

**ORDINANCE NO. 1289**

**AN ORDINANCE OF THE CITY OF GIG HARBOR,  
WASHINGTON, RELATING TO THE CITY'S 2014 BUDGET,  
INCREASING THE APPROPRIATION TO THE GENERAL FUND  
AND ADDING ONE NEW POSITION FOR THE 2014 BUDGET.**

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**WHEREAS**, the City of Gig Harbor Comprehensive Plan recognizes the importance of economic development in achieving the goals of the Comprehensive Plan; and

**WHEREAS**, increasing employment opportunities within the community provides the City with a larger and more sound tax base; and

**WHEREAS**, encouraging redevelopment of declining and/or vacant commercial properties protects local economic opportunities; and

**WHEREAS**, more effort must be taken to develop, implement and maintain the City's short and long term economic development goals, strategies, and policies; and

**WHEREAS**, in order to enhance economically advantageous development within the City a managerial position needs to be created; and

**WHEREAS**, the City Council has determined that a position to focus on the economic development function and to work with local and regional interests to pursue the aforementioned goal is desirable; and

**WHEREAS**, the City Council finds that the duties and responsibilities of an Economic Development Manager addresses the City's economic development goals at this time; and

**WHEREAS**, the City Council will review the creation of the position in conjunction with adoption of the City's 2015 budget and thereafter; and

**WHEREAS**, adequate funds are expected to be available in the city's general fund ending fund balance in order to fund this position; **NOW, THEREFORE,**

**THE GIG HARBOR CITY COUNCIL ORDAINS AS FOLLOWS:**

Section 1. The 2014 Budget for the General Fund shall be amended as follows:

<b>Fund/Department</b>	<b>Original Appropriation</b>	<b>Amended Appropriation</b>
Administration/Finance	\$1,671,650	\$1,781,650

Ending Fund Balance

\$1,089,026

\$979,026

Section 2. The Gig Harbor City Council finds that it is in the best interests of the City to increase the General fund appropriations as shown above, and directs the Finance Director to amend the budget as shown above and as shown on the attached salary schedule (Exhibit A).

Section 3. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, clause or phrase of this Ordinance.

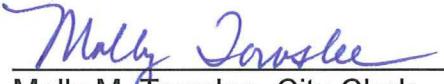
Section 4. Effective Date. This Ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

PASSED by the City Council and approved by the Mayor of the City of Gig Harbor this 14th day of April, 2014.

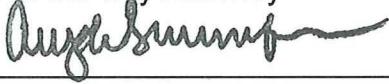
CITY OF GIG HARBOR

  
\_\_\_\_\_  
Mayor Jill Guernsey

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
Molly M. Towslee, City Clerk

APPROVED AS TO FORM:  
Office of the City Attorney

  
\_\_\_\_\_  
Augie Bumgardner

FILED WITH THE CITY CLERK: 3/19/14  
PASSED BY THE CITY COUNCIL: 04/14/14  
PUBLISHED: 04/23/14  
EFFECTIVE DATE: 04/28/14  
ORDINANCE NO: 1289

## EXHIBIT A

POSITION	2014 RANGE	
	Minimum	Maximum
City Administrator	9,980	12,475
Chief of Police	8,705	10,882
Public Works Director	8,135	10,169
Finance Director	8,051	10,064
Police Lieutenant	7,107	8,884
City Engineer	7,078	8,847
Information Systems Manager	7,078	8,847
Planning Director	7,078	8,847
Police Sergeant	7,026	8,041
Building & Fire Safety Director	7,021	8,777
Senior Engineer	6,621	8,276
City Clerk	6,364	7,956
Tourism Marketing Director	6,351	7,939
<u>Economic Development Manager</u>	<u>6,310</u>	<u>7,889</u>
Public Works Superintendent	6,270	7,838
Wastewater Treatment Plant Supervisor	6,270	7,838
Senior Accountant	6,108	7,635
Senior Planner	6,103	7,629
Court Administrator	5,987	7,484
Associate Engineer	5,823	7,279
Assistant Building Official/Fire Marshall	5,758	7,198
Field Supervisor	5,396	6,745
Construction Supervisor	5,396	6,745
Police Officer	5,115	6,393
Senior WWTP Operator	5,081	6,352
Payroll/Benefits Administrator	4,894	6,118
Human Resources Analyst	4,889	6,111
Associate Planner	4,885	6,106
Construction Inspector	4,764	5,956
Planning / Building Inspector	4,764	5,956
Wastewater Treatment Plant Operator	4,546	5,683
Engineering Technician	4,507	5,634
Mechanic	4,449	5,561
Information Systems Assistant	4,411	5,514
Assistant City Clerk	4,375	5,469
Executive Assistant	4,375	5,469
Special Projects Coordinator	4,375	5,469
WWTP Collection System Tech II	4,251	5,315
Maintenance Technician	3,416	5,315
Assistant Planner	4,238	5,298
Permit Coordinator	4,238	5,298
Building Assistant	4,019	5,023
Planning Assistant	4,019	5,023
Public Works Assistant	4,019	5,023
Finance Technician	3,983	4,979
Lead Court Clerk	3,844	4,806
Police Services Specialist	3,475	4,344
Court Clerk	3,429	4,286
Custodian	3,416	4,269
Public Works Clerk	3,413	4,267
Planning/Building Clerk	3,413	4,267

## **ECONOMIC DEVELOPMENT MANAGER**

### **Nature of Work:**

This is a highly responsible administrative and managerial position. The employee in this position plans, organizes and directs activities to enhance economically advantageous development in the City of Gig Harbor. The employee is responsible for the development, recommendation and implementation of strategies, policies and programs that accomplish the City's goals and objectives to ensure the economic health and vitality of the City.

### **Controls Over the Work:**

Under the general supervision of the Mayor and direct supervision of the City Administrator and within the framework of governing federal, state and local laws, and general policy established by the City, duties are performed with a wide latitude for independent judgment and action. The position requires the exercise of mature judgment and the ability to work with a high degree of complexity. The employee operates independently with minimal supervision and determines own work practices and procedures. Work is subject to review for results obtained and conformance with governing laws and established policies, through discussion and analysis of recommendations, actions, and reports.

### **Essential Duties and Responsibilities:**

Reports directly to the City Administrator and indirectly to the Mayor. Develops, maintains, and implements the City's short and long-term economic development goals, strategies, and policies.

Develops and maintains public/private partnerships for development and business assistance programs.

Serves as "broker" in recruiting and assisting businesses interested in locating within the City limits, assists with identification of suitable properties, and assists in negotiation for acquisition or lease of property necessary for economic development projects.

Meets with affected property owners in potential economic development areas to assess and coordinate the City's economic development efforts.

Coordinates with City staff/departments on projects affecting city businesses to help minimize impact and ensure businesses are receiving timely project updates.

Seeks out funding sources and prepares and processes grant applications to advance economic development goals; and monitor resultant programs and/or activity.

Participates in business community events to promote business development and vitality.

As designated by the Mayor, serves as the City liaison to various organizations including, but not limited to, the Chamber of Commerce, Tacoma Pierce County Economic Development Board, and other advisory boards and agencies in furthering the City's economic development goals.

Develops and presents proposed programs and projects to City Council, business community groups, and governmental agencies.

Prepares, administers and monitors economic development budget and economic development contracts.

Attends various civic and business meetings on behalf of the City.

Other duties as assigned.

**Knowledge, Abilities, and Skills**

Demonstrates ability to sustain operations and perspective of the governmental mission.

General knowledge of modern principles and practices of public administration and economic development.

General knowledge of real estate and legal practices pertaining to real property, right-of-way acquisition, relocation, survey laws, land transaction methods, title records, research and instruments.

General knowledge of structure and operation of municipal government; organizational and management practices, and fundamentals of project management.

General knowledge of personnel and civil service regulations, policies and procedures.

Ability to learn the inter-workings and inter-relationships of city government operations and functions and the relationships with other levels and forms of government.

Awareness of current issues, situations, and conditions relative to regional, state, and federal issues that affect economic development and/or City operations.

General understanding of the City's political environment and sensitivities, and ability to work effectively within the environment.

Excellent oral and written communication skills to include effective and engaging public presentations.

Cultivates and maintains cooperative and effective working relationships with elected officials, advisory bodies, the business community, City staff, and the public.

Effectively represents the City in potentially adversarial or stressful situations.

Exercises individual initiative and discretion, including confidential matters.

Accurately analyzes problems and adopts an effective course of action.

Attends evening and early morning meetings as necessary.

Effective interpersonal, teamwork and customer service skills.

**Physical Demands and Work Environment**

Work is performed primarily in an office or conference room setting. Some local and regional travel is involved in economic development activities, attending meetings, and visiting other municipalities and facilities. Some walking, standing and bending is required. Exposure to adverse weather conditions is minimal.

**Qualifications Required.**

Minimum: Graduation from a four-year college or university with course work in economics, marketing, planning, political science, public or business administration or related field, and ten years of increasingly responsible work experience in any combination of public or private business, real estate or economic development, including a minimum of two years managing complex projects OR an equivalent combination of education and experience sufficient to perform the essential functions of the position, with or without accommodation. Masters or graduate degree preferred. Elected office or municipal experience preferred.