sand volleyball courts. Staff, with the support of a consultant, will conduct a public visioning and develop a master plan for Crescent Creek Park in accordance with the 6-year CIP pending Council direction on the City's proposed Masonic Lodge building improvements. \$50,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: ____% Notes:
Community Paddler's Dock. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Res. 949 in 2013 and, soon after the City applied for grants and looked for other funding	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>95</u>% Notes:

sources. Due to funding constraints, the City decided to develop the site in at least three phases, that included upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6-year CIP. The upland development was completed in 2018. This proposed phase will install a human-powered watercraft launch float known as the Community Paddler's Dock. The construction project for the Community Paddler's Dock was awarded in July 2021 and this objective will complete the construction of the new Community Paddler's Dock as initiated in 2021. \$300,000.00	
Skansie Netshed Structural Repairs. The City of Gig Harbor purchased the Skansie Property in 2002 with the intent of expanding public access to the City's waterfront. The City eventually separately leased both the existing brick residence and the wooden netshed to two separate non-profit organizations to provide opportunities to the public for educational programming. The City has leased the Skansie Netshed to multiple non-profit organizations with the current lease expiring in December 2035. Soon after the City took ownership of the property the City repainted and reroofed the netshed then later rehabilitated the foundation and flooring of the Netshed. The Netshed is now in need again of repainting and reroofing. This objective proposes to design, permit, and construct minor building structural repairs, siding repairs, repaint the exterior of the building and re-roof the building. The City will also review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements. \$300,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u> % Notes:
Gig Harbor North Trails. The City's 2016 PROS Plan identifies the siting and construction of various trails in Gig Harbor North. The City currently has two areas of vacant undeveloped lots that mostly consist of native vegetation. These areas include the	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:

City's "Old Burnham Properties" (north of the intersection of Burnham Drive and Wood Hill Drive) and Phase 3 of the Gig Harbor North Sports Complex. This objective would provide for the design and permitting for the develop and enhance native trails on these existing City Park properties. \$35,000.00	
Ancich Boat Storage Building Human-Powered Watercraft Storage Racks. Design and install custom storage racks with locking mechanisms for the public's canoes, kayaks, and stand-up paddleboards at the Ancich Waterfront Park Boat Storage Facility. This includes a fence to separate the area leased to the Gig Harbor Canoe/Kayak Race Team. \$26,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>80</u>% Notes:
Jerkovich Pier Advanced Mitigation Project. Demolish the existing, dilapidated Jerkovich Pier located at Ancich Waterfront Park using unique federal and state processes that will preserve the work as advanced mitigation for the future Commercial Fishing Homeport float system. The City will move forward with demolition only upon execution of a memorandum of understanding guaranteeing the advanced mitigation will be a credit to the future commercial fishing homeport pier. \$150,000.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:
Commercial Fishing Homeport Design and Permitting. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Res. 949 in 2013 and, soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, that included upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6- year CIP. The upland development was completed in 2018. This proposed objective will initiate the design and	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>30</u>% Notes:

permit effort for the new float system for the commercial fishing homeport at Ancich Park. \$110,000.00	
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CAPITAL PROJECTS - STREET DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$3,300,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>100</u> % Notes:
Stinson / Harborview Intersection Improvements. Complete the construction of the roundabout and other intersection improvements at Stinson Avenue and Harborview Drive. Due to economies of scale for permitting and civil construction costs, this work will include the construction of additional parking stalls for the Eddon Boat Park Brick House Rehabilitation project. \$2,100,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>75</u> % Notes:
Burnham Drive Half-Width Roadway Improvements Phase 1A – Design, Permitting and Construction. Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement (identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together. \$2,200,000.00 *OR* Harborview Drive/Burnham Drive Half-Width Roadway Improvements Phase 1 (Complete) – Design, Permitting and Construction. Update the design and	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>90</u> % Notes: Design phase 90% complete; Construction phase 0% complete

permitting then construct approximately 3,800 LF of roadway corridor improvements along the east side of Harborview Drive and Burnham Drive (between Austin Street and Harbor Hill Drive). Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement (identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together. \$6,000,000.00	
Harbor History Museum Driveway Entrance Revision. In 2012 the City installed new sidewalk at the entrance to the Harbor History Museum driveway as part of the City's Donkey Creek Daylighting project. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the City's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be design by Engineering Division Staff and constructed by Operations Division Staff. \$33,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u> % Notes:
Harbor Hill Drive Landscape Mitigation. As part of the Harbor Hill Drive extension project constructed in 2017 the City removed some native vegetation within the portions of Northharbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of the native vegetation. \$100,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Mid-Block Rapid-Flash Beacon Crosswalk System. The City routinely identifies locations to improve pedestrian safety through the installation of mid-block rapid-flash beacon systems. This objective will proved for the in-house design, purchase, and in-house construction of mid-block pedestrian crosswalks and the associated	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u> % Notes:

rapid-flash beacon system at 50 th St Ct. adjacent to Veterans Memorial Park and along Soundview Drive near Hunt Street. \$50,000.00	
Right Turn Lane at Wollochet Drive to SR-16 Westbound – Conceptual Design. Complete a conceptual design and estimates to install a right turn lane along eastbound Wollochet Drive to the SR-16 westbound on-ramp. Submit to WSDOT for an intersection justification report (IJR). \$150,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:
Prentice Ave/Fennimore St Half-Width Roadway Improvements - Design. Complete the design for half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Ave. to support grant applications. \$75,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:
Borgen Boulevard Street Lights. Purchase and install with Operations Division Staff four new 30' street lights along Borgen Boulevard from Athena Avenue to Peacock Hill Avenue. \$40,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 10 </u> % Notes:
38th Avenue Phase 2 Half-Width Roadway Improvements. Design and construct half-width roadway improvements in accordance with the Public Works Standards with the intent of using low-impact design for stormwater management. \$800,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:
Wollochet Drive/Wagner Way Intersection Improvements. Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet Drive then construct the designed improvements. This project is necessary due to traffic impacts from surrounding private developments that have recently been construction and are pending. \$1,300,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:
Burnham Drive/SR-16 Roundabout Metering. Design and construct roundabout metering improvements to reduce congestion of the SR-16 westbound offramp at Burnham Drive by controlling the flow through the metering of traffic from Burnham Drive southbound leg of the existing roundabout. \$1,500,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u> % Notes:

CAPITAL PROJECTS - WASTEWATER DIVISION

Inflow and Infiltration Repairs of Manholes and Pipelines. As our underground collection system ages, the potential for leaks and failures increase. These failures use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. \$175,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:
Lift Station 2A (Bogue Viewing Platform) Generator Replacement. Replace the existing generator. \$82,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:
Lift Station 12 (Woodhill Drive) Rehabilitation. Lift Station 12 construction will be nearing completion at the end of 2021. There will be carryover costs at the beginning of 2022. \$2,839,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u>% Notes:
Lift Station 14 (Wagner Way) Pipe Replacement, Level Control and Coating. Lift Station 14 was scheduled to be recoated in 2019. Recent failures of the piping in the station will result in complete piping replacement. If the pipe replacement occurs prior to the recoating, then the coatings would be damaged. The decision was made to postpone the coating until the pipe rehab had taken place. This would make the pipe rehab and the recoating a single project. Both projects would require bypasses and would be significantly more expensive if completed as separate projects. The repairs would also include a new level control to replace the current probe that is continually fouled by grease and flushables, which requires regular hands-on maintenance. \$168,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:
Lift Station 1 (Crescent Creek Park) Rehabilitation. Replace existing pumps, electrical and mechanical equipment. \$105,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u>% Notes:
Lift Station 6 (Ryan Street) Replacement.	Objective on track to be met in 2022:

Lift Station 6 construction was underway in 2021 and will be nearing completion in early 2022. There all anticipated outstanding construction costs will be carried over into 2022. (\$1,400,000)	☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>30</u>% Notes:
Stinson Slip Lining Sewer Main. This work will coincide with a proposed 2022 public works contract for storm pipe slip lining repair that Staff intends to design in-house and bid using the Small Public Works roster. The sewer main slip lining work will reduce I&I by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired. \$35,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20</u>% Notes:
Murphy's Landing Marina Navigation Channel Dredging. In partnership with Murphy's Landing Marina, the City is in the process of designing and permitting a bid ready set of contract documents for the removal of a portion of infill sedimentation that has occurred throughout the years, and will continue to do so, within the marina navigation channel. The City's obligation for this project will be completed in 2022. \$25,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>90</u>% Notes:
Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control. The current centrifuge operation at the City's Wastewater Treatment Plant (WWTP) contributes a high proportion of ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will likely be a reduction in power costs for reduced blower and centrifuge runtime. \$150,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20</u>% Notes:

CAPITAL PROJECTS - WATER DIVISION

Emergency Water Intertie – Canterwood Blvd. Complete the design then construct the water main (approximately 1,600 LF) along Canterwood Blvd between St. Anthony’s hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency. \$547,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>25%</u> % Notes: Design phase 25% complete; Construction phase 0% complete
Gig Harbor North Sports Complex Water Main. This project will provide a redundant water main and will be designed by Engineering Division Staff and installed by Operations Division staff. \$84,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Reid Dr. Water Main Improvements. This project will replace an aging, deep PVC water main with a new 8 inch water main located along 55th St. Ct. east of Reid Drive that currently also has insufficient valve controls. \$300,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>25</u> % Notes:
Well #9 (11944 Olympus Way) Development and Water Rights Processing. In accordance with the City’s 2018 Water System Plan, the City is proposing to develop Well #9 in the Gig Harbor North area adjacent to the City’s Gig Harbor North water tank as a redundant groundwater supply system. Once Well #9 is on-line it will mitigate the need for additional standby (emergency) storage in storage tanks. This improvement is consistent with the City’s operational goals of investing in its supply sources to make for a more redundant and reliable system. The City will also begin working with the Washington State Department of Ecology to obtain water rights for Well #9. \$2,100,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:

CAPITAL PROJECTS - STORM WATER DIVISION

Storm Pipe Slip Lining. Perform the slip lining of two storm pipes in the City right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. In-house design and small public works contract for construction. \$147,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>20</u> % Notes:
Donkey Creek Daylighting at Harborview Drive Conceptual Design and Feasibility. Determine options and associated costs for the daylighting of Donkey Creek at Harborview Drive and Austin Street to improve fish passage. The conceptual design process shall engage community stakeholders ensure the continued operation of the Gig Harbor Fisherman's Club remote site incubator (RSI) system and support efforts to enhance the RSIs post-restoration. This project will also serve as a tool to acquire future grants for further design and construction. \$35,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>0</u> % Notes:
Burnham Dr. Culvert Replacement at 96th Street. Design, permitting and construction of a replacement storm cross culvert in Burnham Drive south of 96th Street. This work will likely require a new fish-passable culvert and is planned to be performed as part of the Burnham Dr. Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102). \$2,680,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>90</u> % Notes: Design phase 90% complete; Construction phase 0% complete
Marine Outfall Maintenance. Per the City's NPDES Stormwater Permit, the City has completed an inventory of all City stormwater outfalls. In 2022 City Staff, with the possible support of a consultant, will verify operational responsibilities and generate a prioritized list of capital improvement program to correct or replace the deficient outfalls and a maintenance plan for all stormwater outfalls. This objective may also include funding for maintenance of at least one outfall, depending on Staff capacity. Consultant support with survey and environmental reports with in-house staff or small public	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u>10</u> % Notes:

work completion. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$120,000	
Public Works Operations Division Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vector waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting new decant facility for construction in 2023 at the existing Public Works Operations Center site.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/22: <u> 0 </u>% Notes:

UPCOMING CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Day	Date	Time	Group	Agenda Items
TH	Apr. 18	2:00pm	Board & Commission Candidate Review Committee Special Meeting	Arts Commission Interviews
TH	Apr. 21	5:00pm	Planning Commission	Short Term Rentals
M	Apr. 25	5:30pm	City Council	See Agenda
W	Apr. 27	10:00am	Board & Commission Candidate Review Committee Special Meeting	Parks Commission Interviews
W	Apr. 27	1:00pm	Board & Commission Candidate Review Committee Special Meeting	Design Review Board Interviews
TH	Apr. 28	2:00pm	City Council Study Session	2:00 Urban Forestry Presentation – DNR 3:00 Sister City Discussion 4:00 Legislative Session Wrap Up Climate Change Stakeholder Group Discussion
TH	Apr. 28	5:00pm	Design Review Board	CANCELLED
W	May 4	5:30pm	Parks Commission	
TH	May 5	5:00pm	Planning Commission	Short Term Rentals
M	May 9	5:30pm	City Council	Consent Agenda: - North Creek Culvert Replacement Feasibility Study – Professional Services Contract - Professional Services Contract for On-Call Arborist Services - Masonic Lodge Lease Agreement – Amendment #3 - Washington Learning Source - Interlocal Cooperative Purchasing Agreement Presentations: - Urban Wildfire Threats – Dr. Elly Claus-McGahan Old Business: New Business: - First Reading of Ordinance 1487 Transitional Housing, Permanent Supportive Housing, Emergency Shelters, and Emergency Housing - Austin Honoring Art Foundation – Public Works Contract Award - Resolution XXXX Grant application – Prentice Avenue/Fennimore Street Half-Width Roadway Improvements - First Reading of Ordinance XXXX Water System Plan Revision
W	May 11	10:00am	Arts Commission	
TH	May 12	11:00am	Lodging Tax Advisory Committee	
TH	May 12	2:00pm	City Council Study Session	Presentation from South Sound 911 Code Enforcement Discussion Review of 2023-28 Transportation Improvement Program

UPCOMING CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

				2022 Active CIP Schedule Update Prentice Avenue/Fennimore Street Half-Width Roadway Improvements
TH	May 12	3:00pm	Civil Service Commission	
TH	May 12	5:00pm	Design Review Board	
TU	May 17	1:30 pm	Hearing Examiner	Burnham Drive Apartments
TH	May 19	5:00pm	Planning Commission	
M	May 23	5:30pm	City Council	Old Business: • Second Reading and Adoption of Ordinance 1487 Transitional Housing, Permanent Supportive Housing, Emergency Shelters, and Emergency Housing • Second Reading of Ordinance XXXX Water System Plan Revision New Business: • First Reading of Ordinance XXXX Fireworks • Public Works Operations Center Building Construction – Public Works Contract Award
TH	May 26	2:00pm	City Council Study Session	
TH	May 26	5:00pm	Design Review Board	
M	June 13	5:30pm	City Council	Presentation: Gig Harbor BoatShop Annual Report New Business: • Public Hearing Resolution XXXX Adopting 2022 TIP
TH	June 16	2:00pm	City Council Study Session	Holiday Display Policy 2022 Active CIP Schedule Update
M	June 27	5:30pm	City Council	
TH	June 30	2:00pm	City Council Study Session	

City of Gig Harbor Two-Year Strategic Plan 2022-2023

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

Priorities	Goals	Actions – Routine/Annual	Actions - Project
Foster a healthy City organization	- Be an exceptional employer - Retain existing workforce - Attract qualified applicants - Ensure safe work environment - Encourage staff training - Encourage and obtain employee feedback	- Fill all vacancies in a timely manner - Maintain effective procedures to respond to ADA, FMLA, etc. issues and situations - Maintain collaborative relationships with union representatives - Re-qualify for AWC Well City designation	- Develop a staff retention and attraction program* - Review and update the City's DEI program* - Develop an employee recognition and appreciation program - Update Personnel Policies Manual - Update Safety Manual and Accident Prevention Program - Conduct employee satisfaction survey - Revise employee evaluation process - Develop management training for all new supervisors*
Ensure sustainable future for public services and facilities	- Provide more efficient and effective municipal services - Improve public outreach on capital projects - Increase communications between the City and residents - Better understand community needs and service expectations - Make city meetings more accessible to residents online - Source funding and implement plans for City Parks & Rec, streets/transportation options, utilities - Ensure adequate infrastructure to support community needs	- Update utility rates as needed - Support free vessel pump-out service - Continue implementing permit and land use approval process improvements - Continue and when possible, increase resources dedicated to capital improvement projects - Review/amend TIP to improve motorized and non-motorized transportation	- Develop an online citizen comment/reporting form - Conduct a citizen satisfaction survey* - Create a City-wide Communications Plan* - Update Public Works Standards - Conduct HOA fair - Implement hybrid Court system/electronic case management - Implement hybrid city meetings platform - Develop neighborhood traffic calming policy
Maintain small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure issues to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Foster safe, livable and attractive community - Decrease distance to get to a park or open space - Enhance walkability and pedestrian/cyclist safety	- Annually docket specific priorities in the Comprehensive Plan - Provide funding support for Harbor History Museum - Monitor State legislative activity - Provide funding support for Senior Center programming - Maintain/expand support for the Arts Commission and the arts in the city - Implement and support Sister City program* - Continue to fund Creative Endeavor Grants - Implement pedestrian and bicycle projects consistent with adopted Transportation Element	- Revise Municipal Code for short term rentals - Prepare 2024 Comprehensive Plan Periodic Update - Provide funding for Harbor History Museum Maritime Gallery project - Provide funding for Senior Center permanent home - Complete annexation study - Review Design Manual - Develop Housing Needs and Action Plan - Create Historic Preservation Committee - Review parking requirements for businesses and off-street parking - Support funding for youth and teen activities*
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	- Support free vessel pump-out service - Annually review Climate & Sustainability Action Plan (once developed)*	- Adopt Climate & Sustainability Action Plan* - Incorporate climate change into the City's Comprehensive Plan - Form Climate Action Committee* - Adopt Urban Forest Management Plan and update tree retention policies* - Develop recycling program in City parks - Install Civic Center electric vehicle charging station - Pursue opportunities to buy conservation parcels* - Annex parcels in City's park system - Update Stormwater Management and Site Development Manual - Assess gaps in public charging stations in the ROW for electric vehicles
Promote and enhance a dynamic and robust economy	- Develop a plan to increase promotion of our local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing	- Support Downtown Waterfront Alliance and Chamber of Commerce - Promote tourism-related activities through lodging tax grants - Promote downtown businesses and events to bring in visitors - Continue collaboration with Pierce Transit for downtown trolley service - Produce annual Visitor's Guide - Annually evaluate effectiveness of tourism promotion and lodging tax - Continue supporting visitor-oriented media relations	- Design and construct Fishermen's Home Port - Create a Business Retention and Attraction Plan* - Evaluate and amend (if necessary) development regulations and fees - Develop and implement a small business fair*