

AGENDA
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, February 9, 2023 – 3:00 p.m.
Community Rooms

*This meeting may also be accessed through Zoom
at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering
Meeting ID 932 1605 6382.*

CALL TO ORDER/ROLL CALL

DISCUSSION ITEMS

1. Introduction of Lodging Tax Advisory Committee Appointees
- Patsy Irwin, Miriam Battson and Carrienne Ekberg

Mayor Tracie Markley

2. Sports Complex Naming Rights

Parks Manager Jennifer Haro

Documents:

[STAFF MEMO Sport Complex Naming Rights.pdf](#)

3. Climate Action Plan Update

Senior Planner Roxanne Robles

Documents:

[Climate Action Plan Presentation.pdf](#)

[Climate Action Plan Engagement Plan.pdf](#)

4. Active CIP Schedule Update

Public Works Director Jeff Langhelm

Documents:

[Active CIP Schedule.pdf](#)

ADJOURN

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.



PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: City Council

FROM: Jennifer Haro, Parks Manager

DATE: February 3, 2023

SUBJECT: Sports Complex Naming Rights

The City was approached by the YMCA about a Gig Harbor resident who would like to make a large donation to Phase 1A of the Gig Harbor Sports Complex. This donation would likely account for a good portion of their Phase 1A and would make a huge impact in their community fundraising efforts.

In exchange for the large donation, the donor seeks naming rights for the entire Sports Complex. They have indicated that the donation may not happen if the naming situation cannot be resolved to their satisfaction. Included below are several references to the existing MOU with the YMCA, specifically regarding naming rights. Presently, the MOU only encompasses Phase 1A, and if the Council decides to pursue this particular naming opportunity, the MOU will need to be amended.

The 2019 Memorandum of Understanding with the YMCA for Phase 1A states:

2. *Naming rights and the sponsorship opportunities will be made available to contribute toward the construction of Phase 1A. See Section 3, Naming Rights and Sponsorship.*

The YMCA will not be responsible for nor shall it seek donations for any future phases of the Sports Complex or phases of the Sports Complex other than Phase 1A.

3. *The facility shall be named the Gig Harbor Sports Complex with any naming right being a ribbon above the main sign. As and example, the "Smith Field" "Gig Harbor Sports Complex.*

Additionally, the 2021 Gig Harbor YMCA Sports Complex Lease Agreement, section H(j) states:

Donations. Tenant (YMCA) may offer sponsorship opportunities to individuals or businesses that wish to donate funds to support the ongoing operation, maintenance, and replacement of the Phase 1A improvements. All such donations shall be placed in to the Capital Reserve Fund unless received and used for the initial construction of the Phase 1A improvements. Tenant shall inform the City of Gig Harbor City Administrator in advance of any proposed sponsorship which includes any sign or naming right. The facility shall be named the Gig Harbor Sports Complex with any naming right being a ribbon above the main sign. The City has the right to reject any sign or naming right if it believes such is not in the best interests of the Gig Harbor community.

As indicated in the agreements above, Phase 1A is the only phase of the Sports Complex that has any type of agreement with the YMCA for naming rights.

For Phases 2 and 3, staff currently has a request for qualifications out as a first step to hire a consultant to perform a feasibility study for development of those fields. Any construction will be several years out and dependent upon a number of factors including outcome of the feasibility study and funding availability.

Further, Phase 2 of the Sports Complex is currently known as Peninsula Light Fields, as agreed to in Section 5f of the Amendment to Real Estate Contract and Assignment, Assumption and Consent Agreement executed in 2017.

Use of Property. Assignee (City) agrees to own, operate and maintain the Property exclusively as a city Park, which may incorporated into a larger Gig Harbor Sports Complex to be operated as a city Park. The property being transferred shall be named “Peninsula Light Fields,” provided, Peninsula Light Company shall retain the right to name or rename the Fields....

At the February 9 Council Study Session, staff will be requesting guidance from Council on whether to amend existing agreements for naming rights for future Phase 2 and/or 3 to allow the YMCA to secure this donation. YMCA staff will be present at this meeting to present the current opportunity and to answer any questions you may have.



Gig Harbor

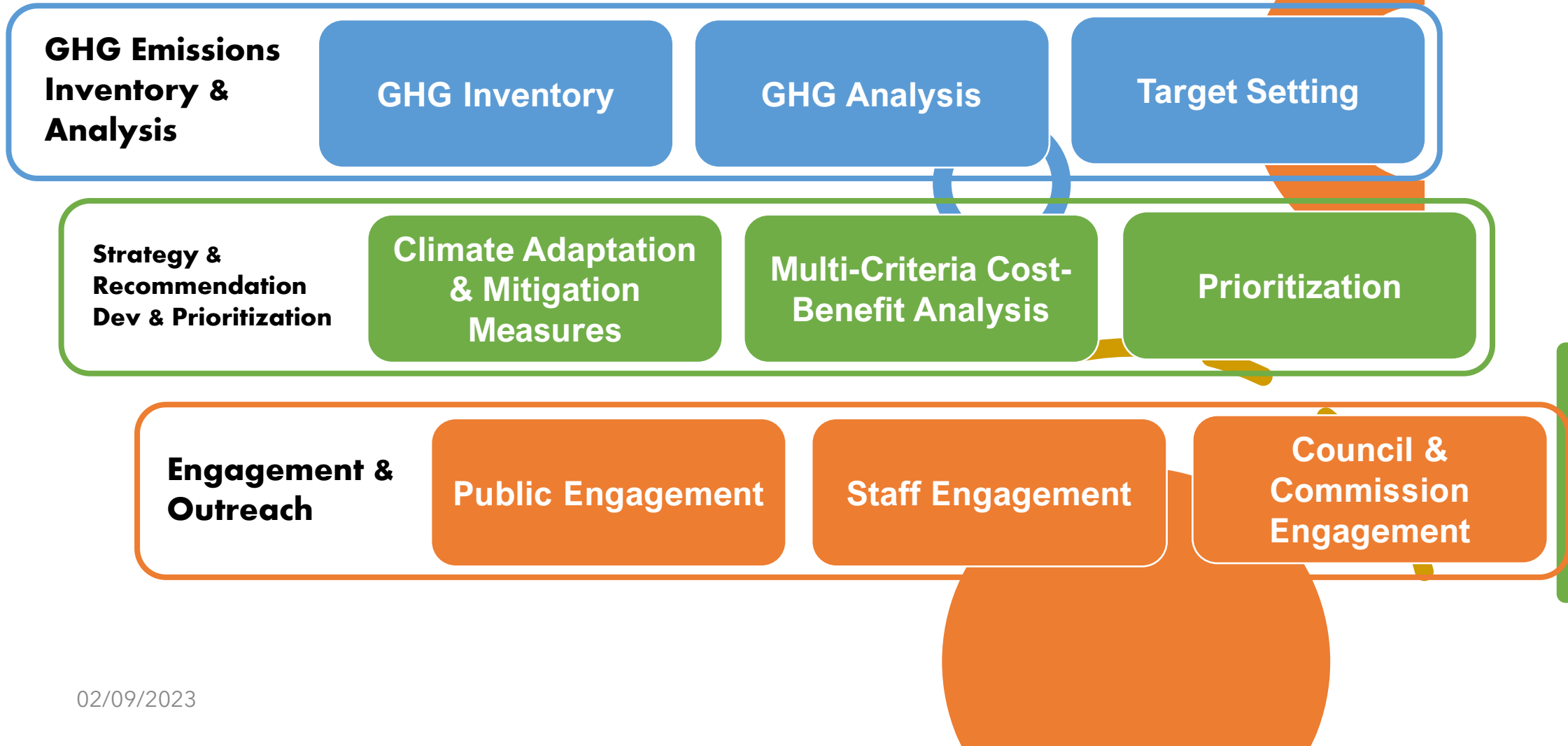
2023 Climate Action Plan

Accomplishments

1. Formed CCCPAC
2. Recommended Comp Plan amendments from CCCPAC
3. Climate change goals & policies added to Comp Plan by Ordinance 1501 on November 28, 2022
4. Secured climate planning grant
5. Hired climate planning consultant



Climate Action Plan



Community Engagement Plan

Key messages:

- What is a CAP? Why is it important?
- Why should I participate in this process?
- How will my feedback be used?

Community Engagement Plan

External Engagement

- Community-wide survey (Cascadia)
- Community meeting (Cascadia)
- City newsletter (City)
- Social media (City)
- Project webpage (City)

Community Engagement Plan

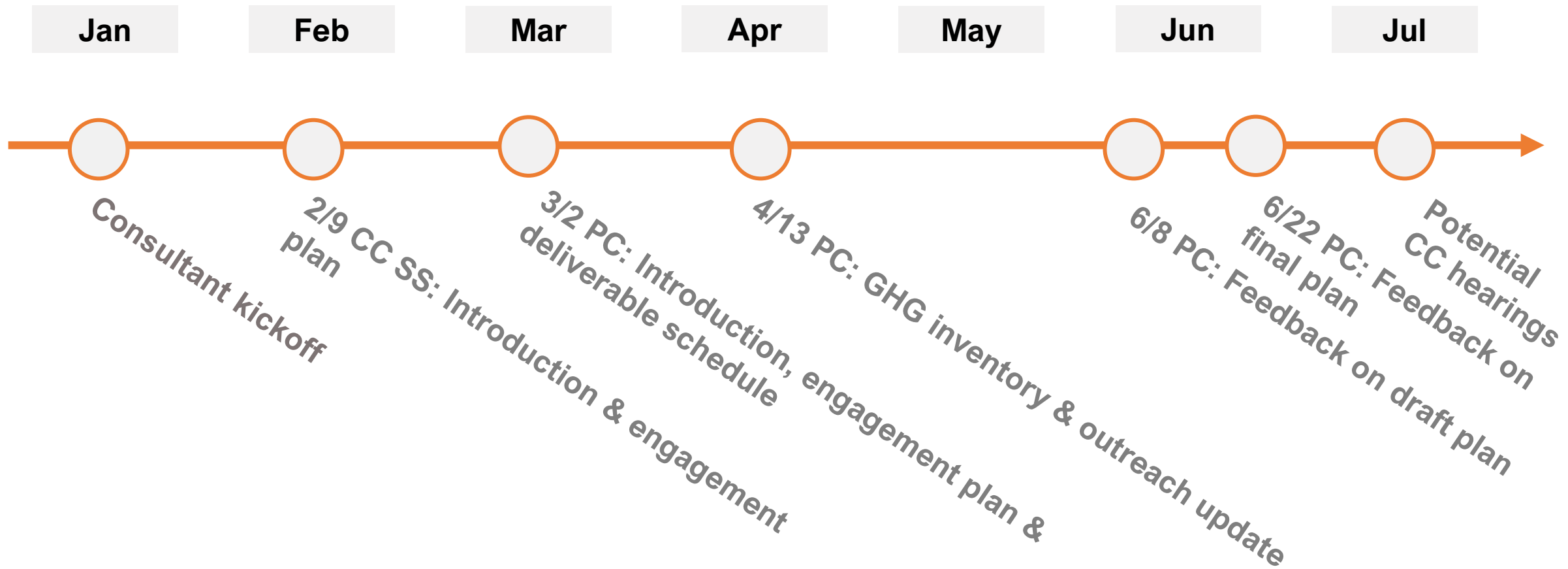
Internal Engagement

- Staff workshop (Cascadia)
- Council & Commission meetings (City & Cascadia)

Consultant Timeline

Tasks & Deliverables	Dec	Jan	Feb	Mar	Apr	May	Jun
Project Planning							
Kickoff meeting, workplan	●						
Community engagement plan		●	●				
GHG Emissions Inventory & Report							
Collect data & emissions factors		●	●				
Analyze data			●	●			
Develop GHG inventory report & recommended targets				●			
Develop & Prioritize Strategies & Actions							
First draft of strategies & actions			●	●			
City review of strategies & actions through public engagement				●	●		
Plan Development							
Draft CAP				●	●	●	
Final draft CAP delivered							●

City Timeline



Thank you!

Roxanne Robles | Senior Planner

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O (253) 853-7616 | M (253) 525-0319

Gig Harbor CAP Engagement Plan

CITY OF GIG HARBOR

PREPARED BY: CASCADIA CONSULTING

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Overview

This Community Engagement Plan (“Plan”) provides a strategic framework for engaging Gig Harbor communities and key project partners and stakeholders in development of Gig Harbor’s first Climate Action Plan (CAP).

This plan outlines goals and objectives for engagement, as well as the key engagement touchpoints that we have planned for the CAP.

For the sake of this plan, we have defined key engagement terms as the following:

- **Community:** Groups of individuals who live within the boundaries of the City of Gig Harbor.
- **Frontline communities:** Groups that are most disproportionately impacted by and vulnerable to the effects of climate change. Frontline communities include Black, Indigenous, and People of Color, people with limited English proficiency, special needs, youth, unhoused and low-income people, and the elderly.
- **Internal Stakeholders:** Groups within the City of Gig Harbor government that will be critical to engage and foster buy-in for CAP success.

Engagement Goals & Desired Outcomes

Through engagement, we hope to achieve the following engagement goals and outcomes:

Engagement Goals	Desired Outcomes
Create a baseline understanding around climate change impacts and creatively solicit feedback while not overwhelming Gig Harbor communities.	• Informational materials, events, and resources are available for the public regarding climate and weather impacts and what actions they can take. • Look for opportunities to collaborate or synergize with other existing Gig Harbor engagement efforts.
Gather community perspectives and feedback on key elements of the plan that is representative of the Gig Harbor community.	• Provide avenues for community members to voice their priorities, concerns, and expectations to inform CAP development. • Provide community members opportunity to provide specific feedback on CAP strategies and actions and other key plan components. • Be transparent regarding how and when there are opportunities for feedback, and why we are asking for community input.
Build City and communitywide support and buy-in to meet shared priorities identified by the City and Gig Harbor communities and guide implementation.	• Facilitate targeted opportunities for City staff and Council input on the CAP for final adoption. • Bring in and involve key Gig Harbor stakeholders throughout the planning process to create momentum internally through intentional early engagement and clear feedback loops.

Engagement Plan Phases

The CAP engagement process will consist of the following key phases:

- **Phase 1: Raising Profile** - Provide information about the rationale for the CAP, how it fits with existing City outreach and planning efforts, issues to be considered, and areas where input is needed.
- **Phase 2: Setting Targets and Identifying Strategies and Actions** – Update community members and City staff on CAP progress to date (e.g., results of greenhouse gas inventory) and gather feedback to inform key elements of the plan, namely the plan’s climate mitigation and adaptation strategies and actions and criteria used to prioritize actions in the plan.
- **Phase 3: Plan Refinement & Implementation** – Engage with City staff responsible for CAP implementation to inform key elements of the CAP implementation plan.

	Phase 1: Raising Profile	Phase 2: Setting Targets & Identifying Strategies and Actions	Phase 3: Plan Refinement & Implementation
Level of Engagement	Inform	Involve	Consult
Objectives	• Build early awareness of CAP and CAP engagement process • Gather high-level ideas, priorities, and concerns for CAP • Provide baseline context for climate change and associated impacts for Gig Harbor • Build (or strengthen existing) stakeholder relationships	• Share and discuss results of GHG inventory and proposed emissions reduction targets • Gather community and City feedback on initial draft list of strategies & actions • Gather new ideas for strategies & actions • Work directly and consistently with City staff to address early concerns for implementation	• Plan for implementation • Solicit feedback on draft plan & secure CAP adoption
Activities	• City Council meeting • CAP communication materials posted on City website	• Communitywide Survey • Community Meeting • City Council meeting	• Staff Implementation Plan workshop • Planning Commission meetings • City Council meeting

The Gig Harbor Community

Community Context

Gig Harbor is located south of Tacoma in Pierce County, on Gig Harbor Bay with views of Mount Rainier. Often called the “gateway to the Olympic Peninsula”, Gig Harbor is closely located next to several state and city parks, and includes a picturesque waterfront. Long before settlers arrived in 1841, what is now known as Gig Harbor was a part of the traditional homelands of the [Puyallup Tribe of Indians](#). The Puyallup Tribe will be a critical partner for the success of the Gig Harbor CAP.

While Gig Harbor is a relatively small and affluent city, it is important to consider the diversity of residents, community groups, and interests within the community to ensure that we are integrating these perspectives in the planning process. These audiences include local small businesses, senior citizens, ethnic groups, and residents from different income demographics.

The table below describes some of the ways Gig Harbor’s demographics compare to the rest of Pierce County, and what those characteristics might mean for engagement:

Gig Harbor...	Engagement considerations
...has a large population of people 65 years old and over.	- Identify and partner with senior adult organizations identified in Appendix A: Key Audiences Detailed List. - Ensure technology is accessible for online engagement.
...is highly educated.	- Tap community knowledge for CAP development and implementation support. - Meet the community where they’re at—can provide more technical background information.
... is experiencing quick population growth.	Consider best practices for reaching new community members and urban growth areas.
...has a high rate of home ownership.	Include homeowners’ associations as part of targeted community outreach.

COMMUNITY SNAPSHOT

According to the U.S. Census Bureau¹, Gig Harbor has an **estimated population of approximately 12,181 persons** in 2021. Other recent demographics are summarized as follows, based on 2017-2021 estimates:

Age	
Under 5 years	7.1%
5-14 years	14%
15-44 years	31.7%
45-64 years	21.8%
65 and over	25.4%
Languages Spoken	
English only	92.6%
Asian and Pacific Island languages	3.2%
Other Indo-European languages	0.6%
Spanish	3%
Other	0.6%
Housing Types	
Own	63.4%
Rent	36.6%
Sex	
Male	46.1%
Female	53.9%
Means of Transportation to work	
Drive alone	75.7%
Public Transportation	2%
Carpool	6.4%
Worked at home	13%
Walk	2.1%
Other	0.8%
Mean travel time to work	28.3 minutes

Education	
Less than 9th grade	0.6%
9th to 12th grade, no diploma	3.6%
High school graduate (includes equivalency)	12.9%
Some college, no degree	21.5%
Associate's degree	13.4%
Bachelor's degree	25.1%
Graduate or professional degree	22.8%
High school graduate or higher	95.8%
Bachelor's degree or higher	47.9%
Race	
White alone	81.4%
American Indian and Alaska Native	0.7%
Asian alone	4.9%
Black or African American alone	0.4%
Native Hawaiian and Other Pacific Islander	0.3%
Two or more races	11.6%
Hispanic or Latino of any race	7.1%

¹ [U.S. Census. 2021 American Community Survey 5-Year Estimates](#)

LANGUAGE NEEDS

About 7.4% of the population in Gig Harbor speaks a language other than English at home (common non-English languages are outlined in the table below). We encourage the City to offer translation of essential materials as necessary and will work alongside community-based organizations to engage these households. Note that just because a person speaks a non-English language predominantly in the household, it does not mean that individual necessarily requires translation services.

Language Spoken at Home by Individuals 5 Years and Older ²	Estimate	Percent
Total Population 5 Years and Older:	10,691	92.9%
English only	9,898	92.6%
Spanish	232	3%
Other Indo-European languages:	68	0.6%
Asian and Pacific Island languages:	342	3.2%
Other Languages	60	0.6%

Key Audiences

Based on our initial research and project background, we have identified the following audiences. This should be an ever-evolving list as we continue through the engagement process.

Building relationships—especially with key implementation partners and frontline communities—will be critical for long-term CAP success. **We believe the City should be the lead in developing these relationships, as City and Gig Harbor communities are the ultimate owners of the CAP.** Building relationships with a clear picture of long-term expectations will give reassurance to stakeholders early in the process that the engagement is genuine, meaningful, and not just “checking a box.”

We’ve identified 8 groups of key audiences under two categories of internal stakeholders and external stakeholders.

Internal Stakeholders

- **Decisionmakers:** City leaders who make decisions that drive investment and policy
- **Implementation Partners:** City staff who are responsible for directing CAP implementation in departments
- **Guides & Analysts:** City commissions & committees whose support and direction are important for CAP development and implementation

External Stakeholders and Partners

- **Partners:** Sovereign government partners who would be willing to collaborate on regional, and City-wide climate action.
- **Advocates:** Supportive of climate action and willing to put in effort to support CAP process.
- **Critical Perspectives:** Groups frequently not reached during public processes but critical to equitable outcomes from CAP implementation.

² [U.S. Census. 2021 American Community Survey 5-Year Estimates](#)

- **Collaborators:** Conduct operations that affect the success of CAP implementation.
- **General Public:** CAP strategies and implementation affect day-to-day lives.

Please see [Appendix A: Key Audiences Detailed List](#) for more information.

Planned Outreach

We seek to design an inclusive planning process that reflects and celebrates Gig Harbor’s unique characteristics. We will work closely with the City and Gig Harbor communities to elevate, reflect, and incorporate community values into the CAP.

Key Messages

What is a CAP? Why is it important?

- A CAP is a plan to reduce a community’s greenhouse gas emissions to reduce climate change impacts while building community and environmental resilience.
- By taking action to reduce Gig Harbor’s emissions and prepare for climate change impacts, Gig Harbor will position itself to be ahead of the curve and protect the health and well-being of our residents and economy.

Why should I participate in this process?

- This is an ongoing opportunity to tell us your priorities and concerns related to reducing Gig Harbor’s environmental impact and ensuring our community is resilient to climate change.
- By participating and sharing your input, you have an opportunity to guide the development of the Gig Harbor’s CAP.

How will my feedback be used?

- Public input will be an essential part of the CAP process. We will consider all public input along with input from City staff and departments, City Council, and partner agencies throughout the planning process.
- This engagement effort will inform key elements of the plan, including the specific climate actions outlined in the plan. By participating, you have an influence on our approach for addressing climate change—including public investments, actions for individual behavioral change, and business strategies and opportunities.

Engagement Methods

The CAP planning effort will include the following touchpoints, led by both Cascadia and the City. The City will lead promotion of all events. Cascadia will provide summaries for each engagement touchpoint led by our team.

EXTERNAL COMMUNITY ENGAGEMENT

Communitywide Survey (Cascadia to lead)

Cascadia will lead the development and analysis of a **communitywide survey** for the public. In developing the survey, we recommend the following:

- The survey should be short and focused with a limited number of open-ended questions that require participants to write detailed responses.
- The survey will be hosted on SurveyMonkey or another platform hosted by the City.
- We recommend launching the communitywide survey during **Phase 2: Setting Targets and Identifying Strategies and Actions** to gather detailed feedback on the plan's targets and draft strategies and actions, understand community priorities, concerns, and collect new ideas for actions. Launching the survey at this point in the planning process will ensure that the community can provide feedback on key CAP plan elements.

We will work with the City to identify ways to advertise the surveys, such as posts on City social media accounts, advertising in local media outlets, posterage, etc. to gather input from as many Gig Harbor community members as possible.

Community Meeting (Cascadia to lead)

We will host **one virtual community meeting** during **Phase 2: Setting Targets and Identifying Strategies and Actions**. The community meeting will be host via Zoom or an equivalent platform.

Our meeting facilitation approach centers around participatory planning, including activities like voting, visually creative design exercises, discussions, breakout room activities, and real-time polling to rank ideas. Generally, we are envisioning the community workshop as described below:

- The community workshop will focus on previewing early GHG inventory results, and gathering feedback on the plan's draft vision, goals, strategies, actions, and criteria that will be used to prioritize actions in the plan.
- We will utilize techniques such as PowerPoint presentations, polling, facilitated Q&A, and breakout group discussions in the workshop.

Additional External Engagement Activities (City to Lead)

We recommend that the City provides regular updates and notifications to the community through various methods such as:

- City newsletters
- Social media
- CAP/Project webpage
- Coordination with community groups to help share out relevant CAP updates

The City will also lead a minimum of one meeting with the **Climate Change Climate Change Comprehensive Plan Amendment Committee (CCCPAC) stakeholder group**, which is made up of both internal and external stakeholders, for feedback on implementation actions.

Table 1 below details roles for the City and Cascadia for each of the external community engagement approaches described above.

Table 1: External Engagement Matrix

	Cascadia Role	City Role
Communitywide Survey	Develop & host survey; compile response summary	Review draft survey; promote
Community Meeting	Develop presentation/materials; facilitate community meeting; summarize findings	Review workshop materials; promote workshop; participate & help facilitate breakout rooms
Ongoing Activities	Provide copy and graphics	Review, and promote through City social channels or coordinate with others to share out project updates
Climate Change Comprehensive Plan Committee Meeting(s)	-	Update committee on work done to date and gather feedback on key elements of the plan

INTERNAL ENGAGEMENT

For Gig Harbor’s CAP, we will also be planning for targeted outreach to key internal stakeholders, such as City Staff, City Council, and the Planning Commission. Cascadia will host one hybrid (virtual and in-person) workshop with City staff and will also support two Council presentations.

City Staff Workshop (Cascadia to lead)

This workshop will be used to gather key feedback for the CAP Implementation Plan. City staff will review and discuss strategies and actions that impact their respective departments, and help to identify key considerations for implementation, including funding available, timeframe for implementation, and outside partners that will support implementation.

City Council & Commission Meetings (Cascadia and the City to lead)

The CAP project team will provide briefings to City Council a total of three times, and will also meet with the Planning Commission throughout the project.

- **City Council Study Session (City to lead):** Introduce & provide an update on the CAP; present community engagement plan.
- **Planning Commission Meeting (City to lead):** Update City Council on outreach, engagement, and GHG inventory.
- **Planning Commission Study Session(s) (City to lead):** City-led meetings with the Planning Commission to provide an update on CAP progress and gather feedback on key elements of the plan, including strategies and actions.
- **City Council Presentation (Cascadia to lead):** Final presentation of the CAP.

Table 2 below outlines roles identified for the City and Cascadia for internal engagement approaches.

Table 2: Internal Engagement Matrix

	CCG Role	City Role
City Staff Workshop	Develop presentation/materials; facilitate meeting; summarize findings	Review workshop materials; promote workshop; participate & support facilitation, as needed
Council Presentations	Develop presentation and lead final City Council meeting	Review, and lead first and second City Council meetings
Individual Briefings with Planning Commission	-	Coordinate, provide updates, facilitate, and gather feedback
Climate Change Comprehensive Plan Committee Meeting(s)	-	Update committee on work done to date and gather feedback on key elements of the plan

Engagement Timeline

Below, we have outlined a general flow and timeline for engagement activities. For a more detailed engagement timeline and schedule, please reference the project [Smartsheet](#) as dates are subject to change based on the engagement process.

Engagement Phase	Dec	Jan	Feb	Mar	Apr	May	Jun
Phase 1: Raising Profile							
Community Engagement Plan		•					
City Council Study Session (City-led)			•				
Phase 2: Setting Targets							
Community Survey				•			
Community Meeting				•			
Planning Commission Study Session (City-led)					•		
Phase 3: Plan Refinement & Implementation							
Planning Commission Meeting (City-led)					•		
City Staff Implementation Workshop						•	

Engagement Phase	Dec	Jan	Feb	Mar	Apr	May	Jun
Wrap Up							
City Council Presentation on final CAP (Cascadia-led)							•

Measuring Success

Once the engagement campaign is underway, we will **monitor, evaluate, and adaptively manage** our approaches to ensure that we're effectively connecting with community members and that we stay on track to meet the City's goals and schedule.

We will track engagement activities and provide **summary reports** after each key engagement event—including detailed survey results and workshop summaries. Our reports typically highlight key themes and implications for the CAP process. We will track outcomes across all of our outreach activities and include all available data in our reporting to the City so it can reference lessons learned in future outreach projects.

In addition to documenting our outreach efforts, our team will include an **engagement summary in the final CAP** that outlines how the community and City stakeholders were engaged throughout the planning process, and key themes from engagement.

Table 3 below outlines key metrics that will be tracked for evaluating the breadth of community members engaged through this engagement effort.

Table 3: Engagement Metrics

Engagement Method	Metrics
Overall metrics	- Population parity: do those reached reflect the demographics of Gig Harbor? - We will offer optional <i>demographic questions in engagement activities to answer this question.</i> - Number of participants in engagement activities
Communitywide Survey	- Number of respondents per survey (target: 200 respondents) - Demographic representativeness of respondents, as measured via survey demographic questions
Community Meeting	- Number of registrations - Number of participants - Qualitative summary of feedback
Internal Staff Workshop	- Number of staff participants - Number of City departments represented in workshop

Appendix A: Key Audiences Detailed List

Table 4 below outlines key audiences that we hope to reach through engagement, including key groups, organization, and/or individuals that we hope to reach, and opportunities identified to reach these key audiences and/or areas of alignment with existing planning efforts.

Table 4: Audience Matrix

Audience & Description	Groups	Specific Orgs/Individuals	Outreach Opportunities & Alignment
Internal Stakeholders			
Decisionmakers <i>City leaders who make decisions that drive investment and policy</i>	- City Council - City Mayor	- Mayor Tracie Markley 7 Council members	
Implementation leads <i>City staff who are responsible for directing CAP implementation in departments</i>	- Community Development - Administration - Finance - Tourism and Communications - Parks - Public Works - Police - Stormwater	- Department heads and staff - Administration staff (policy implementation)	- The City of Gig Harbor Social channels - Mayor's Podcast - Spreading the word through Gig-A-Byte City Newsletter
Guides and analysts <i>City commissions & committees whose support and direction are important for CAP development and implementation</i>	- Planning Commission - Parks Commission - Design Review Board	- Commission leaders and members - Climate Change Comprehensive Plan Amendment Committee (CCCPAC)	
External Stakeholders			

Audience & Description	Groups	Specific Orgs/Individuals	Outreach Opportunities & Alignment
Partners <i>Sovereign government partners who would be willing to collaborate on regional, and City-wide climate action</i>	Other regional tribal governments	Puyallup Tribe of Indians	
Advocates <i>Supportive of climate action and willing to put in effort to support CAP process</i>	- Environmental groups and community-based organizations - School groups/districts - Youth organizations - Faith-based communities	- Climate Pierce County - Harbor WildWatch - Pierce Conservation District - KGI Watershed Council - Gig Harbor Land Conservation Fund - Communities for a Healthy Bay - The Russell Family Foundation - Chamber of Commerce Young Professionals Group - Peninsula Schools Education Foundation	- GH Waterfront Alliance Newsletter - The Green Gig Event - Communities for a Healthy Bay Newsletter
Critical perspectives <i>Groups frequently not reached during public processes but critical to equitable outcomes from CAP implementation</i>	- Communities of color - Limited/non-English-speaking communities - People with disabilities - Low-income communities	- Pierce County Housing Authority - Tacoma Housing Authority - United Way of Pierce County - Gig Harbor Senior Center - Harbor Hope Center - Gig Harbor Peninsula FISH Food Bank - Key Peninsula Civic Center	

Audience & Description	Groups	Specific Orgs/Individuals	Outreach Opportunities & Alignment
Implementation partners <i>Conduct operations that affect the success of CAP implementation</i>	- Utilities & contracted services - Transit agencies - Regulatory agencies - Pierce County Sustainability Staff and other Pierce County departments - Development community (local builders, realtors, etc.) - Business community	- Puget Sound Energy - Peninsula Light Company - City of Gig Harbor Utilities - Murrey's American Disposal - Pierce Transit - Sound Transit - Tacoma-Pierce County Health Department (Environmental Health Team) - Puget Sound Clean Air Agency - Pierce County Office of Sustainability - Key Peninsula Business Association - Gig Harbor Downtown Waterfront Alliance - Greater Gig Harbor Foundation - Gig Harbor Chamber of Commerce	Sustainability 2030: Pierce County's Greenhouse Gas Reduction Plan
General public <i>CAP strategies and implementation affect day-to-day lives</i>	- Local service clubs - Community groups - Homeowners Associations - Medical care facilities - Senior living facilities	- Gig Harbor Commercial Fisherman's Civic Club - Gig Harbor Now Newspaper - Gig Harbor Pierce County Library - Kiwanis Club of Gig Harbor - Rotary Club of Gig Harbor Midday and North - Tacoma Community College, Gig Harbor Campus	Online open houses, information booths at community events, online surveys, newsletter

ID	Task Name	Duration	Start	Finish	Feb Mar Qtr 2, 2023 Apr May Jun Qtr 3, 2023 Jul Aug Sep Qtr 4, 2023 Oct Nov Dec Qtr 1, 2024 Jan Feb
101	Murphy's Landing Marina Navigation Channel Dredging	650 days	Mon 1/4/21	Fri 6/30/23	Murphy's Landing Marina Navigation Channel Dredging
102	Establish Agreement	92 days	Mon 1/4/21	Tue 5/11/21	
103	Design and Permitting	493 days	Wed 8/11/21	Fri 6/30/23	
104	<u>Stormwater Projects</u>				
105	Burnham Dr Culvert Replacement	0 days	Mon 12/12/22	Mon 12/12/22	
106	(See Burnham Dr 1/2 Street Improvements - Phase 1A)				
107	Storm Pipe Slip Lining at Mnt View Place and Vernhardson	345 days	Mon 3/28/22	Fri 7/21/23	
108	Design	260 days	Mon 3/28/22	Fri 3/24/23	
109	Bidding and Contract Award	21 days	Mon 3/27/23	Mon 4/24/23	
110	Construction	50 days	Mon 5/15/23	Fri 7/21/23	
111	North Creek Culvert Replacement- Design and Permitting	469 days	Wed 2/1/23	Mon 11/18/24	North Creek Culvert Replacement- Design and Permitting
112	Consultant Selection and Scoping	19 days	Wed 2/1/23	Mon 2/27/23	
113	Design and Permitting	450 days	Tue 2/28/23	Mon 11/18/24	
114	<u>Other Department Tasks</u>				
115	Utility Rate Studies	344 days	Wed 3/2/22	Mon 6/26/23	
116	Development and Public Process	300 days	Wed 3/2/22	Tue 4/25/23	
117	Code Development and Adoption	44 days	Wed 4/26/23	Mon 6/26/23	
118	Public Works Standards Updates	186 days	Mon 2/6/23	Mon 10/23/23	Public Works Standards Updates
119	Consultant Selection	36 days	Mon 2/6/23	Mon 3/27/23	
120	Development and Public Process	100 days	Tue 3/28/23	Mon 8/14/23	

Project: 2023-24 CIP Schedule
Print Date: Thu 2/2/23

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Deadline

Progress

Manual Progress

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
PARKS PROJECTS		
Skansie Netshed Improvements 2023 Project Budget: \$330,000 Funding: HBZ Funds Objective No.: PD-7	This project proposes to complete the structural and siding repairs, repaint the exterior, and re-roof the building. The City will 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.	- o The City approved a professional services contract with Helix Design Group on 03/23/22. - o Staff provided a project update and presented the structural assessment report to Council at the Study Session on 07/14/22 - City Council recommended structural stabilization of the netshed. - o On 08/08/22 Council approved Amendment #1 to the professional services contract added design work for structural stabilization of the netshed. - o On 08/17/22 Staff met with consultant (Helix Design Group) to discuss design of interior stabilization to improve load bearing of structure - o Staff met with Skansie Netshed Foundation representatives on 10/25/22 and met with DAHP representatives on 10/27/22 to review the proposed design. At each meeting Staff received general support for the proposed design. - o This project requires a Certificate of Appropriateness through the Design Review Board (DRB) and a Building Permit. - o Staff and Helix will present the project to the DRB at a regularly scheduled meeting in early 2023. - o Council approved Amendment #2 to the professional services contract to finalize structural stabilization using steel on 01/09/23. - o Staff met with the consultant on 01/30/23 to discuss structural stabilization and final design.
Gig Harbor Sports Complex Phase 1B - Design, Permitting, and Construction Project Budget: \$5,250,000 Funding: Legislative Appropriation, RCO LWCF Grant and Local Parks Grant, HBZ Fund, Park Impact Fees Objective No.: PD-1 Project No.: CPP-2007	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 that 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 requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project was initiated in 2022 with construction beginning in early 2023.	- o Site survey is completed. • Completed topographic survey of Phase 1A and Phase 1B parcels. This is necessary to construct Phase 1B. • Comprehensive tree survey of all Sports Complex parcels. • Survey of all Sports Complex parcel lines to create a Binding Site Plan. - o The City hosted an informational open house on 05/07/22 in the Civic Center Lobby for the entire Sports Complex project where Phase 1B was presented. - o Council conducted a Study Session on 05/26/22 to examine the status of the Sports Complex and to hear staff suggestions regarding next steps, particularly in light of public comment. - o A public open house was again held on 06/28/22 in the Civic Center Lobby where Staff and the consultant received options for certain facility design details. - o Staff made a presentation to the Parks Commission at their 07/06/22 meeting. - o Staff provided an update and requested Council input at the 07/14/22 Council Study Session. - o A Contract Amendment with BCRA was presented to Council and approved on 11/14/22. - o City is working with AHBL, YMCA, and City Planning Division to iron out the land use process for Phases 1A and 1B. - o The construction cost estimate for construction of Phase 1B only was originally \$2.8 million. 60% Design Construction Estimate is now \$6.2 Million with a design and market contingency. - o BCRA submitted Land Use Permit Documents with Binding Site Plan to the Planning Division on 12/19/22. Land Use Application deemed incomplete 01/24/23; amended and resubmitted on 01/25/23. - o RCO Grant Agreement was amended 12/30/22 to include another \$500,000 from Local Parks Grant Funding. Total grant obligated is \$1 million. - o BCRA working on 90% Design plans. City will have BCRA add (place) 8 benches into site plan. Placement of the concrete pads for the benches will be included in the Contract Documents and installed by the Contractor. PW will install benches after project is completed. - o Working with AHBL and YMCA to coordinate their Phase 1A Land Use Application with Phase 1B since they share the same Binding Site Plan.

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
Crescent Creek Park - Master Plan and Phase 1A Design and Construction Combined 2023-24 Project Budget: \$225,000 Funding: HBZ Funds Objective: PD-5 Project No.: CPP-1925	The City's Crescent Creek Park (previously known as "City Park") has developed, redeveloped, and expanded in a sporadic fashion. Staff, with the support of a consultant, will conclude the public visioning that began in 2022, then establish with Council support, a master plan for the Park. The momentum of the planning effort will go into the immediate implementation of Phase 1A improvements.	- o Professional Services Contract awarded to Hough Beck & Baird (HBB) on 11/14/22. - o Kickoff meeting and site visit with HBB and staff on 1/11/23. - o Bi-weekly meetings starting on 02/02/23 – one of first tasks is developing the public participation plan.
Commercial Fishing Homeport Design/Permitting Project Budget: \$3,200,000 Funding: HBZ, Port of Tacoma Funding, Commercial Fishing Operators Donation, Capital Development (REET), Capital Improvement (REET) Objective No.: PD-10 Project No.: CPP-2204	This objective will complete the design and permit effort, then initiate a construction contract for a new float system for the commercial fishing homeport at Ancich Park.	- o Project total costs are currently estimated at \$3,438,112.71, with the construction cost at \$2,602,754.60. - o Staff is reviewing the 90% submittal documents. - o Awaiting comments from US Army Corps and National Marine Fisheries on the pending permit applications. - o As of 01/09/23 we have reached out to both WDFW and NMFS directly about the project and have already received some feedback. - o On 01/19/23 the City's consultant spoke with the Corps reviewer and answered some questions. The Corps said that they would have an update for the City on 01/26/23. - o The City is preparing to submit an application to the Port of Tacoma's Local Economic Development Investment Fund (LEDIF) for the Homeport construction funding. Applications are due Feb 24.
CITY BUILDING PROJECTS		
Bogue Visitor Center Reroof Project Budget: \$100,000 Funding: General Fund Objective No.: CB-3	Re-roof, replace insulation, and replace both indoor and outdoor HVAC units.	- o On 08/30/22 the Consultant submitted the Hazardous Materials Report. No hazardous materials were found. - o On 11/01/22 the Building Official approved the Building Permit. - o On 01/09/23 Council approved the construction contract with Westmark Construction. - o Pre-construction meeting held on 02/02/23.
CITY STREETS PROJECTS		
Public Works Operations Center – Building Construction Project Budget: \$4,200,000 Funding: Parks, Streets, Water, Storm Capital Objective No.: SD-1 Project No.: CSP-1307	This final phase of the project will construct the PW Operations Center building in accordance with the recently completed design and permitting, then furnish the new building.	- o Staff advertised for bids on 06/09/22, held a bid opening on 07/21/22, and received only one bid that was significantly over budget. - o On 08/08/22 Council approved a resolution to reject the bid. - o Staff and the consultant are preparing to rebid this project in early 2023 to provide for minor building modifications and in anticipation of having a more favorable bidding climate. - o Final building plans were submitted to the Building Division in January and have been approved. - o Staff is preparing to begin advertising for public works bidding of the project the week of February 6.
Rosedale St/Stinson Ave Intersection Improvements 2021 Project Budget: \$1,500,000 Funding: Street Capital, PSRC grant, TIB grant, TIF Project No.: CSP-1502	Construct approximately 2,700 LF of pavement overlay along Stinson Avenue between Rosedale Street and Pioneer Way, with a mini roundabout at Stinson/Rosedale, provide an HMA overlay, and upgrade the existing non-compliant curb ramps to ADA standards.	o All items have been submitted and audit is under final review and closeout with WSDOT.

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
2022 Annual Pavement Maintenance and Repair Project Budget: \$2,500,000 Funding: Street Operating Project No.: CSP-2102	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.	- o Physical Completion issued on 01/18/23. - o This project is beginning the final project close-out procedures.
Mid-Block RRFB Crosswalk System Project Budget: \$50,000 Funding: Street Capital Objective No.: SD-5	This objective will provide for the in-house design, purchase, and in-house construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50 th St. Ct. adjacent to Veterans Memorial Park and along Soundview Drive near Hunt St.	- o In-house design and construction of the 50th St. location is progressing based on Staff availability. - o In-house design and construction of the Soundview Dr. location has been postponed to coincide with a 2023-24 watermain replacement project in Soundview Drive. - o Staff has received the updated survey for the 50th St. location and will begin the design as staff becomes available.
Burnham Dr. Half-Width Roadway Improvements Ph 1A - Design, Permitting, and Construction Project Budget: \$4,950,000 Funding: Storm Capital, Transp. Benefit District, HBZ Objective No.: SD-2 Project No.: CSP-2003	Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Dr. (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 capital projects, the City will see cost savings by bidding and constructing these projects together.	- o Submitted state, federal, and local permit applications in November 2021. - o Consultant is currently working on the final version of the drawings and specifications, dependent on any permit review comments. - o Dept. of Fish & Wildlife and Army Corps of Engineers (USACE) accepted and are reviewing the permit applications. - o On 08/30/22 final permit requirements were submitted consisting of mitigation plan to USACE and to the Planning Division. - o City staff are working to acquire nine Out of the nine requested temporary construction easements from property owners adjacent to the project, seven have been provided. One currently being finalized and one property owner is unwilling to sign the easement and the City is reviewing options to avoid impacts to their property. - o Puget Sound Energy will give City the funds for repaving the lane on Burnham Drive damaged by the installation of the new gas main in lieu of paving work that will need to be performed as part of this project.
Prentice-Fennimore Half-Width Improvements Project Budget: \$800,000 Fund: Street Capital, Federal Grant, Transp. Benefit District, HBZ Objective No.: SD-8 Project No.: CSP-2107	Complete the design and construction of half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Ave. City made application for a federal grant, however, if grant funding is unsuccessful, local funds are proposed to be used.	- o Meetings with property owners that will be affected by the project will begin in January/February. - o The City's consultant, Parametrix, is currently incorporating the City's comments on the 60% design documents into their design. - o The City was not successful on being selected for the Safe Route to School Grants so City Staff will be reviewing other funding sources, including local funds, and will be scheduling a meeting with Katrina to review before discussing with Council. We hope to have this meeting scheduled around the beginning of February. - o Area of Potential Effect (APE) letter sent to WSDOT on 11/30/22. We have received some responses back on the APE from reviewers. - o 90% documents are due from the consultant in March 2023.

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
Harbor History Museum Driveway Entrance Revision Project Budget: \$75,000 Funding: Street Capital Objective No.: SD-3 Project No.: CSP-2006	Revise the sidewalk and driveway grade at the entrance to reduce the large change in grade that exists. This work is proposed to be designed by Engineering Division staff and put out to bid for construction.	- o City Staff will narrow down options to revise the grade of the driveway. - o Survey received in late March. - o Design and construction will be determined based on Staff availability and capacity. - o City staff met on-site on 08/30/22 and determined a path forward. - o In-house design has initiated. - o Staff has received the updated survey and has and will begin the design as staff becomes available..
38th Avenue Phase 2 Half-Width Roadway Improvements Project Budget: \$3,900,000 Funding: TIB grant, Transp. Benefit District, TIF Objective No.: SD-12 Project No.: CSP-2206	Design and construct half-width roadway improvements with the intent of using low-impact design for stormwater management. The City made application for a TIB grant, however, if the grant is unsuccessful, local funds are proposed to be used.	- o This project is anticipated to be bid ready by the end of 2023. An updated project schedule was <i>provided to the City and we have commented back to the City's consultant KPFF. An updated schedule based on our comments will be provided to the City by 01/31/23.</i> - o The consultants geotechnical engineers have completed their initial investigation of subsurface soils and have placed multiple monitoring wells to observe groundwater levels. Ground water levels in the wells south of 62nd St are showing that the water is around 15 ft deep. The geotechnical engineers have determined that infiltration is not feasible for the area north of 62nd St. South of 62nd is feasible and they will be conducting further infiltration testing to determine the final infiltration rate. - o The Project was presented at the 12/15/22 Council Study Session to discuss Design Alternatives and Open House Feedback. Council gave the direction to go forward with a hybrid design approach between using a separated sidewalk and curb design along with a non-separated sidewalk and curb. KPFF is currently working on incorporating this direction into the design and hopes to have an updated proof plot submitted to the City by 01/20/23 for concurrency review by the City for them to move forward. - o At the 12/15/22 Council Study Session the direction was also given to go forward with the design for updating the signal and ramps at this time at the intersection of 38th Ave and 56th St. KPFF is finalizing that scope of work and <i>Staff will bring the Contract Amendment to Council for consideration on 02/13/23.</i>
WATER PROJECTS		
Emergency Water Intertie - Canterwood Blvd Project Budget: \$482,000 Funding: Water Capital Objective No.: WD-3 Project No.: CSP-1918	Complete the design, then construct the water main (approx. 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.	- o Washington Water is still reviewing the ILA agreement that was sent for their review on 12/16/22. As of 01/05/23 it has proceeded to their management review stage of the process. <i>Staff Reached out on 01/19/23 for a status check and have received no response back.</i> - o Carollo, the City's consultant is moving forward with the construction documents and anticipate submitting to the City for review by the end of <i>February.</i>
Well #3 Emergency Repair 2021 Funding: Unbudgeted Project No.: CWP-2009	Design, permitting and construction of replacement Well #3A on the same site as the existing Well #3.	- o Construction completed and the Well is fully operational as of 06/30/21. - o City is addressing Dept. of Health (DOH) review comments in order to receive final approval.

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
WASTEWATER PROJECTS		
LS#12 (Woodhill Drive) Rehabilitation Project Budget: \$2,839,000 Funding: Wastewater Capital 2022 Objective No.: 2 Project No.: CSSP-2005	Complete upgrade and replacement of the sewer lift station structural, mechanical, and electrical systems.	o Substantial Completion issued on 01/11/23 and punchlist in process.
Murphy's Landing Marina Navigation Channel Dredging Project Budget: \$25,000 Funding: Wastewater Capital 2022 Objective No.: 8 Project No.: CSSP-1919	In partnership with Murphy's Landing Marina, design and permit 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. NOTE: This work first required an agreement with the Marina noting that all construction costs for the channel dredging will be the sole responsibility of the Marina, and the City will NOT participate in any construction or long-term maintenance costs.	- o The City's obligation is to complete design, submit permit applications, and manage submissions until permit approval. - o In accordance with clause 2.1 of agreement between City and Murphy's Landing, City provided opportunity for Murphy's Landing board members to review and comment on design and permit documents. - o Permit submission process completed 04/26/22. Submitted the amended Habitat Management Plan to the Planning Div. related to site conditions. - o On 08/24/22, the professional review of the Habitat Management Plan completed; awaiting permit issuance. - o Staff have been in communication with USACE and the consultant regarding disposal sites for the dredged material. - o Staff met with Murphy's Landing Board members to discuss design & permit status; communicated with Army Corps disposal method for material to be dredged. - o Hearing Examiner meeting held on 12/06/22. On 01/06/23 the Hearing Examiner issued his decision supporting the work with general conditions. - o On 01/12/23 City Staff reported to Council during the Study Session; Councilmembers concurred that City Staff should proceed with Option 2 consisting of upland disposal and acquiring a Nationwide Permit. - o Staff notified USACE and Murphy's Landing of the City's intent to pursue upland disposal and a Nationwide Permit.
Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control Project Budget: \$200,000 Funding: Wastewater Capital Objective: WW-6	The current centrifuge operation contributes a high 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. These improvements should have positive results in increased centrifuge capacity and plant efficiency. A side benefit would be a potential reduction in power costs for a reduced blower and centrifuge runtime.	- o The City's consultant APG-Neuros is performing the design work. - o Currently at 90% design. - o Construction completion is subject to design and material availability.
STORMWATER PROJECTS		
Burnham Dr Culvert Replacement (at 96th St)	Due to the proximity of the Burnham Dr Improvements Ph 1A capital project, the City will see cost savings by bidding and constructing these two projects together. The culvert portion of work will replace the existing 24-inch diameter concrete culvert with a new fish passable culvert (identified separately in Storm Capital).	See Burnham Dr Improvements Ph 1A for project updates.

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
North Creek Culvert Replacement - Design and Permitting Project Budget: \$1,300,000 Fund: Stormwater Capital, Federal grant Objective No.: 3 Project No.: CIP-2205	Based on the outcome of the 2022 North Creek Culvert Feasibility Study, the objective will complete the design and permitting of the North Creek Culvert Replacement project. City is making application for a federal grant.	- o The two alternatives were presented to City Council at the 11/17/22 Study Session where Staff received direction from Council to proceed with Alternative 1 (bridge) and to not proceed with the rerouting of the unnamed tributary as part of this project. - o Council approved a professional services contract with Parametrix on 11/28/22 to provide grant application assistance and Staff is preparing to submit the grant application before the due date of Feb 6. - o Staff is working with Parametrix on a scope and fee for the design and permitting of the culvert replacement work. We anticipate presenting this scope and fee to Council by mid-March.
OTHER DEPARTMENT TASKS		
Stormwater Management and Site Development Manual Update Project Budget: \$45,000 Funding: Stormwater Operating	Working with the City's consultant, 3J's Consulting, revise, update, and adopt revisions to the City's current 2016 Stormwater Management and Site Development Manual pursuant to the City's Phase 2 Municipal Stormwater permit with the Dept. of Ecology. Adopt and make effective an ordinance and other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities.	- o Draft Stormwater and Site Development Manual will retain tracked changes for review and comment. - o Working with Planning to satisfy requirements of other agencies and public notice. - o Staff will present the draft Update at the Council Study Session on 12/15/22. - o The City received an appeal on the SEPA application for this non-project action. The City is proceeding with the appeal and have notified the Department of Ecology that we will not be meeting the March 1 deadline for adoption of the Manual.
Utility Rate Studies 2022 Project Budget: \$40,000 (Storm, Water, Wastewater) Funding: Storm Operating, Water Operating, Wastewater Operating	Perform a study to review each utility's existing rates and charges, review the forecasted revenues, and assess against the respective planned capital projects.	- o Staff and Consultant will present the initial review of existing and proposed general facilities charges at a Council Study Session later in 2022. - o Staff and Consultant presented a proposed Utility Rate Increase (2023 Only) at the Council Study Session on 11/03/22 and received direction to move forward. - o Council adopted an ordinance for Utility Rate Increase (2023 Only) at their 11/28/22 Council Meeting that increased rates by 5% for all three utilities. - o Staff is preparing to schedule a presentation of proposed utility rate adjustments at an upcoming study session in April.