AGENDA
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, March 30, 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. **2023-24 Strategic Plan**
   City Administrator Katrina Knutson

   Documents:

   STAFF MEMO Strategc Plan Revisions.pdf
   DRAFT Strategic Plan 2023-24.pdf

2. **Review Utility Payment Program Financial Support Options**
   Public Works Director Jeff Langhelm

   Documents:

   STAFF MEMO Utility Payment Program.pdf

3. **Active CIP Schedule Update**
   Public Works Director Jeff Langhlelm

   Documents:

   Active CIP Schedule.pdf

4. **Unlimited (Voted) Bond**
   Finance Director Dave Rodenbach

   Documents:

   STAFF MEMO Parks Bond.pdf

5. **DNR Community Forestry Assistance Grant – Urban Tree Inventory**
   Community Development Director Carl de Simas

   Documents:

   STAFF MEMO Community Forestry Assistance Grant.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.

GIG HARBOR
"THE MARITIME CITY"

ADMINISTRATION

MEMORANDUM

TO: City Council

FROM: Katrina Knutson, City Administrator

DATE: March 22, 2023

SUBJECT: Strategic Plan Revisions

On March 28, 2022, the Gig Harbor City Council adopted its first Strategic Plan. Within this plan, five (5) strategic priorities were identified for city focus in fiscal years 2022 and 2023. At the time of original adoption, the City's budget was amended on an annual basis, but this was later changed to a biennial process for the 2023-2024 budget. These circumstances allow for misalignment of the adopted strategic plan and adopted budget, which is not preferrable for coordinated action.

In order to address this misalignment, the City Council evaluated and analyzed the Strategic Plan at the Council Retreat of March 11, 2023. To ensure alignment between the plan and adopted budget priorities, the City Council authorized the Strategic Plan to span 2022-2024. This change will be made to the plan.

In addition to this change, the Council reviewed the existing priorities, goals, and actions. As part of this review, staff systematically discussed each priority and all actions that had been taken in support of the plan in 2022, and also those remaining for 2023 and 2024 (an updated plan is attached to this memorandum which denotes items completed with a checkmark).

After reviewing the work conducted in support of the plan, the City Council discussed whether any additional strategic priorities needed to be added to fully demonstrate the policy intention of the City Council. Discussion of a new strategic priority occurred surrounding public safety (police, emergency preparedness, etc.) and inclusiveness (ensuring Gig Harbor is inclusive and equitable to all residents).

For the Council's consideration, staff recommends the following as Strategic Priority #6: *"Provide services that foster a safe, healthy, and inclusive community".* Staff recommends the City Council discuss and provide a recommendation on this priority along with direction on specific implementing goals. Once staff receives this direction, the Strategic Plan will be fully updated and scheduled for adoption at a regular City Council meeting.

City of Gig Harbor Two-Year Strategic Plan 2022-2023 — Status Report: February 6, 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* [gray = not yet underway] ☒ Develop an employee recognition and appreciation program ☐ Update Personnel Policies Manual ☐ Update Safety Manual and Accident Prevention Program ☐ Conduct employee satisfaction survey [MOVE to Routine] ☐ Revise employee evaluation process ☐ Develop management training for all new supervisors ☐ Update Job Descriptions ☐ **Salary & Benefits Study [Bold = NEW in 2023-24 Budget]** ☐ **City Logo Rebranding**
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~~ (included in PW Standards ☐ **Parks Department Organizational Assessment** ☐ **Complete Construction of Public Works Operations Center**
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 [NOT budgeted] ☒ 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~~ (PW Standards) ☐ Support funding for youth and teen activities ☐ **Develop 4th of July event** ☐ **Establish process and procedure for code compliance program** ☐ **Establish Park Standards**
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~~ [already listed above] ☐ 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 ☐ Develop Holiday Display Attractions [NEW in 2023-24 Budget] ☐ Develop Mural Display Attractions [NEW in 2023-24 Budget]

Adopted by Resolution 1237 on March 28, 2022

City of Gig Harbor Two-Year Strategic Plan 2023-2024

Adopted by Resolution _____ on ____________

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	☐ Re-qualify for AWC Well City designation ☐ Conduct annual employee satisfaction survey	☐ Develop a staff retention and attraction program ☐ Review and update the City's DEI program ☐ Update Personnel Policies Manual ☐ Update Safety Manual and Accident Prevention Program ☐ Revise employee evaluation process ☐ Develop management training for all new supervisors ☐ Update Job Descriptions and conduct Salary & Benefits Study
Ensure sustainable future for public services and facilities	▪ Provide more effective municipal services ▪ Increase city communication effectiveness ▪ Listen to community needs and expectations ▪ Source funding for parks, streets/transportation, and utilities ▪ Ensure infrastructure to support community needs	☐ Update utility rates as needed ☐ Continually improve permit and land use approval processes ☐ Increase resources for capital projects ☐ Review/amend TIP to improve motorized and non-motorized transportation	☐ Create a City-wide Communications Plan ☐ Update Public Works Standards ☐ Conduct HOA fair ☐ Implement hybrid Court system/electronic case management ☐ Parks Department Organizational Assessment ☐ Complete Construction of Public Works Operations Center ☐ Place Parks Bond on ballot
Maintain small town character and historic preservation while growing responsibly	▪ Promote responsible growth in keeping with small town character ▪ Address infrastructure to relieve traffic issues ▪ Ensure adequate affordable housing ▪ Focus on character retention and historic preservation ▪ Decrease distance to get to a park or open space ▪ Enhance walkability and pedestrian/cyclist safety	☐ Annually docket specific priorities in the Comprehensive Plan ☐ Fund Harbor History Museum operations ☐ Monitor State legislative activity ☐ Support the Arts Commission ☐ Develop Sister City program ☐ Fund Creative Endeavor Grants ☐ Monitor short-term rentals	☐ Prepare 2024 Comprehensive Plan Periodic Update ☐ Complete annexation study ☐ Develop Housing Needs and Action Plan ☐ Create Historic Preservation Committee ☐ Review businesses and off-street parking requirements ☐ Develop 4th of July event ☐ Establish process and procedure for code compliance program ☐ Establish Park Standards
Promote environmental sustainability and preserve Gig Harbor's natural beauty	▪ Address climate change ▪ Preserve tree canopy ▪ Preserve and enhance natural character ▪ Add undeveloped land to parks inventory	☐ Annually review Climate & Sustainability Action Plan (once developed) ☐ Consider possible conservation properties and/or mitigation areas and activities	☐ Adopt Climate & Sustainability Action Plan ☐ Form Climate Action Committee ☐ Adopt Urban Forest Management Plan/tree retention policies ☐ Develop recycling program in City parks ☐ Install Civic Center electric vehicle charging station ☐ Annex parcels in city's parks system ☐ Update Stormwater Manual ☐ Assess gaps in public charging stations 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 ☐ Support Chamber of Commerce ☐ Fund tourism with lodging tax grants ☐ Promote downtown businesses/events ☐ Collaborate with Pierce Transit for trolley	☐ Design and construct Fishermen's Home Port ☐ Create a Business Retention and Attraction Plan ☐ Evaluate and amend development regulations and fees ☐ Develop and implement a small business fair ☐ Develop Holiday Display Attractions
Provide a safe, healthy, and inclusive community	▪ Foster safe, livable and attractive community	☐ Provide funding for senior programming	☐ Develop Housing, Health, & Human Services Coordinator position ☐ Provide funding for Senior Center permanent home ☐ Develop a plan to support youth and teen activities ☐ Obtain Police Department accreditation ☐ Update Emergency Management Plan

Items from current Strategic Plan not listed on 2023-34 Strategic Plan. These items are still in the city's work plan but may not rise to the level of being included on the Strategic Plan.

- ☐ Conduct a resident satisfaction survey
- ☐ Support free vessel pump-out service
- ☐ Produce annual Visitor's Guide
- ☐ Evaluate effectiveness of tourism promotion
- ☐ Support visitor-oriented media relations
- ☐ Develop Mural Display Attractions
- ☐ Maintain collaborative relationships with union representatives
- ☐ Maintain effective procedures to respond to ADA, FMLA, etc. issues and situations
- ☐ Review Design Manual (2025 initiative)
- ☐ Implement pedestrian and bicycle projects consistent with Transportation Element
- ☐ Improve public outreach on capital projects

GIG HARBOR
"THE MARITIME CITY"

PUBLIC WORKS DEPARTMENT

MEMORANDUM

TO: Mayor and City Council

FROM: Jeff Langhelm, PE, Public Works Director

DATE: March 23, 2023

SUBJECT: Review Utility Payment Program Financial Support Options

---

At the January 12 Study Session, Staff presented to Council a utility repayment program in response to the City rescinding its COVID-19 emergency proclamation that suspended imposing interest charges and delinquencies for water and sewer accounts. City Council adopted this program at the January 23 City Council Meeting.

During both the January 12 Study Session and January 23 Meeting, City Council and Staff discussed Council's desire to develop a program to provide financial support to those in the community who may not be able to pay their outstanding utility bills and can show financial need. Since this time, Staff has reviewed options and worked with the Gig Harbor Peninsula FISH Food Bank to review how such a program might be implemented. Attached for your review is a draft framework outlining financial support options based on a combined effort between the City and FISH Food Bank.

At the March 30 Study Session, Staff will discuss the options outlined in the attached draft framework. Staff will also ask Council at the end of the study session to provide general direction on how to proceed based on the options discussed in the study session.

GIG HARBOR
"THE MARITIME CITY"

Framework for Options of Utility Payment Program Financial Support

Option 1:

Summary: City to provide Gig Harbor Peninsula FISH Food Bank with funds to support a new utility payment program specifically for COVID 19 Payment Plan Participants only (City water and sewer customers only).

Details:
If a City utility customer participating in the City's Payment Plan can't meet their payment plan then:

- The City would steer the customer to FISH for payment of only the monthly/current amount due.
- FISH would process approved client requests of City utility customers in accordance with FISH guidelines and policies.
- FISH would then invoice City for reimbursement of the financial support provided to City utility customers.
- Agreement Timeframe: June 2023 through February 2025 (maximum duration of payment plan agreements is 20 months).

Option 2:

Summary: City to provide Gig Harbor Peninsula FISH Food Bank with funds to support their existing FISH utility payment program for City water and sewer customers only.

Details:

- FISH would process approved client requests of City utility customers in accordance with FISH guidelines and policies.
- FISH would then invoice City for reimbursement of the financial support provided to City utility customers.
- Funds originate from water and sewer operating funds.
- Agreement Timeframe: Start with 2 yrs?

Option 3:

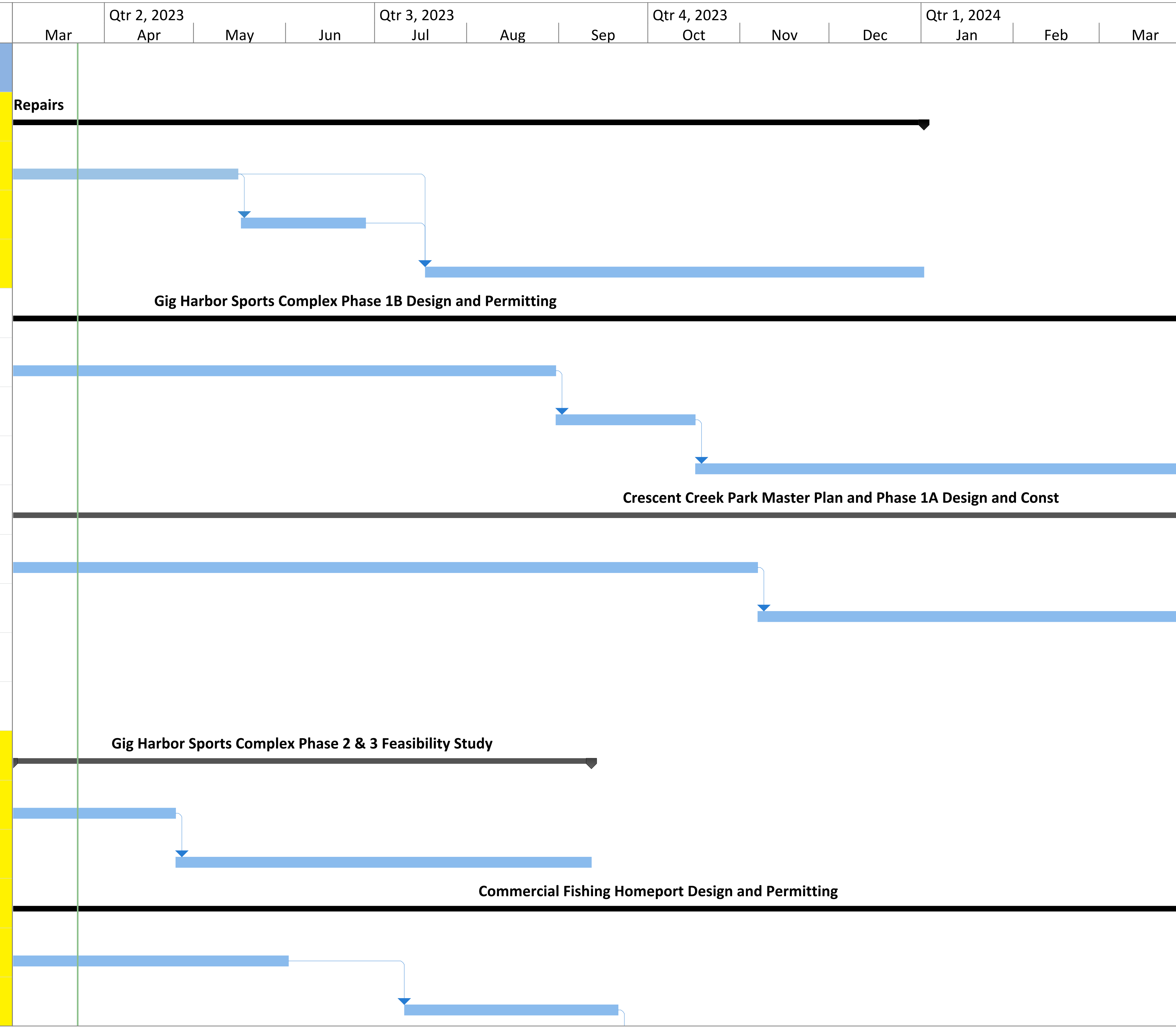
Summary: City to initiate its own payment assistance program funded by donations of other City utility customers. This program would include the water utility and may include the sewer utility.

Details:

- See details of how PenLight's "Project Help" works. Follow PenLight's lead.
- This program will be managed and operated by either:
  - o The City's Health, Housing, and Human Services Director with input from the City's Utility Billing and Finance Staff; or
  - o A third-party vendor
- This program would be operated and managed by the City but would likely take more time to implement than the July 1 timeframe to begin turning off water connections for non-payment.
- Gig Harbor Peninsula FISH Food Bank would independently operate it's own financial support program.

DRAFT

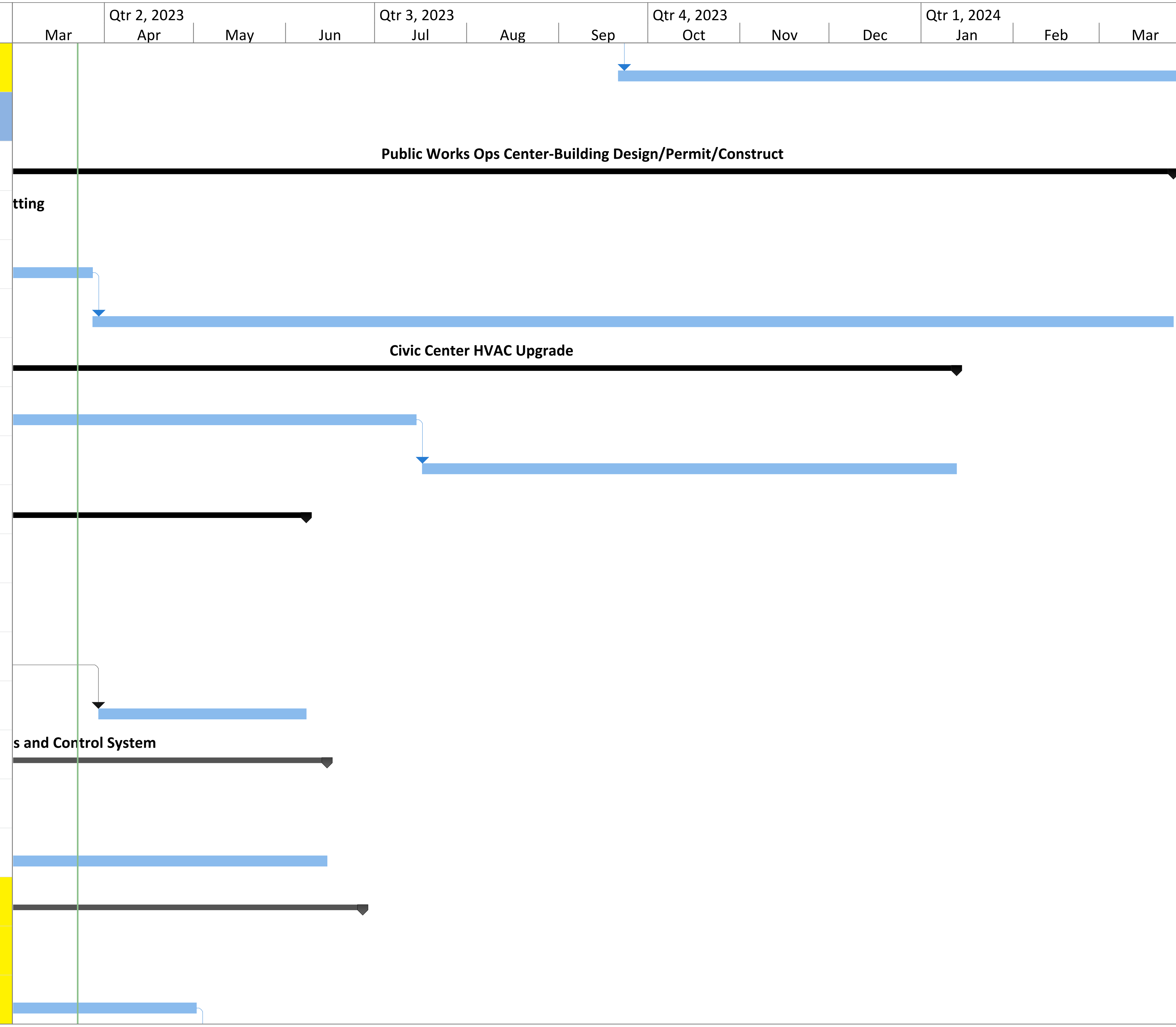
ID	Task Name	Duration	Start	Finish
1	**Parks Projects**			
2	**Skansie Netshed Structural Repairs**	**471 days**	**Mon 3/14/22**	**Mon 1/1/24**
3	Design and Permitting	306 days	Mon 3/14/22	Mon 5/15/23
4	Bidding and Contract Award	30 days	Wed 5/17/23	Tue 6/27/23
5	Construction	120 days	Tue 7/18/23	Mon 1/1/24
6	**Gig Harbor Sports Complex Phase 1B Design and Permitting**	**643 days**	**Thu 3/31/22**	**Mon 9/16/24**
7	Design and Permitting	370 days	Thu 3/31/22	Wed 8/30/23
8	Bidding and Contract Award	33 days	Thu 8/31/23	Mon 10/16/23
9	Construction	240 days	Tue 10/17/23	Mon 9/16/24
10	**Crescent Creek Park Master Plan and Phase 1A Design and Const**	**480 days**	**Tue 1/3/23**	**Mon 11/4/24**
11	Master Plan Process	220 days	Tue 1/3/23	Mon 11/6/23
12	Phase 1A Design and Permitting	120 days	Tue 11/7/23	Mon 4/22/24
13	Phase 1A Bidding and Contract Award	30 days	Tue 4/23/24	Mon 6/3/24
14	Phase 1A Construction	110 days	Tue 6/4/24	Mon 11/4/24
15	**Gig Harbor Sports Complex Phase 2 & 3 Feasibility Study**	**139 days**	**Wed 3/1/23**	**Mon 9/11/23**
16	Consultant Selection	39 days	Wed 3/1/23	Mon 4/24/23
17	Feasibility Study	100 days	Tue 4/25/23	Mon 9/11/23
18	**Commercial Fishing Homeport Design and Permitting**	**603 days**	**Mon 1/24/22**	**Wed 5/15/24**
19	Design and Permitting	354 days	Mon 1/24/22	Thu 6/1/23
20	Bidding and Contract Award	52 days	Tue 7/11/23	Wed 9/20/23



Project: 2023-24 CIP Schedule
Print Date: Thu 3/23/23

Task	Project Summary	Inactive Milestone	Manual Summary Rollup	Deadline
Split	External Tasks	Inactive Summary	Manual Summary	Progress
Milestone	External Milestone	Manual Task	Start-only	Manual Progress
Summary	Inactive Task	Duration-only	Finish-only	

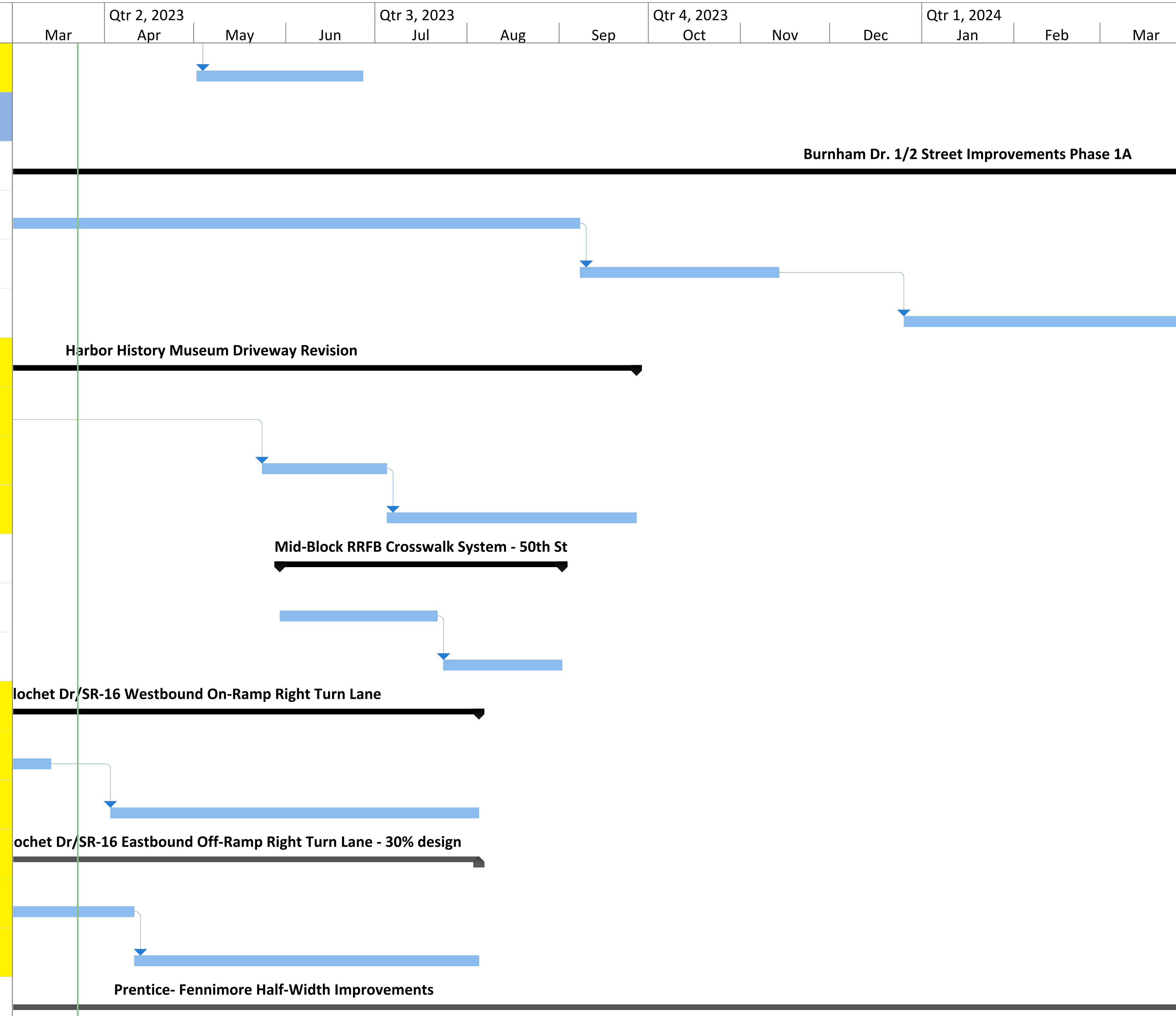
ID	Task Name	Duration	Start	Finish
21	Construction	170 days	Thu 9/21/23	Wed 5/15/24
22	**City Building Projects**			
23	**Public Works Ops Center-Building Design/Permit/Construct**	**633 days**	**Thu 10/21/21**	**Mon 3/25/24**
24	Design and Permitting	338 days	Thu 10/21/21	Mon 2/6/23
25	Bidding and Contract Award	35 days	Tue 2/7/23	Mon 3/27/23
26	Construction	260 days	Tue 3/28/23	Mon 3/25/24
27	**Civic Center HVAC Upgrade**	**230 days**	**Mon 2/27/23**	**Fri 1/12/24**
28	Design and Permitting	100 days	Mon 2/27/23	Fri 7/14/23
29	Construction	130 days	Mon 7/17/23	Fri 1/12/24
30	**Bogue Visitor's Center Building Rehabilitiation**	**328 days**	**Mon 3/7/22**	**Wed 6/7/23**
31	Consultant Selection	36 days	Mon 3/7/22	Mon 4/25/22
32	Design and Permitting	168 days	Mon 4/25/22	Wed 12/14/22
33	Bid Award	0 days	Mon 1/9/23	Mon 1/9/23
34	Construction	50 days	Thu 3/30/23	Wed 6/7/23
35	**Building Access and Control System**	**140 days**	**Thu 12/1/22**	**Wed 6/14/23**
36	Design and Permitting	60 days	Thu 12/1/22	Wed 2/22/23
37	Procurement and Installation	80 days	Thu 2/23/23	Wed 6/14/23
38	**Civic Center Electric Vehicle Charging Station**	**356 days**	**Mon 2/14/22**	**Mon 6/26/23**
39	Infrastructure Preparations	70 days	Mon 2/14/22	Fri 5/20/22
40	Design and Permitting	200 days	Tue 7/26/22	Mon 5/1/23



Project: 2023-24 CIP Schedule
Print Date: Thu 3/23/23

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

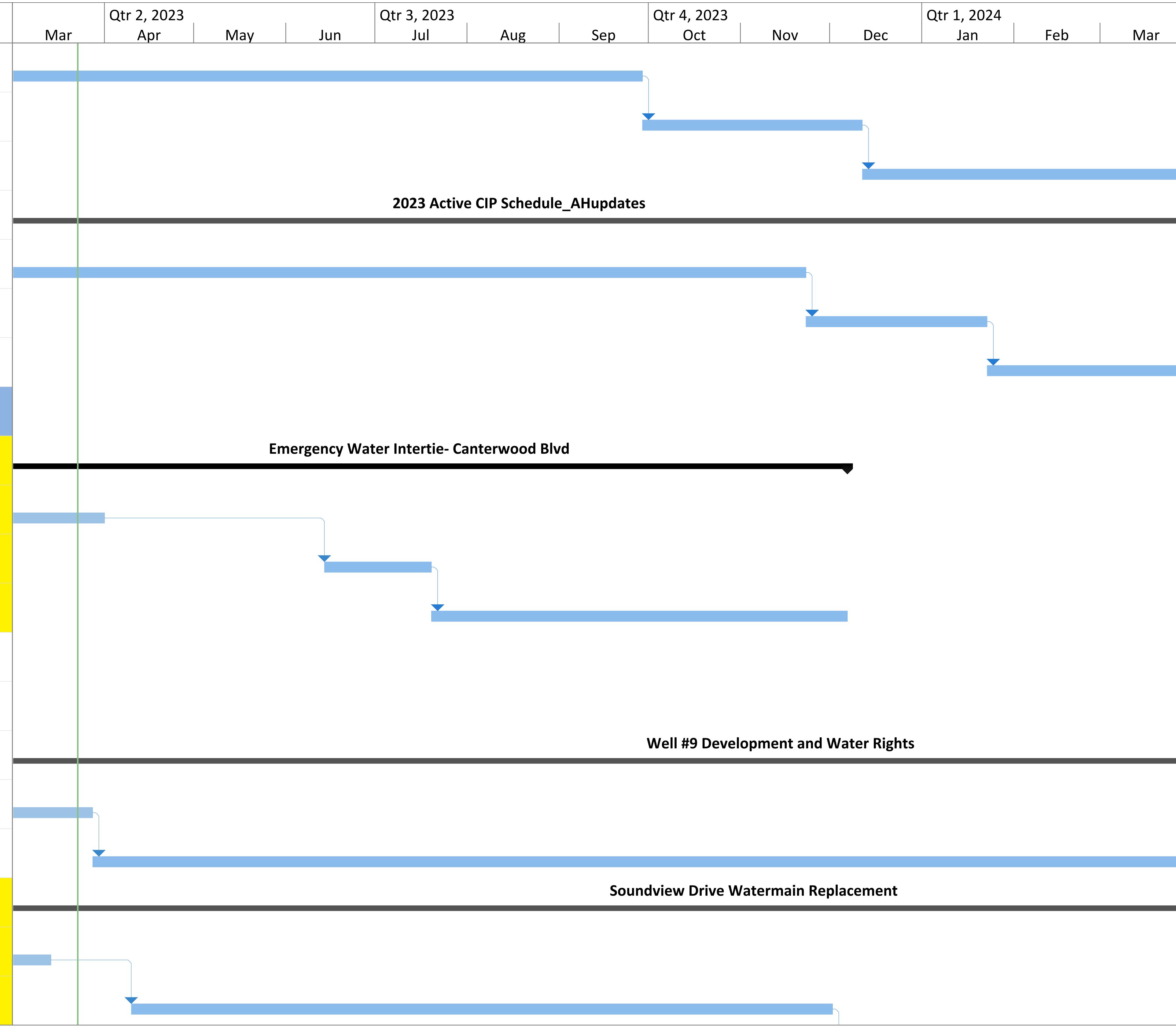
ID	Task Name	Duration	Start	Finish
41	Construction	40 days	Tue 5/2/23	Mon 6/26/23
42	**City Streets Projects**			
43	**Burnham Dr. 1/2 Street Improvements Phase 1A**	**1027 days**	**Fri 1/1/21**	**Mon 12/9/24**
44	Design and Permitting	700 days	Fri 1/1/21	Thu 9/7/23
45	Bidding and Contract Award	47 days	Fri 9/8/23	Mon 11/13/23
46	Construction	250 days	Tue 12/26/23	Mon 12/9/24
47	**Harbor History Museum Driveway Revision**	**204 days**	**Thu 12/15/22**	**Tue 9/26/23**
48	Design and Permitting	53 days	Thu 12/15/22	Mon 2/27/23
49	Bidding and Contract Award	30 days	Wed 5/24/23	Tue 7/4/23
50	Construction	60 days	Wed 7/5/23	Tue 9/26/23
51	**Mid-Block RRFB Crosswalk System - 50th St**	**69 days**	**Tue 5/30/23**	**Fri 9/1/23**
52	Design	39 days	Tue 5/30/23	Fri 7/21/23
53	Construction	30 days	Mon 7/24/23	Fri 9/1/23
54	**Wollochet Dr/SR-16 Westbound On-Ramp Right Turn Lane**	**143 days**	**Wed 1/18/23**	**Fri 8/4/23**
55	Consultant Selection	39 days	Wed 1/18/23	Mon 3/13/23
56	Feasibility Design & WSDOT Coordinaton	90 days	Mon 4/3/23	Fri 8/4/23
57	**Wollochet Dr/SR-16 Eastbound Off-Ramp Right Turn Lane - 30% design**	**125 days**	**Mon 2/13/23**	**Fri 8/4/23**
58	Consultant Selection	41 days	Mon 2/13/23	Mon 4/10/23
59	Design & WSDOT Coordination	84 days	Tue 4/11/23	Fri 8/4/23
60	**Prentice- Fennimore Half-Width Improvements**	**622 days**	**Fri 3/18/22**	**Mon 8/5/24**



Project: 2023-24 CIP Schedule
Print Date: Thu 3/23/23

Task	Project Summary	Inactive Milestone	Manual Summary Rollup	Deadline
Split	External Tasks	Inactive Summary	Manual Summary	Progress
Milestone	External Milestone	Manual Task	Start-only	Manual Progress
Summary	Inactive Task	Duration-only	Finish-only	

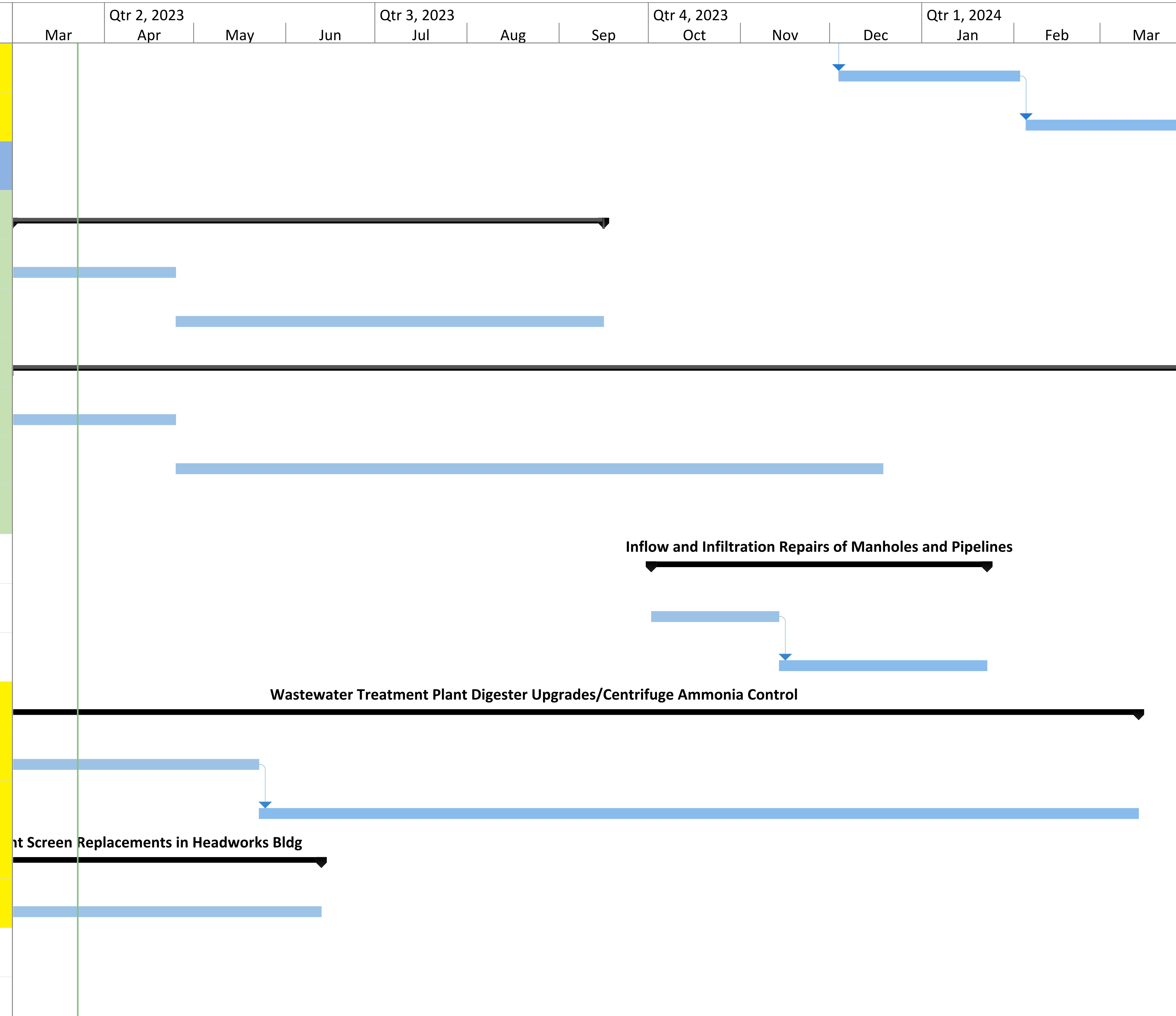
ID		Task Name	Duration	Start	Finish
61		Design	400 days	Fri 3/18/22	Thu 9/28/23
62		Bidding and Contract Award	52 days	Fri 9/29/23	Mon 12/11/23
63		Construction	170 days	Tue 12/12/23	Mon 8/5/24
64		**38th Ave Improvements Phase 2 Half-Width Imp**	**705 days**	**Tue 4/12/22**	**Mon 12/23/24**
65		Design and Permitting	422 days	Tue 4/12/22	Wed 11/22/23
66		Bidding and Contract Award	43 days	Thu 11/23/23	Mon 1/22/24
67		Construction	240 days	Tue 1/23/24	Mon 12/23/24
68		**Water Projects**			
69		**Emergency Water Intertie- Canterwood Blvd**	**571 days**	**Wed 9/29/21**	**Wed 12/6/23**
70		Design and Agreements	393 days	Wed 9/29/21	Fri 3/31/23
71		Bidding and Contract Award	26 days	Wed 6/14/23	Wed 7/19/23
72		Construction	100 days	Thu 7/20/23	Wed 12/6/23
73		**Gig Harbor Sports Complex Water Main**	**0 days**	**Mon 12/12/22**	**Mon 12/12/22**
74		(See Sports Complex Phase 1B)			
75		**Well #9 Development and Water Rights**	**429 days**	**Wed 1/18/23**	**Mon 9/9/24**
76		Consultant Selection	49 days	Wed 1/18/23	Mon 3/27/23
77		Investigation and Consultation with DOE	380 days	Tue 3/28/23	Mon 9/9/24
78		**Soundview Drive Watermain Replacement**	**419 days**	**Tue 1/17/23**	**Fri 8/23/24**
79		Consultant Selection	40 days	Tue 1/17/23	Mon 3/13/23
80		Design and Permitting	170 days	Mon 4/10/23	Fri 12/1/23



Project: 2023-24 CIP Schedule
Print Date: Thu 3/23/23

Task	Project Summary	Inactive Milestone	Manual Summary Rollup	Deadline
Split	External Tasks	Inactive Summary	Manual Summary	Progress
Milestone	External Milestone	Manual Task	Start-only	Manual Progress
Summary	Inactive Task	Duration-only	Finish-only	

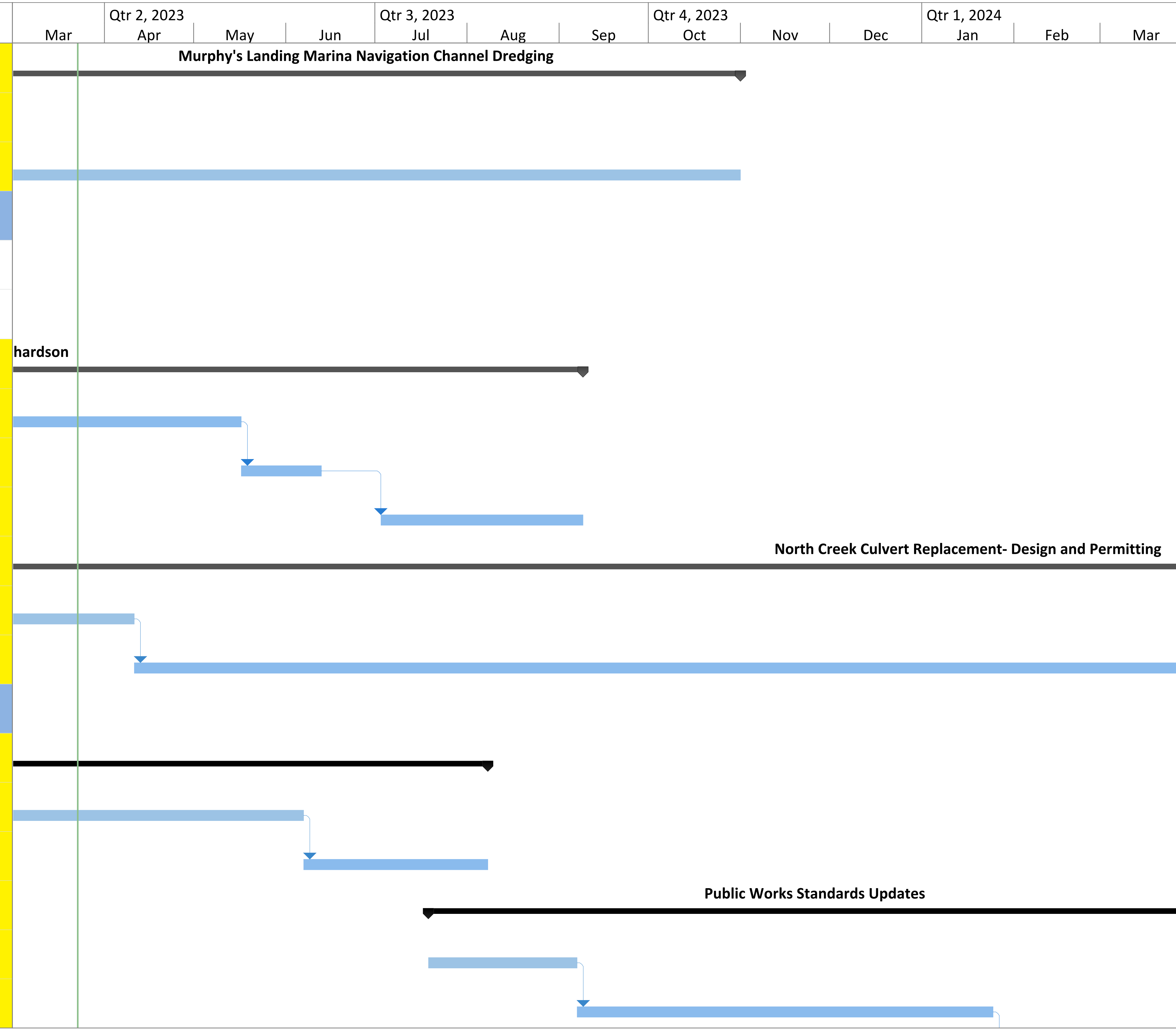
ID	Task Name	Duration	Start	Finish
81	Bidding and Contract Award	45 days	Mon 12/4/23	Fri 2/2/24
82	Construction	145 days	Mon 2/5/24	Fri 8/23/24
83	**Wastewater Projects**			
84	**Lift Station #5: Pre-Design and Alternatives Analysis**	**143 days**	**Wed 3/1/23**	**Fri 9/15/23**
85	Consultant Selection	39 days	Wed 3/1/23	Mon 4/24/23
86	Pre-Design and Alternatives Analysis	104 days	Tue 4/25/23	Fri 9/15/23
87	**Lift Station #1 Improvements**	**454 days**	**Wed 3/1/23**	**Mon 11/25/24**
88	Consultant Selection	60 days	Tue 1/31/23	Mon 4/24/23
89	Design and Permitting	170 days	Tue 4/25/23	Mon 12/18/23
90	Construction	156 days	Mon 4/22/24	Mon 11/25/24
91	**Inflow and Infiltration Repairs of Manholes and Pipelines**	**81 days**	**Mon 10/2/23**	**Mon 1/22/24**
92	Bidding and Contract Award	31 days	Mon 10/2/23	Mon 11/13/23
93	Construction	50 days	Tue 11/14/23	Mon 1/22/24
94	**Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control**	**291 days**	**Wed 2/1/23**	**Wed 3/13/24**
95	Design and Contract Award	79 days	Wed 2/1/23	Mon 5/22/23
96	Procurement and Construction	212 days	Tue 5/23/23	Wed 3/13/24
97	**Influent Screen Replacements in Headworks Bldg**	**89 days**	**Wed 2/8/23**	**Mon 6/12/23**
98	Bidding and Contract Award	89 days	Wed 2/8/23	Mon 6/12/23
99	**38th Ave Dry Sewer Design and Construction**	**0 days**	**Mon 12/12/22**	**Mon 12/12/22**
100	(See 38th Ave Improvements Phase 2 Half-Width Imp)			



Project: 2023-24 CIP Schedule
Print Date: Thu 3/23/23

Task		Project Summary		Inactive Milestone		Manual Summary Rollup		Deadline	
Split		External Tasks		Inactive Summary		Manual Summary		Progress	
Milestone		External Milestone		Manual Task		Start-only		Manual Progress	
Summary		Inactive Task		Duration-only		Finish-only			

ID	Task Name	Duration	Start	Finish
101	**Murphy's Landing Marina Navigation Channel Dredging**	**737 days**	**Mon 1/4/21**	**Tue 10/31/23**
102	Establish Agreement	92 days	Mon 1/4/21	Tue 5/11/21
103	Design and Permitting	580 days	Wed 8/11/21	Tue 10/31/23
104	**Stormwater Projects**			
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**	**343 days**	**Wed 5/18/22**	**Fri 9/8/23**
108	Design	260 days	Wed 5/18/22	Tue 5/16/23
109	Bidding and Contract Award	19 days	Wed 5/17/23	Mon 6/12/23
110	Construction	50 days	Mon 7/3/23	Fri 9/8/23
111	**North Creek Culvert Replacement- Design and Permitting**	**499 days**	**Wed 2/1/23**	**Mon 12/30/24**
112	Consultant Selection and Scoping	49 days	Wed 2/1/23	Mon 4/10/23
113	Design and Permitting	450 days	Tue 4/11/23	Mon 12/30/24
114	**Other Department Tasks**			
115	**Utility Rate Studies**	**374 days**	**Wed 3/2/22**	**Mon 8/7/23**
116	Development and Public Process	330 days	Wed 3/2/22	Tue 6/6/23
117	Code Development and Adoption	44 days	Wed 6/7/23	Mon 8/7/23
118	**Public Works Standards Updates**	**186 days**	**Wed 7/19/23**	**Wed 4/3/24**
119	Consultant Selection	36 days	Wed 7/19/23	Wed 9/6/23
120	Development and Public Process	100 days	Thu 9/7/23	Wed 1/24/24



Project: 2023-24 CIP Schedule
Print Date: Thu 3/23/23

Task	Project Summary	Inactive Milestone	Manual Summary Rollup	Deadline
Split	External Tasks	Inactive Summary	Manual Summary	Progress
Milestone	External Milestone	Manual Task	Start-only	Manual Progress
Summary	Inactive Task	Duration-only	Finish-only	

ID	Task Name	Duration	Start	Finish
121	Code Development and Adoption	50 days	Thu 1/25/24	Wed 4/3/24

	Qtr 2, 2023			Qtr 3, 2023			Qtr 4, 2023			Qtr 1, 2024		
Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Project: 2023-24 CIP Schedule
Print Date: Thu 3/23/23

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 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, both groups generally supported the proposed design. o This project requires a Certificate of Appropriateness through the Design Review Board (DRB) and a Building Permit. o Staff and consultant will present the project to the DRB at a regularly scheduled meeting in spring 2023. o Council approved Amendment #2 to the professional services contract on 01/09/23 to finalize structural stabilization using steel. o Staff met with the consultant on 01/30/23 to discuss structural stabilization and final design. ***o The City has received preliminary structural design and having complete documents in early April.***
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.	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 The City's consultant BCRA submitted a land use application documents with a binding site plan to the Planning division on 12/19/22. The land use application was deemed incomplete 01/24/23; amended and resubmitted on 01/25/23. o The 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 submitted 90% design plans for City review.*** BCRA added 8 donated benches into site plan. Placement of the concrete pads for the benches will be included in the contract documents and installed by the contractor. Public Works will install the benches after project is completed. o Staff met with AHBL and YMCA on 02/24/23 to coordinate their Phase 1A land use application with Phase 1B since they share the same binding site plan. o ***City is requesting YMCA to deed a strip of property adjacent to the 1B project area on the binding site plan, in order for the City to own and maintain the entire 1B parking lot, parking spaces, and 1B landscaping.*** o ***AHBL submitted the 1A land use packet on 02/27/23 to the Planning division.***
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 began on 02/02/23 – one of first tasks is developing the public participation plan. o ***Masonic Lodge structural and architectural analysis conducted on 02/10/23 and a hazardous materials inspection conducted on 03/03/23. Staff is scheduled to provide a review of the analyses and inspections at City Council's April 13 Study Session.*** o ***The first Community Advisory Committee (CAC) meeting occurred on 03/21/23 at 5:30 p.m.***
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 Awaiting comments from US Army Corps and National Marine Fisheries on the pending permit applications. o The City's consultant has been speaking with the Corps reviewer and has been answering her questions. ***On 03/1/23 they submitted updated JARPA and Mitigation plan documents, as requested by the Corps reviewer, incorporating requirements requested by Washington Department of Fish & Wildlife (WDFW).*** o As of ***03/14/23*** we are still trying to get the project moved into consultation with NMFS. o ***The City submitted an application to the Port of Tacoma's Local Economic Development Investment Fund (LEDIF) for the Homeport construction funding on 02/24/23*** .

CAPITAL IMPROVEMENT PROJECT PUBLIC OUTREACH MATRIX

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
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 01/09/23 Council approved the construction contract with Westmark Construction. o Pre-construction meeting held on 02/02/23. ***o Staff and Architect are reviewing material submittals.*** ***o Contractor will commence construction when weather is more favorable and materials are available*** . ***o Staff and the Contractor continue to be in communication with the Chamber of Commerce on the proejct schedule and anticipated impacts.***
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 The project was advertised on 02/07/23 ***and bids were received on 03/09/23 at 10:00 a.m.*** ***o The City received two bid protests after bids were opened. Both bid protests were rejected by the City.*** ***o City Staff recommended award of a Public Works contract to Pease & Sons at the March 27 City Council Meeting.***
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 50th St. Ct. adjacent to Veterans Memorial Park and along Soundview Drive near Hunt St.	<u>50th St at 34th Ave</u> ***o Due to staffing, we are looking at having a consultant complete the design to keep it on schedule.*** o Construction of the 50th St. ***will still be completed by City Staff*** . ***o The total project costs are anticipated to remain within budget.*** <u>Soundview Dr at Hunt St</u> o In-house design of the Soundview Dr. location has been postponed to coincide with construction of the Soudnview Dr watermain replacement project.
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 Staff is working to acquire nine requested temporary construction easements from property owners adjacent to the project; seven have been provided. One is currently being finalized and one property owner is unwilling to sign the easement. The City is reviewing options to avoid impacts to this property. o Puget Sound Energy will give the City 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. o ***City Council approved on 2/27/23 an amendment to the professional services contract with David Evans & Associates for out-of-scope work related to requests from USACE, design revisions, & property appraisal.*** ***o Army Corps concurred with "No Effect" on endangered species; awaiting a cultural resources survey before proceeding with a permit decision.*** ***o Issuance of SEPA is inhibited by a claim by Tacoma Power Utility (TPU) that they have vegetation clearing rights on the proposed mitigation site because it is adjacent to TPU Cushman Power right-of-way. Staff is working with TPU to resolve this concern.***

PROJECT	PROJECT DESCRIPTION	STATUS UPDATE
Prentice-Fennimore Half-Width Improvements **Project Budget:** $800,000 **Fund:** Street Capital, 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, but was unsuccessful. Funding to be determined.	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. o 90% documents are due from the consultant on ***04/14/23*** . o Right-of-way (ROW) process for Temporary Construction Easements (TCE) has begun for seven affected parcels. o The consultant and Staff have been begun utility coordination for conflicts with the private utilities. The most affected will be the gas main. **o *Design team is anticipating a design pause after the 90% submittal to allow for permitting reviews, utility relocation design, and TCE work.***
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 ***Design is almost complete and Staff is targeting going out to bid with a small public works contract this spring to complete this project.***
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. o The consultant's geotechnical engineers have completed their initial investigation of subsurface soils and have placed multiple monitoring wells to observe groundwater levels. o At the 12/15/22 Council Study Session, 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. requiring a contract amendment. o A contract amendment with KPFF was approved by Council on 02/13/23. o ***KPFF delivered the draft Arborist Report for City review on 03/09/23. A total of 200 trees were assessed within the project corridor. Approximately 37 significant trees (based on GHMC 17.99.590) will need to be removed based on the sidewalk and road design. Approximately 23 trees will need to be removed due to their being in poor to dead condition and/or will be impacted but are too small to meet the City's definition of a significant tree.*** o ***30% documents were submitted by the consultant on 03/17/23, which included design for the sidewalk, sewer, and the intersection of 56th St and 38th Ave.***
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 ***has completed*** the review of the Interlocal Agreement (ILA). ***The City received Washington Water's comments on the ILA on 03/02/23 and are currently reviewing their comments.*** o Staff received 90% documents for review on 02/24/23 and are currently reviewing through 04/05/23. o The City's consultant is beginning work on the Department of Health (DOH) permit package submittal.

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 Physical Completion issued on 02/09/23 with project closeout 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 Staff have been in communication with the Army Corps and the consultant regarding disposal sites for the dredged material. o Staff met with Murphy's Landing Board members to discuss design and 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 Army Corps and Murphy's Landing of the City's intent to pursue upland disposal and a Nationwide Permit. ***o Murphy's Landing and City Staff are discussing options to pursue in-water disposal through an Army Corps Individual 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 in design ***but in lumbo due to discussions with Carollo on nutrient optimization*** . ***o City anticipates re-starting design in May based on the outcome of the nutrient optimization report.***
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 for a FHWA National Culvert Removal, Replacement, and Restoration Grant. Staff submitted the grant application in advance of the due date on 02/05/23. o Staff is working with Parametrix on a scope and fee for the design and permitting of the culvert replacement work. We anticipate presenting a professional services contract to Council on ***04/10/23*** .
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 is preparing to schedule a presentation of proposed utility rate adjustments at an upcoming study session in May. ***o The study session will be followed by public outreach then presentation to Council at a study session with final recommended rate adjustments.*** ***o Any rate adjustments will need to be adopted by Council through an ordinance.***

MEMORANDUM

TO: City Council
FROM: David Rodenbach, Finance Director
DATE: March 28, 2023
SUBJECT: Unlimited (Voted) Bond Discussion

Voters approved bonds in April 2005 to provide permanent financing for the purchase of Eddon Boatyard. The final levy to pay principal and interest on these bonds is set for 2023. The 2023 levy rate is $0.065 per $1,000 of assessed valuation (AV). This calculates to an annual amount of $46.82 for a home with the Gig Harbor Average Home AV (based upon 2022 appraisals).

With payoff of the above noted bonds complete in 2023, it may be a good time to consider another voted parks bond to fund some of the larger parks projects that the city is having difficulty funding. In the attachment, for a hypothetical $10M par bond issue, estimates are $91 for 30 year financing, $109 for 20 year, and $131 for 15 year.

The attached presentation, prepared by Dave Trageser of DA Davidson, gives an overview of the voter approved bond process. Some considerations are the timing of election, size and term of the bond and project or projects to include.

A discussion of specific park projects to be included in the proposal to voters will be discussed in an upcoming council study session.

GIG HARBOR
The Maritime City

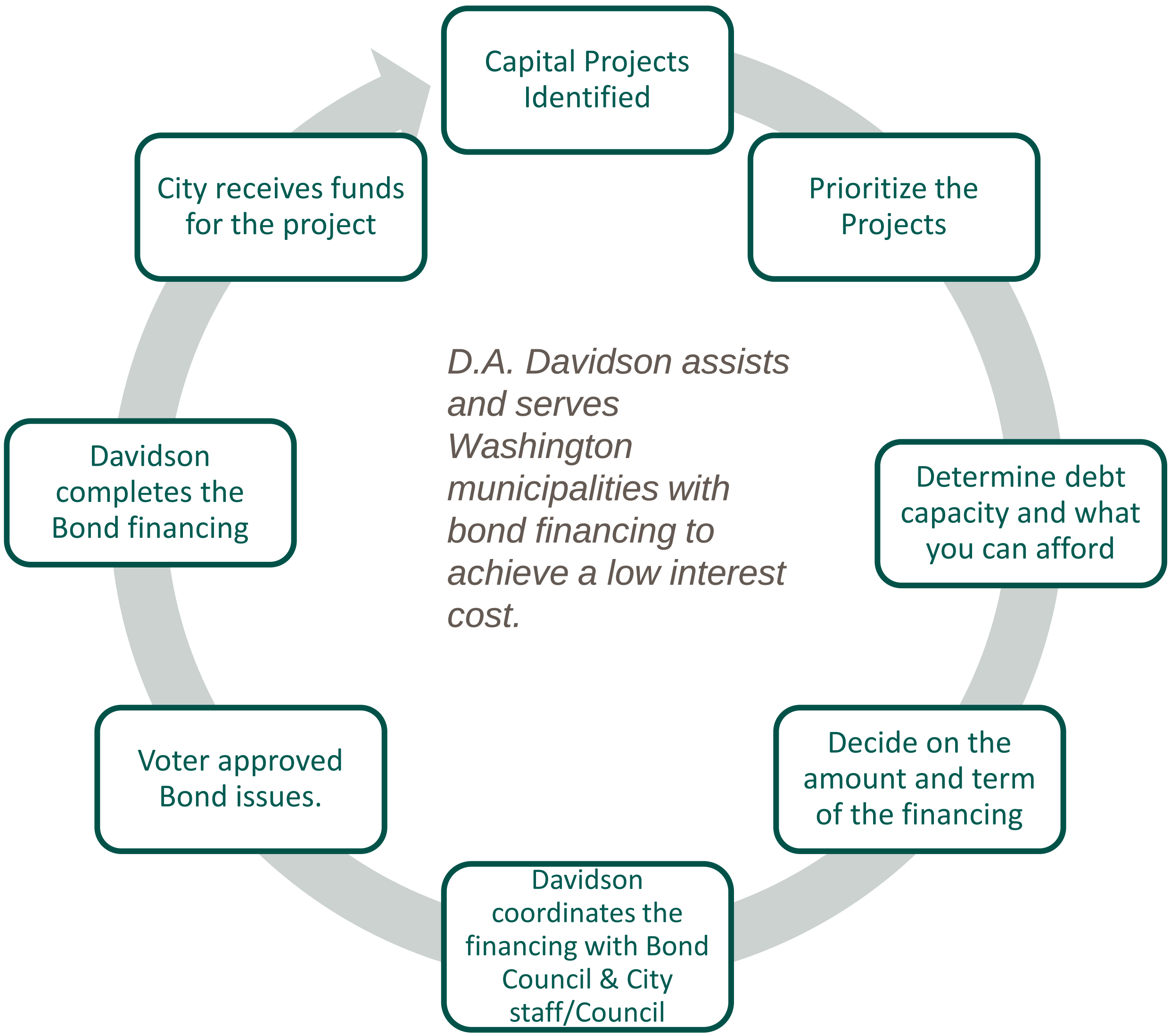
UTGO Bond Information

March 30, 2023

David Trageser
Managing Director
Phone: (206) 903-8699
Cell: (206) 518-0675
Email: dtrageser@dadco.com

D|A|DAVIDSON
FIXED INCOME CAPITAL MARKETS
Columbia Center
701 Fifth Ave., Suite 4050
Seattle, WA 98104
www.davidsoncompanies.com/ficm

OVERVIEW OF THE VOTER APPROVED FINANCING PROCESS



D|A|DAVIDSON

TOTAL TAX RATE COMPARISON

Pierce County City/Town Districts 2023 Total Tax Rates					
District	Assessed Values ($)	City Tax ($)	EMS ($)	Bonds ($)	Total ($)
City/Town of Auburn	1,896,830,742	1.3907	-	-	**1.3907**
City/Town of Bonney Lake	4,860,581,629	0.7275	-	-	**0.7275**
City/Town of Buckley	1,102,991,324	1.1434	0.2887	0.2615	**1.6935**
City/Town of Carbonado	111,813,702	0.6426	0.3602	-	**1.0028**
City/Town of DuPont	2,516,691,001	0.8005	0.3488	-	**1.1492**
City/Town of Eatonville	450,777,842	1.7010	0.5000	-	**2.2010**
City/Town of Edgewood	3,250,275,786	0.6869	-	-	**0.6869**
City/Town of Fife	3,792,462,521	0.9440	-	-	**0.9440**
City/Town of Fircrest	1,467,075,590	1.1581	0.3830	0.3039	**1.8450**
City/Town of Gig Harbor	4,759,391,452	0.6979	-	0.0654	**0.7633**
City/Town of Lakewood	10,952,642,723	0.7101	-	-	**0.7101**
City/Town of Milton	1,332,550,903	0.9542	-	-	**0.9542**
City/Town of Orting	1,369,190,103	1.0416	-	-	**1.0416**
City/Town of Pacific	305,092,168	0.8417	-	-	**0.8417**
City/Town of Puyallup	10,001,391,630	0.9829	-	-	**0.9829**
City/Town of Roy	112,967,877	0.9451	-	-	**0.9451**
City/Town of Ruston	440,819,120	1.3662	-	-	**1.3662**
City/Town of South Prairie	76,294,388	1.6441	0.2997	-	**1.9439**
City/Town of Steilacoom	1,561,970,800	1.3820	0.4200	-	**1.8020**
City/Town of Sumner	4,970,948,308	0.9721	-	-	**0.9721**
City/Town of Tacoma	43,161,357,947	1.6718	0.2835	-	**1.9553**
City/Town of University Place	7,081,173,954	0.6607	-	-	**0.6607**
City/Town of Wilkeson	78,999,759	1.0410	0.2643	-	**1.3054**

Pierce County values only

D|A DAVIDSON

TYPES OF BONDS

UNLIMITED TAX GENERAL OBLIGATION BOND (Voted) –

- Secured by the full faith, credit and taxing power of the municipality with a **special excess** voter-approved bond levy.

LIMITED TAX GENERAL OBLIGATION BOND (Non-voted) –

- Secured by the General Fund/Current Expense Fund. (A Limited Tax General Obligation Bond is also known as "non-voted debt". Any type of debt that is secured by the General Fund, is counted against the municipality's "non-voted" Debt Capacity.)

REVENUE BOND –

- Revenue bonds are payable from a specific source of revenue from the System operations (i.e., Water & Sewer System charges).

LOCAL IMPROVEMENT DISTRICT ("LID") BOND –

Secured by the property assessments in the LID boundary that are receiving the benefits. The assessments cannot be greater than the improvement value.

DEBT CAPACITY

Estimated Statutory Debt Limit Calculation for the City of Gig Harbor

Assessed Valuation for 2023 Tax Collection Year	$ 4,740,933,342			
General Purposes (for Capital Improvements)				
Limited Tax (Non-voted) General Obligation Debt Capacity (1.5% of Assessed Valuation)	$71,114,000		2023 LTGO	4,248,000
Less: Nonvoted Debt Outstanding	($5,142,000)	(1)	2021 LTGO	894,000
Remaining Non-voted General Obligation Debt Capacity	$65,972,000		Total	5,142,000
Total General Obligation (Voted) Debt Capacity (2.5% of Assessed Valuation)	$118,523,334		2005 UTGO	503,000
Less: Voted Bonds	(503,000)	(2)		
Less: Nonvoted Debt Outstanding	(5,142,000)	(1)		
Remaining General Obligation Debt Capacity	$112,878,334			
Parks, Open Space, Community Center, Facilities for Economic Development				
Unlimited Tax (Voted Approval) Debt Capacity (2.5% of Assessed Valuation)	$118,523,334			
Less: Proposed 2024 issue	($10,000,000)	(2)		
Remaining Parks & Open Space Debt Capacity	$108,523,334			
Utility Purposes (for Water, Light, Sewer, Gas, etc.)				
Unlimited Tax (Voted Approval) Debt Capacity (2.5% of Assessed Valuation)	$118,523,334			
Less: Voted Bonds	$0			
Remaining Utility Purpose General Obligation Debt Capacity	$118,523,334			
Total Remaining General Obligation Debt Capacity	**$339,925,001**			

(1) Paid from the City's General Fund.
(2) Paid from a Voter Approved Excess Levy for the life of the Bond.

D|A DAVIDSON

VOTED BOND REQUIREMENTS

- Stay within voted bond debt capacity (2.50% of Assessed Value)
- Use proceeds to fund the community center project and related capital improvements
- After the bonds are sold, the City receives funding upfront
- Bondholders are repaid with property taxes
- Requires voter approval with a **60% yes vote**, with validation (40% of voters from previous General Election in November).

  The calculation is the number of City voters that actually voted on November 8, 2022. Take that number and multiply by 40% equals the minimum voters you need to vote (i.e., turnout). Take the turnout number and multiply by 60% equals the minimum yes vote number you need to pass.

D|A|DAVIDSON

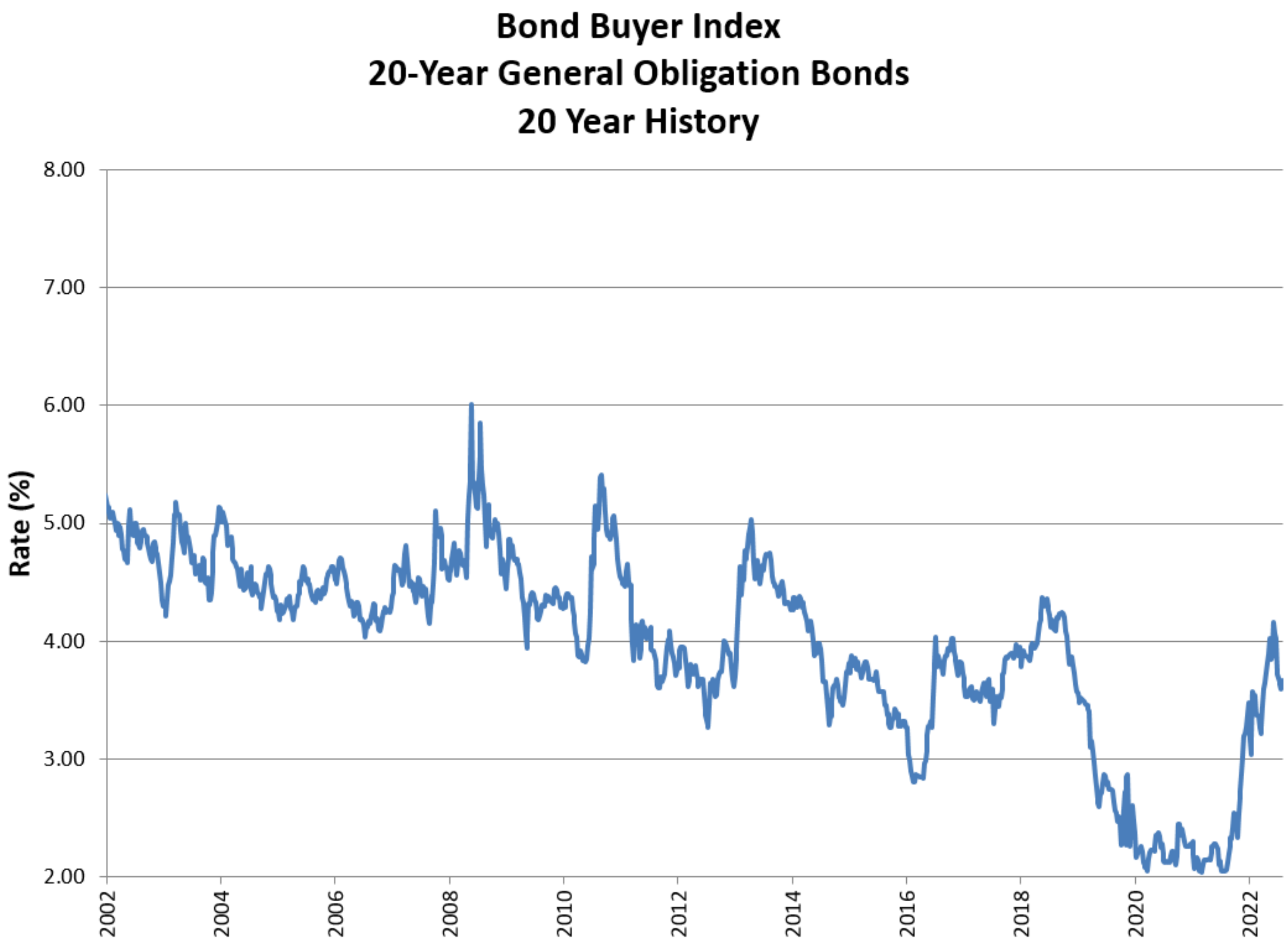
BALLOT DATES

The 2023 special election dates and ballot resolution filing deadlines pursuant to the Revised Code of Washington ("RCW") are listed below for your information.[1]

Election Date	Resolution Filing Deadline [2]	Approximate Date Ballots are Mailed [3]
February 14, 2023	December 16, 2022	January 27, 2023
April 25, 2023	February 24, 2023	April 7, 2023
August 1, 2023	May 12, 2023	July 14, 2023
November 7, 2023	August 1, 2023	October 20, 2023

(1) This data is for informational purposes only and does not take the place of local, state or federal laws. Specific RCW information can be found at: http://www.secstate.wa.gov/elections/election_laws.aspx.
(2) Some dates may have been adjusted to reflect the business day prior to actual resolution filing date, according to RCW 29A.04.330, if falling on a weekend.
(3) Applies to both mail and absentee ballots. Absentee ballots are required to be mailed no later than 18 days prior to the election date. RCW 29A.40.070
Source: Washington Secretary of State's Office, Elections and Voting website.

BOND MARKET INTEREST RATE TREND

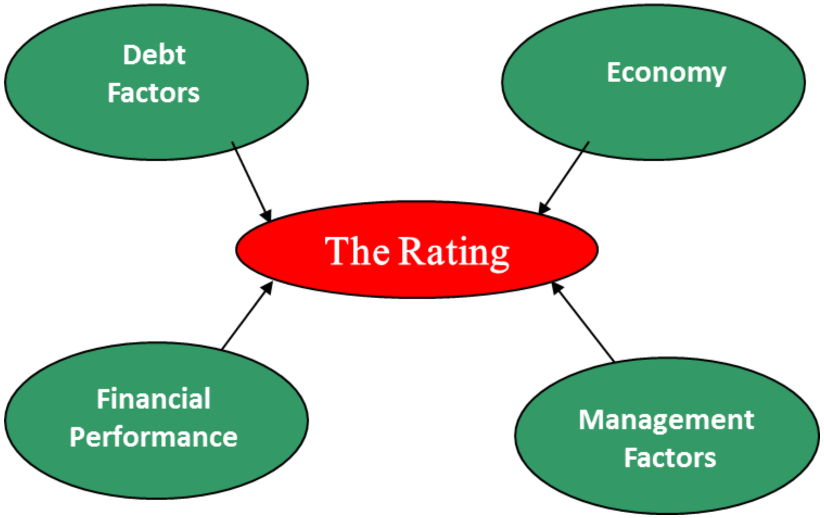


Source: The Bond Buyer

BOND RATING

A rating helps to achieve a lower interest cost.

A higher bond rating results in lower interest rates.



Source: D.A. Davidson & Co.

	S&P	Moody's
Highest/Best Quality	AAA	Aaa
High Investment Grade	AA+ AA AA-	Aa1 $\boxed{\text{Aa2}}$ Aa3
Medium Investment Grade	A+ A A-	A1 A2 A3
Low Investment Grade	BBB+ BBB BBB-	Baa1 Baa2 Baa3

Source: S&P Global Ratings and Moody's Investors Service

D|A DAVIDSON

Bond Structure

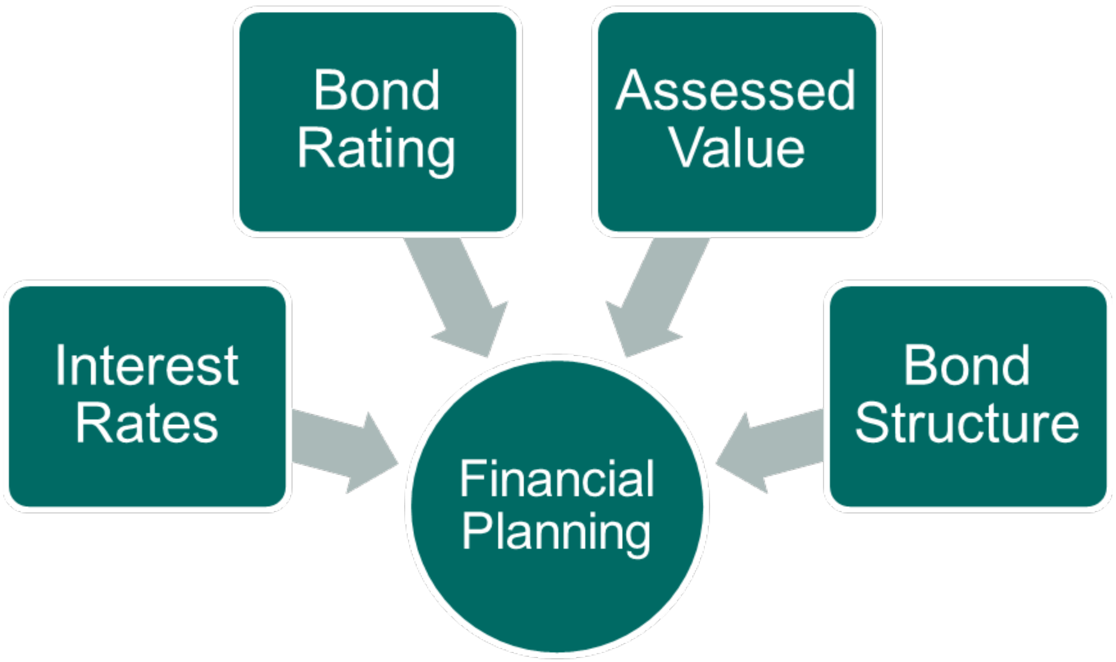
- Each bond issue is customized to meet the needs of the City based on the construction, cash flow, tax rate goals and useful life of the Project.

15 Year Final Maturity	20 Year Final Maturity	30 Year Final Maturity
Lower Total Interest Paid	The Most Commonly Used in Voted Bonds	Higher Total Interest Paid
Higher Annual Tax Rate		Lower Annual Tax Rate

D|A|DAVIDSON

Planning a Bond Financing

Assumptions for Tax Rate Planning



TIMELINE AND KEY DATES

Target Dates	Action
Spring	City begins to recruit volunteers for a volunteer election committee.
Spring/Summer	City begins the "factual" voter information campaign. Elections Committee (of volunteers) begins the "yes vote campaign".
Spring	City officials are presenting factual information, presenting to Kiwanis, Rotarians, Chamber of Commerce, other community groups and at community events. Speaking to HOA's. Interveiws with the newspaper and other media contacts.
Late Spring	Volunteer/Yes Vote Committee develops a list and schedule on various responsiblities: · Who will be in charge of signage? · How will you pay for the costs of signage, yes vote brochures, etc.? · What events will you attend with an information booth prior to April 5? · Who will coordinate letters to the editor asking for a yes vote? · Who will be in charge of social media/Instagram/Facebook/Twitter? · Who will be in charge of sending out a “yes vote” brochure? · Does door belling work in your area?
Summer	Implementing all or some of the items listed in last meeting.
May 1	Contact the Bond Attorney to being drating the Ballot Title/Election Ordinance.
May 22	First reading of the draft Ballot Title/Election Ordinace (City Council 2nd & 4th Monday).
June 12	Second reading and approval of the Ballot Title/Election Ordinance
August 1	**Deadline for submitting the Ballot Title/Election Ordinance to Pierce County Elections Department.**
October 20	Approximate date that the ballots are mailed out to voters.
November 7	**Election Day.**
November 30	**Deadline for submitting the bond payment figure to the County Auditor for the 2024 excess property tax collection.**
Late January	Target date to receive bond proceeds and begin construction (First interest payment June 1, 2024.)

WRAPPED 2005 BOND AND NEW $10M BOND DEBT SERVICE AND LEVY ESTIMATES

Avg Home Cost:	715,833		2024 Tax Impact:	$91	2024 Tax Impact:	$109	2024 Tax Impact:	$131
Maturity	AV	2005 UT	30 Yr DS**	Levy Rate	20 yr DS	Levy Rate	15 yr DS	Levy Rate
2024	4,835,752,009	265,702	348,881	0.13	469,968	0.15	617,448	0.18
2025	4,932,467,049		620,175	0.13	733,375	0.15	883,950	0.18
2026	5,031,116,390		617,425	0.12	733,125	0.15	880,950	0.18
2027	5,131,738,718		619,425	0.12	737,125	0.14	881,950	0.17
2028	5,234,373,492		615,925	0.12	735,125	0.14	881,700	0.17
2029	5,339,060,962		617,175	0.12	732,375	0.14	880,200	0.16
2030	5,445,842,181		617,925	0.11	733,875	0.13	882,450	0.16
2031	5,554,759,025		618,175	0.11	734,375	0.13	883,200	0.16
2032	5,665,854,205		617,925	0.11	733,875	0.13	882,450	0.16
2033	5,779,171,289		617,175	0.11	737,375	0.13	885,200	0.15
2034	5,894,754,715		617,050	0.10	736,900	0.13	884,600	0.15
2035	6,012,649,810		616,475	0.10	735,525	0.12	882,650	0.15
2036	6,132,902,806		620,450	0.10	733,250	0.12	884,350	0.14
2037	6,255,560,862		618,750	0.10	735,075	0.12	884,475	0.14
2038	6,380,672,079		616,600	0.10	735,775	0.12	883,025	0.14
2039	6,508,285,521		619,000	0.10	735,350	0.11		
2040	6,638,451,231		615,725	0.09	733,800	0.11		
2041	6,771,220,256		617,000	0.09	736,125	0.11		
2042	6,906,644,661		617,600	0.09	737,100	0.11		
2043	7,044,777,554		617,525	0.09	736,725	0.10		
2044	7,185,673,105		616,775	0.09				
2045	7,329,386,567		617,613	0.08				
2046	7,475,974,299		617,400	0.08				
2047	7,625,493,785		616,138	0.08				
2048	7,778,003,660		618,825	0.08				
2049	7,933,563,733		620,200	0.08				
2050	8,092,235,008		619,075	0.08				
2051	8,254,079,708		616,575	0.07				
2052	8,419,161,302		617,700	0.07				
2053	8,587,544,528		617,175	0.07				
Total Interest			**$9,073,295**		**$5,151,218**		**$3,808,597**	
Total Debt Service			**$18,263,856**		**$14,436,218**		**$12,978,598**	

** Assumptions: Current interest rates + 100 bps, Aa2 rating, 2% AV growth, Levy rate includes 2005 UTGO*

*** Requires CAPI through 3/1/24 to maintain level debt service in 2024*

D|A DAVIDSON

LEGISLATIVE CHANGES

Local Voters' Pamphlet:

- Counties required to print and distribute local voter's pamphlet
- Provide explanatory statement (prepared by the bond attorney)
- "Formally appoint a committee to prepare arguments advocating voters' approval of the measure and shall formally appoint a committee to prepare arguments advocating voters' rejection of the measure"
  - Recommended notice on website or local newspaper
  - Complete pro/con committee form
  - If the city fails to appoint the pro/con committee, the county auditor shall "whenever possible" make the appointments.

PUBLIC DISCLOSURE COMMISSION RULES

- The City must carefully observe all election campaign restrictions. Under RCW 42.17A.555, no elected official nor any employee of the City may use or authorize the use of any facilities of a public office or agency, directly or indirectly, for the promotion of or opposition to any ballot proposition.

  - Facilities of a public office or agency include, but are not limited to, the use of City email, computers, phones, text messages, stationery, postage machines, equipment, vehicles, office space, and staff time during work hours.

- The PDC has a variety of useful publications to assist local jurisdictions in complying with Public Disclosure Laws. Specifically, the PDC has published election campaign guidelines entitled "Guidelines for Local Government Agencies in Election Campaigns" (Guidelines), which provide an administrative interpretation of the restrictions contained in RCW 42.17A.555. Copies of the Guidelines are available online at www.pdc.wa.gov

CITY (FACTUAL) VS. YES VOTE COMMITTEE

Building Community Support for the Project.

- The City can only provide factual information. The City can say “vote”, but cannot say “vote yes”.

- The Yes Vote Committee is comprised of community volunteers and funded from donations. The Yes Vote Committee cannot use City resources to advocate for the passage of a ballot measure.

Paid for by volunteer Committee to Pass the Project

EXAMPLES OF VOTER EDUCATION

- Series of newspaper articles or newsletters to inform the public.
- Statements of support from community representatives.
- **Factual** information on the City's website.
- Use of videos on the City's website showing the needed improvements.
- Speaking to local groups (i.e., Kiwanis, Rotary, Chamber of Commerce, Senior Center, School Board, etc.).
- Open House.
- Use of social media.
- **Volunteer** citizen advisory committee/"yes" vote committee.

APPENDIX 1

DAVIDSON HIGHLIGHTS

1. Davidson was ranked 1st in Washington State in 2013 thru 2022 (*based on the number of negotiated municipal transactions completed*). *Source: Thomson Reuters*

2. Our bankers serve the largest number of cities (over 90) in Washington State.

3. We are the largest full-service employee-owned broker-dealer headquartered in the Western U.S. (based on total financial consultants). D.A. Davidson & Company originated in 1935. *Source: D.A. Davidson & Co.*

4. We offer a wider array of services and are proactive on guidance and communication.

CITY FINANCING EXPERIENCE

Seattle
Spokane
Tacoma
Kent
Spokane Valley
Bellingham
Lacey
Bremerton
Puyallup
Bothell
Wenatchee
Pullman
Lake Stevens
Bainbridge Island
Oak Harbor
Moses Lake
Mukilteo
Mill Creek
Ellensburg
Battle Ground
Covington
Tumwater
Kalama

Bonney Lake
Monroe
Aberdeen
Centralia
Sunnyside
Washougal
East Wenatchee
Lake Forest Park
West Richland
Kelso
Ferndale
Port Orchard
Snoqualmie
Grandview
Cheney
Newcastle
Shelton
Sumner
Edgewood
Poulsbo
Fife
Snohomish
Pacific

Port Townsend
College Place
Hoquiam
DuPont
Burlington
Liberty Lake
Ephrata
Othello
Chehalis
Selah
Gig Harbor
Yelm
Milton
Duvall
Sequim
Fircrest
Normandy Park
Stanwood
Airway Heights
Brier
Steilacoom
North Bend
Granite Falls

Prosser
Ocean Shores
Woodland
Omak
Sultan
Chelan
Deer Park
Forks
Goldendale
Cashmere
Friday Harbor
Leavenworth
Cle Elum
Carnation
Long Beach
Woodway
Langley
Dayton
Newcastle
University Place
Enumclaw
Buckley

DAVIDSON'S PUBLIC FINANCE TEAM

DAVE TRAGESER
MANAGING DIRECTOR
(206) 903-8699

37 Years in Public Finance
Main Office: Seattle, WA

Mr. Trageser joined D.A. Davidson & Co. in 2007 and became a Managing Director in 2017. He has been in the local public finance business for 36 years, originating over $6 billion of tax-exempt financing. Previously, he was with Banc of America Securities for 7 years as Vice President of Public Finance, and 15 years with Dain Rauscher Inc. as Vice President.

Mr. Trageser specializes in general municipal finance with cities, counties, school districts, fire districts, water and sewer districts, as well as special districts, housing authorities, non-profits, and tribal governments. He has completed over 400 financings, both short and long-term. Partial lists of his municipal clients include the following Washington counties: Asotin, Chelan, Kitsap, Pierce, and Yakima. Washington cities include: Aberdeen, Bainbridge Island, Burlington, Bellingham, Bremerton, Chelan, Entiat, Ferndale, Fife, Gig Harbor, Kent, La Center, Lacey, Lake Stevens, Monroe, Newcastle, Ocean Shores, Port Orchard, Prosser, Puyallup, Seattle, Shelton, Spokane Valley, Sumner, Tacoma, Tumwater, University Place, and Wenatchee, among others. School district clients include: Bainbridge Island School District, Everett School District, Lake Washington School District, Lake Stevens School District, and Oak Harbor School District. Mr. Trageser has Series 7, Series 53, and Series 63 licenses. He passed the MSRB Municipal Advisor Representative Qualification Pilot Examination, Series 50, administered for the first time in February 2016, and is qualified as a municipal advisor representative. He has a Bachelor's degree in Business Administration from Pacific Lutheran University and a Master's in Business Administration from Seattle University.

DAVIDSON'S PUBLIC FINANCE TEAM

Mark Froio (Senior Vice President) - Bond Underwriter with extensive market knowledge and experience to achieve lower interest rates. (Mark has 37 years of experience.)

Maura Lentini (Senior Vice President) – former Moody's rating analyst, assists with drafting and preparing rating agency presentations. (Maura has 21 years of experience.)

Crystal Vogl (Senior Vice President) – Disclosure Specialist for Official Statements and assisting with Continuing Disclosure requirements and deadlines. (Crystal has 20 years of experience.)

Suzanne Eide (Senior Vice President) – Bond Structuring/Quantitative Specialist for limited tax general obligation bonds, unlimited tax general obligation bonds, revenue bonds, assessment bonds, and refunding bonds. (Suzanne has 20 years of experience.)

D|A DAVIDSON

Neither this material nor any of its contents may be disclosed, sold, or redistributed, electronically or otherwise, without prior written consent of Davidson Companies. The information presented herein is based on public information we believe to be reliable, prevailing market conditions, as well as our views at this point in time. We make no representation or warranty with respect to the accuracy or completeness of this material. Past performance is not necessarily indicative of future results. Davidson Companies does not assume any liability for any loss which may result from the reliance by any person upon such material. We make no representations regarding the legal, tax, regulatory, or accounting implications of entering into a Transaction.

Required Disclosure Pursuant to MSRB Rule G-23: An underwriter's primary role will be to purchase as principal, or arrange for the placement of the securities in a commercial arm's length transaction with the issuer, and may have financial and other interests that differ from those of the issuer. In its capacity as underwriter and not as financial advisor, an underwriter may provide incidental financial advisory services at the issuer's request, including advice regarding the structure, timing, terms and other similar matters concerning the issuance. However, an underwriter does not assume any financial advisory or fiduciary responsibilities with respect to the issuer.

Staff Memorandum

TO:	City Council
CC:	Mayor and City Administrator
FROM:	Roxanne Robles, Senior Planner Planning Division
SUBJECT:	DNR Community Forestry Assistance Grant – Urban Tree Inventory
DATE:	March 29, 2023

In 2022, the City received a Community Forestry Assistance Grant from the WA Department of Natural Resources (DNR) to work with a consulting firm and develop the City's Urban Forest Management Plan (UFMP). City Staff, together with Davey Resource Group, has spent the last six months spearheading this effort, which has included:

- Current program review
- Land cover and planting assessment
- Development of management metrics
- Current ordinance review
- Public outreach

The current grant period expires in June of this year and we are on schedule to complete this first phase in the development of our Urban Forest Program.

We now come to you with an opportunity through the same grant funding source – the WA DNR Community Forestry Assistance Grant – to begin a second phase of the program (see grant application). The City would build on the progress of the UFMP by conducting an urban tree inventory for all right-of-way and public spaces. The tree inventory allows the City to develop an appropriate tree and plant palette for public tree replacement, major development projects, and required replanting on private property. The City employs a Director's Preferred Planting List for landscaping and replanting for major development projects on private property, as well as a Street Tree Planting List. However, these lists currently contain a number of species listed as moderate to highly vulnerable to heat and hardiness according to the lists contained in the *Climate Change Vulnerability of Urban Trees, Puget Sound Region, Washington* developed by the Northern Institute of Applied Climate Science. A tree inventory would formalize the current makeup of the City's urban forest and allow the consultant to amend the current tree palette. The updated tree palette would mitigate the potential for mass die-offs due to climate-related pests and diseases by diversifying the makeup of Gig Harbor's urban forest.

The need for an inventory was noted in the City's 2022 application to WA DNR however, the project was not requested in our 2023-2024 biennial budget. The total consultant contract for this scope of work is estimated at $39,600. An additional $9,310.86 is estimated for 96 hours of staff time which includes staff time for project management and deliverable review; therefore, the project total is $48,910.86. WA DNR requires that cities without significant environmental inequity provide matching funds, which can include cash as well as staff time. The total cash appropriation required for the project would be $15,144.57 (half of the project total less estimated staff time).

At this time, City staff is only requesting Council authorization to move forward with the grant application to WA DNR, due Friday March 31st at 4pm. Once the grant is secured, Staff would return to Council to request a budget amendment and authorization to enter into a contract with a qualified consultant.

EXHIBIT A – PROJECT PROPOSAL FORM

WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES

2023 Washington Community Forestry Assistance Grant
Grant funds are provided by the Washington State Department of Natural Resources (DNR) Urban & Community Forestry Program.

Section I — PROPOSAL SUMMARY
Complete all fields and provide a signature. Scanned copies in PDF format are acceptable for electronic submissions.

Name of Proposed Project (not to exceed 5 words): Gig Harbor Urban Tree Inventory
Location *(City)* Gig Harbor Tree City USA ☐ Y ☒ N
Project GIS Coordinates *(reference point):* 47.32, - -122.58

Address and Contact Information for the Organization Applying for the Grant

Applicant/Organization Name: City of Gig Harbor

Applicant/Organization Phone: 2538516170 Employer Identification Number: 91-6001435

Mailing Address 3510 Grandview Street

City Gig Harbor State WA Zip Code 98335

Applicant Contact Person Robin Bolster-Grant E-mail Address RBolster-Grant@gigharborwa.gov

Title/Role with Organization Principal Planner Phone number 2538516170

Score of project location according to the Washington Environmental Heath Disparities Map (*see section 3.3A of the RFA for details, map link*: https://fortress.wa.gov/doh/wtn/WTNIBL/): 6

Brief Summary of the project *(not to exceed 3 lines of text):*
The City of Gig Harbor would like to conduct a public tree inventory to inform the City's urban forestry program, development regulations, and recommended planting lists.

Budget Summary (*Summarize total amounts from the budget worksheet. Round to the nearest dollar.)*

Grant funds requested	$ 24,455.43
Matching funds provided	$ 24,455.43
Total project funds	$ 48,910.86

By signing this project proposal form, the undersigned agrees that all information is accurate to the best of their knowledge.

Carl de Simas, Community Development Director___________________________________
Name and Title of Authorized Representative *Date*

____
Signature of Authorized Representative *Date*

Section II — PROPOSAL NARRATIVE

Applicants must address each item within the space provided. Text must be Arial, size 9, and single spaced.

1. PROJECT DESCRIPTION (not to exceed 2 pages in length)

Describe the purpose, scope, and timeline of your project as well as the location and community setting. Include details on how the project addresses urban and community forest management and identify the benefits of the project for promoting equity and environmental justice within the community:

Purpose

The City of Gig Harbor has spent the last six months spearheading its first Urban Forestry Management Plan (UFMP), which has included a program review, land cover and planting assessment, the development of management metrics, an ordinance review, and public outreach. The draft UFMP is currently in progress. The City will build on the progress of the UFMP by conducting an urban tree inventory for all right of way and public spaces. The tree inventory allows the City to further develop the urban forestry management program and develop an appropriate tree and plant palette for public tree replacement, major development projects, and required replanting on private property.

Gig Harbor continues to grow, and the City sees a number of large development projects every year, many of which require the replanting of hundreds of trees. The City employs a Planning Director's Preferred Planting List for landscaping and replanting for major development projects and private property, as well as a Street Tree Planting List. However, these lists currently contain a number of species listed as moderate to highly vulnerable to heat and hardiness on the list of *Climate Change Vulnerability of Urban Trees, Puget Sound Region, Washington* developed by the Northern Institute of Applied Climate Science. The tree inventory will formalize the current makeup of the City's urban forest and allow the consultant to amend the current tree palette. The updated tree palette will mitigate the potential for mass die-offs due to climate-related pests and diseases by diversifying the makeup of Gig Harbor's urban forest.

Scope

Deliverable 1: Tree Inventory

The tree inventory will include the inspection and cataloguing of all City trees, planting sites, stumps within public rights-of-way, public parks, and any additional public properties. The inventory will consist of locating approximately 3,000 sites and recording the following attributes for each site:

- Date of data collection
- User information

- Latitude
- Longitude
- Site type (tree, stump, planting site, removal site)
- Botanical name
- Common name
- Species code provided by DNR
- Location type (street tree, park tree, parking lot, boulevard tree, vacant lot, cemetery, private, other)
- Land use
- Diameter at standard height (for multi-stemmed trees, record the 5 largest stems)
- Whether it is a multi-stem tree
- Tree condition by categories provided by DNR (excellent, good, fair, poor, critical, dead)
- Any maintenance required (tree removal, priority prune, routine prune, clearance, training prune, stump removal, plant tree)
- If further inspection is recommended
- The presence of overhead utilities
- Any additional information regarding disease, insect, mechanical damage, etc.

Deliverable 2: Updated Planting Lists

The consultant will amend the Planning Director's Preferred Planting List and the Street Tree Planting List to include species that meet the City's goals for tree species diversity and resilience against climate-related pests and diseases.

Location

The project will take place within the public right of way and public spaces in Gig Harbor such as City properties, public parks, trails, and utility easements.

2. ACTIVITIES (not to exceed 2 pages in length)

Project activities are the work for which the applicant is requesting funding. Tasks are the major steps required to complete the activity. Deliverables are the results of the tasks or activities and are provided to DNR as evidence of completion. Provide a bulleted list of project tasks and break out each one into associated deliverables.

- Activity 1: Tree Inventory
  - Task 1.1: Project kickoff
  - Task 1.2: Retrieve location data from City databases
  - Task 1.3: Inspect sites from City data
  - Task 1.4: Add additional trees to database
  - Task 1.5: Update City data with new inventory information

        - Deliverable 1.1(a): Complete citywide tree inventory

- Activity 2: Resource Analysis and Summary Report
    - Task 2.1: Analysis and summary of inventory data and presentation of ecosystem benefits provided by community trees
        - Deliverable 2.1(a): Resource analysis and summary report

- Activity 3: Updated Planting Lists
    - Task 3.1: Review inventory data
    - Task 3.2: Identify resilient species
    - Task 3.3: Update the Planning Director's Preferred Planting List and the Street Tree Planting List
        - Deliverable 3.1(a): Updated Planning Director's Preferred Planting List and Street Tree Planting List

- Activity 4: Advise on tree planting implementation
    - Consultant to advise the City on tree planting requirements that mitigate climate change, pest and disease risk
        - Deliverable 4.1(a): Updated tree ordinance for future adoption

3. OTHER OUTCOMES / PROJECT CONTEXT (not to exceed 1 page in length)

Describe other project outcomes or components unique to the project that may add value or context. Examples could be, but are not limited to: innovative methods such as new technology or techniques; partnerships or cooperative ventures important to the success of the project; addressing environmental justice and health disparity issues; history of involvement with community; description of how residents are part of the project's decision-making process; community involvement in stewardship or advocacy activities.

The City of Gig Harbor anticipates that this project will build on the work accomplished with the urban forestry management plan, which was supported by the previous year's Community Forestry Assistance Grant. This effort will complement the City's climate action planning efforts initiated in 2022 by updating the City's planting lists with a progressive lens toward anthropogenic climate change. It is a City priority that as the City continues to grow that the required replanting and urban forestry stewardship reflects the City's values and utilize best available science and practices.

Section III — PROPOSAL BUDGET WORKSHEET and SAMPLE BUDGET

☐ I, applicant, am submitting a project budget as a separate document in lieu of this template, *see section 3.4 of the RFA for details*. (Budget sheet is not to exceed 2 pages in length)

Name of Proposed Project: Gig Harbor Urban Tree Inventory
Applicant/Organization Name: City of Gig Harbor

EXPENSE	Grant Funds	Applicant Match	In-Kind Match	Non-Applicant Cash Match	TOTAL PER EXPENSE
Activity 1: Tree Inventory					
Task 1.1: Project kickoff					
City and Consultant will meet to discuss project outcomes, communication, project coordination, deliverables, timeline, and expectations	$220	$818.70			
Task 1.2: Retrieve location data from City databases					
City staff provides tree data to consultant		$1,058.72			
Consultant utilizes City data to map trees	$440				
Consultant develops work plan	$440				
Task 1.3: Inspect sites from City data					
Consultant inspects City sites and tracks tree attributes	$12,971.39	$12,548.61			
Task 1.4: Add additional trees to database					
Consultant will note additional or missing trees and track attributes	$1,760				
Task 1.5: Update City data with new inventory information					
Consultant will input tree attributes and new tree information into a City database	$1,760				
Consultant to provide City with a written report and overview	$880				
City staff to review data set, written report, and overview for clarity and consistency		$2,352.36			
Activity 2: Resource Analysis and Summary Report					
Task 2.1: Resource analysis and summary report					

Consultant to develop a summary of inventory data and presentation of the ecosystem benefits provided by community trees	$4,004.04	$2,595.96			
City to review resource analysis and summary report		$1,408.08			
Activity 3: Updated Planting Lists					
Task 3.1: Review inventory data					
Consultant to determine high risk species based on best available science	$220				
Task 3.2: Identify resilient species					
Consultant to determine which species can best diversify the City's urban forest and mitigate climate change, pest, and disease risk	$440				
City staff to review proposed species additions for appropriateness/local availability		$1,408.08			
Task 3.3: Update the Planning Director's Preferred Planting List and the Street Tree Planting List					
Consultant to update City planting lists to reflect appropriate species diversity	$880				
Task 3.4: Outreach to nurseries					
City to conduct outreach to nurseries to create a pathway for improved planting palette		$1,893.72			
Activity 4: Consult on tree planting implementation					
Task 4.1: Consult on tree planting implementation					
Consultant to advise the City on tree planting requirements that mitigate climate change, pest and disease risk	$440	$371.20			
TOTAL PER FUND CATEGORY	$24,455.43	$24,455.43			

Assumptions:

Consultant	$110/hour
GIS Technician	$85.94/hour
Senior Planner	$92.80/hour
Principal Planner	$102.23/hour
Community Development Director	$128.38/hour

SAMPLE BUDGET

Project Name __Inventory and Management Plan______________

Applicant Organization ____City of Forestree________________

In this example, the City of Forestree is applying for a 2022 Community Forestry Assistance Grant to do an urban forestry inventory and management plan. They plan to conduct an inventory with support from a contractor, in-house staff and help from a volunteer group. They plan to contract with a consultant to analyze data and write the management plan.

The inventory, data analysis, and management plan components are separated in this sample budget. In addition, each component is broken down into line item tasks that clearly show the associated costs, and how the Applicant expects to account for those costs.

EXPENSE	Grant Funds	Applicant Match	In-Kind Match	Non-Applicant Cash Match	TOTAL PER EXPENSE
Activity 1: Tree Inventory					
Task 1.1 Data Collection					
Consultant collects data Deliverable 1.1(a): completed plan	$10,000				$10,000
Staff collect data and supervise volunteers		$6,000			$6,000
Volunteers collect data 15 @ $24.87/hr * 287 total hours			$10,000		$10,000
Task 1.2 Purchase tree inventory software					
“Brand Name” inventory software Deliverable 1.2(a): proof of purchase	$1,000	$1,000			$2,000
Task 1.3 Training for volunteers					
Four 1-hour training sessions	$1,000	$2,000	$2,000		$5,000
Activity 2: Data Analysis					
Task 2.1					
Consultant to analyze data Deliverable 2: results of analysis	$6,000				$6,000
Activity 3: Management Plan					
Consultant writes and submits plan Deliverable 3(a): completed plan	$7,000				$7,000
Printing (Generous benefactor) – 1,000 copies				$1,000	$1,000
TOTAL PER FUND CATEGORY	$25,000	$9,000	$12,000	$1,000	$47,000