

## ORDINANCE 1502

**AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE 2023-2024 BIENNIAL BUDGET; ESTABLISHING APPROPRIATIONS OF FUNDS FOR THE 2023-2024 BIENNIUM; ADOPTING THE 2023 PERSONNEL SALARY SCHEDULE; TRANSMITTING BUDGET COPIES TO THE STATE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, the Mayor of the City of Gig Harbor, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City for the 2023-2024 biennium; and

**WHEREAS**, the City of Gig Harbor published notice that the Gig Harbor City Council would meet on November 14, 2022 and November 28, 2022 at 5:30 p.m., in the Gig Harbor Council Chambers for the purpose of providing the public an opportunity to be heard on the proposed budget for the 2023-2024 biennium and to adopt the budget; and

**WHEREAS**, the City Council did meet at the dates and times so specified, and heard testimony of interested citizens and taxpayers; and

**WHEREAS**, the 2023-2024 proposed biennial budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Gig Harbor for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of Gig Harbor for the 2023-2024 biennium;

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

**Section 1. Budget Adopted.** The budget for the City of Gig Harbor, Washington, for the 2023-2024 biennium is hereby adopted in its final form and content as shown in Exhibit A.

**Section 2. Funds Appropriated.** Estimated resources, including beginning fund balances, for each separate fund of the City of Gig Harbor, and aggregate total for all funds combined, for the 2023-2024 biennium are set forth in summary form below, and are hereby appropriated for expenditure during the 2023-2024 biennium as follows:

## 2023-2024 BUDGET APPROPRIATIONS

FUND / DEPARTMENT		AMOUNT
001	<b>GENERAL GOVERNMENT</b>	
01	Non-Departmental	\$7,910,803
02	Legislative	163,200
03	Municipal Court	1,234,040
04	Administrative / Financial / Legal	5,539,520
06	Police	11,501,270
14	Community Development	5,632,138
15	Park Operating	4,185,892
16	Buildings	3,336,940
19	Ending Fund Balance	1,998,249
<b>TOTAL GENERAL FUND - 001</b>		<b>\$41,502,052</b>
101	STREET OPERATING	6,109,638
102	STREET CAPITAL	14,143,075
650	TRANSPORTATION BENEFIT DISTRICT	9,079,527
103	SENIOR SERVICES	202,053
104	PEDESTRIAN SAFETY	218,027
105	DRUG INVESTIGATION STATE	17,328
106	DRUG INVESTIGATION FEDERAL	6,073
107	HOTEL / MOTEL FUND	2,145,257
108	PUBLIC ART CAPITAL PROJECTS	26,225
109	PARK DEVELOPMENT FUND	11,518,485
111	STRATEGIC RESERVE	2,630,962
112	EQUIPMENT REPLACEMENT RESERVE	501,149
208	LTGO BOND REDEMPTION	483,784
211	UTGO BOND REDEMPTION	539,962
301	CAPITAL DEVELOPMENT FUND	2,992,579
305	GENERAL GOVT. CAPITAL IMPROVEMENT	2,892,987
309	IMPACT TRUST FEE	4,854,330
310	HOSPITAL BENEFIT ZONE REVENUE	10,258,128
401	WATER OPERATING	10,411,735
402	SEWER OPERATING	18,240,510
403	SHORECREST RESERVE	290,227
407	UTILITY RESERVE	1,457,409
408	UTILITY BOND REDEMPTION FUND	5,179,636
410	SEWER CAPITAL CONSTRUCTION	11,237,036
411	STORM SEWER OPERATING	5,717,885
412	STORM SEWER CAPITAL	5,154,074
420	WATER CAPITAL ASSETS	10,806,655
<b>TOTAL ALL FUNDS</b>		<b>\$178,616,968</b>

**Section 3. Salary Schedule.** Exhibit B is adopted as the 2023 personnel salary schedule for all employees.

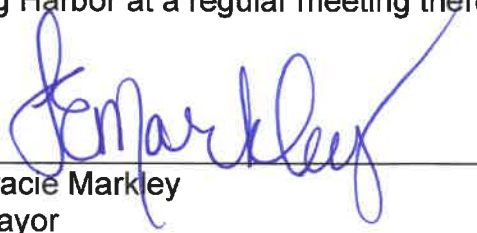
**Section 4. Transmittal.** The City Clerk is directed to transmit a certified copy of the 2023-2024 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

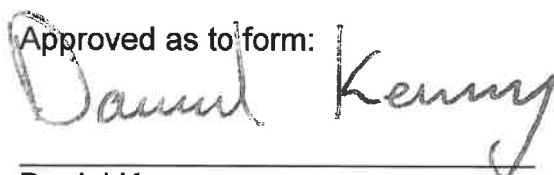
**Section 5. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance

**Section 6. Correction of Errors.** The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 7. Effective Date.** This ordinance shall be in force and take effect five (5) days after its publication according to law.

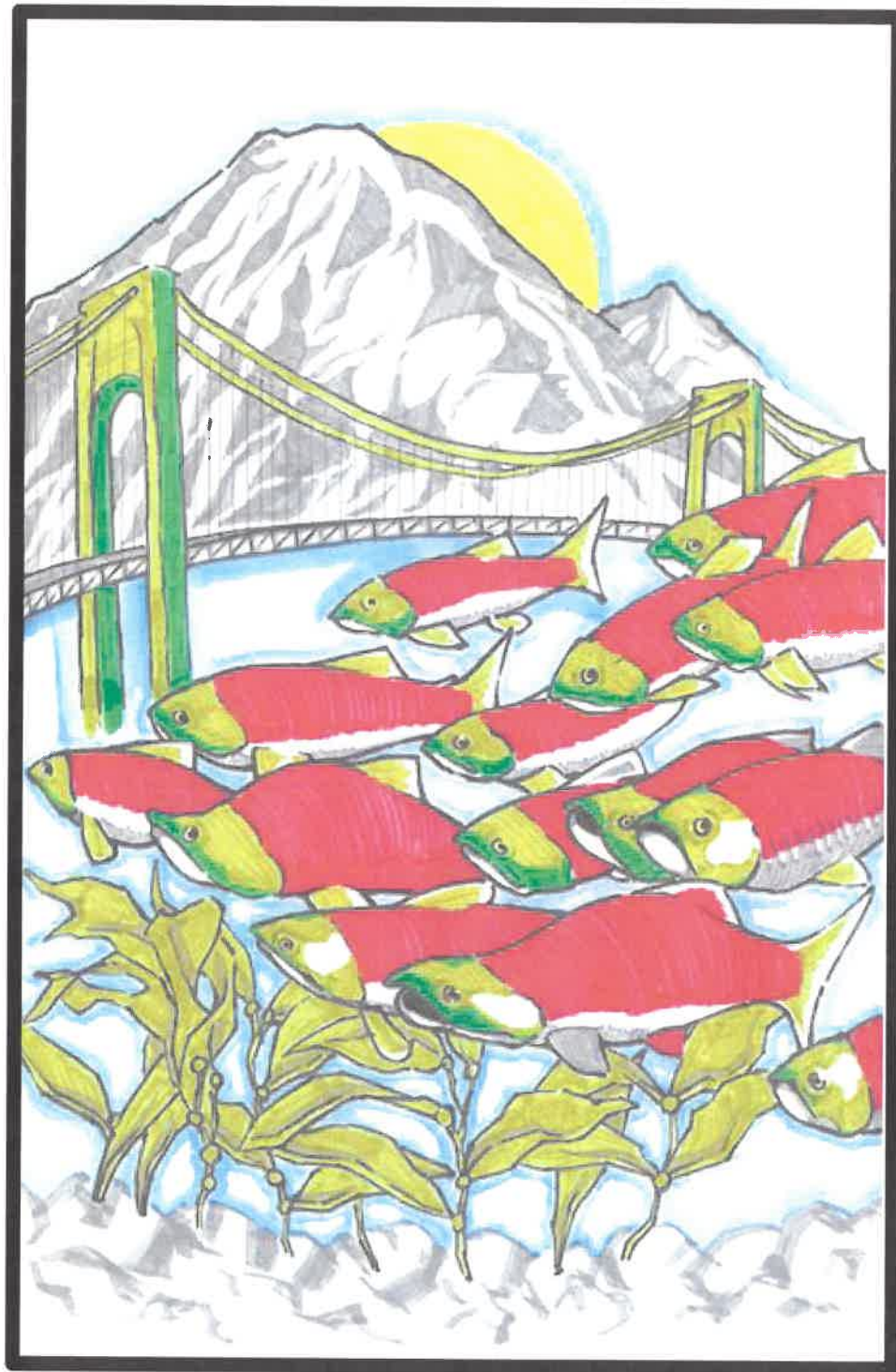
**ADOPTED** by the Council of the City of Gig Harbor at a regular meeting thereof, held this 28<sup>th</sup> day of November, 2022.

  
\_\_\_\_\_  
Tracie Markley  
Mayor

Approved as to form:  
  
\_\_\_\_\_  
Daniel Kenny  
City Attorney

Attest:  
  
\_\_\_\_\_  
Joshua Stecker, CMC  
City Clerk

**EXHIBIT A**



**City of Gig Harbor  
2023-24 Budget**

## COVER ART

Since 1984, the Peninsula Art League, a non-profit artist's organization, has sponsored the **Gig Harbor Arts Festival**. A competition for their annual event poster features the work of a local student. Proceeds from the festival fund scholarships for local artists.

In honor of the League's work and the work of the winning student, this artwork is featured on the cover of the City's biennial budget summary this year. The tradition began with the first poster in 2001 and continues each year.

The artist is Gig Harbor High School senior Rakha Hendra. He calls his watercolor painting "Mountain, Bridge and Fish." Rakha and his family moved to Gig Harbor recently from Southeast Asia.

## CITY OFFICIALS

### **ELECTED**

MAYOR

Tracie Markley

COUNCIL MEMBERS

Jeni Woock  
Roger Henderson  
Brenda Lykins  
Mary Barber  
Robyn Denson  
Le Rodenberg  
Seth Storset

### **APPOINTED**

MUNICIPAL COURT JUDGE  
CITY ATTORNEY

Sandy Allen  
Daniel Kenny

### **MANAGEMENT STAFF**

CITY ADMINISTRATOR

Katrina Knutson

POLICE CHIEF

Kelly Busey

PUBLIC WORKS DIRECTOR

Jeff Langhelm

COMMUNITY DEVELOPMENT DIRECTOR

Vacant

FINANCE DIRECTOR

David Rodenbach

HUMAN RESOURCES DIRECTOR

Shannon Costanti, Interim

INFORMATION SYSTEMS MANAGER

Keith Smith

CITY CLERK

Joshua Stecker

COURT ADMINISTRATOR

Stacy Colberg

TOURISM & COMMUNICATIONS DIRECTOR

Laura Pettitt

## TABLE OF CONTENTS

MAYOR'S MESSAGE .....	i
1. BUDGET SUMMARY .....	1
Budget Ordinance.....	2
2. GENERAL FUND - Fund 001 .....	7
General Fund Revenue Resource Summary .....	8
Expenditures:	
Non-Departmental - Dept. 01 .....	12
Legislative - City Council - Dept. 02.....	13
Judicial - Municipal Court - Dept. 03 .....	15
Administration / Finance / Legal / ITS - Dept. 04 .....	17
Police - Dept. 06.....	27
Community Development - Planning - Dept. 14 .....	29
Public Works - Dept. 15 .....	33
Parks - Dept. 15 .....	36
City Buildings – Dept. 16.....	38
3. SPECIAL REVENUE FUND TYPE .....	39
Street Operating - Fund 101 .....	41
Street Capital - Fund 102.....	43
Senior Services – Fund 103.....	45
Pedestrian Safety – Fund 104 .....	46
State Drug Investigation - Fund 105 .....	47
Federal Drug Investigation - Fund 106.....	48
Hotel-Motel Tax - Fund 107 .....	49
Public Art Capital Projects - Fund 108 .....	53
Park Development - Fund 109 .....	54
Strategic Reserve - Fund 111.....	56
Equipment Reserve - Fund 112.....	57
Capital Development - Fund 301 .....	58
Capital Improvement - Fund 305 .....	59
Impact Fee Trust - Fund 309 .....	60
Hospital Benefit Zone Revenue - Fund 310.....	62

4. DEBT SERVICE FUND TYPE .....	64
Limited Tax General Obligation Bond Redemption - Fund 208 .....	66
2005 Bond Redemption - Fund 211 .....	67
5. ENTERPRISE FUND TYPE .....	68
Water Operating - Fund 401 .....	70
Wastewater Operating - Fund 402 .....	72
Shorecrest Sewer Operating Fund - Fund 403 .....	75
Utility Reserve - Fund 407 .....	77
Utility Bond Redemption - Fund 408 .....	78
Wastewater Capital - Fund 410 .....	79
Storm Water Operating - Fund 411 .....	81
Storm Water Capital - Fund 412 .....	83
Water Capital - Fund 420 .....	84
6. TRANSPORTATION BENEFIT DISTRICT .....	86
Appendix i: 2022 Capital Budget .....	87



## **Mayor's Message**

I am pleased to present the City of Gig Harbor's 2023 - 2024 Preliminary Biennial Budget to City Council for consideration and approval. We are proud of the many ways in which we served our residents in 2022 and are eager to present our plans for the community in 2023 - 2024. This budget continues our commitment to balance fiscal responsibility while meeting Council priorities as reflected in the recently adopted Strategic Plan. City leadership has worked thoughtfully and cooperatively to create a budget reflecting our community values.

The City's Two-Year Strategic Plan was developed at a Council retreat on January 29. The following priorities are identified in the plan:

- Foster a healthy City organization
- Ensure a sustainable future for public services and facilities
- Maintain small town character and historic preservation while growing responsibly
- Promote environmental sustainability and preserve Gig Harbor's natural beauty
- Promote and enhance a dynamic and robust economy

The City's workplan, as laid out in this budget, supports the above-noted strategic plan priorities.

This biennial budget has a new look! Our goal was to create something fresh that will focus attention and efforts towards the major strategic goals of the city. We omitted much of the detail that was presented in prior years as the budget book was not user friendly.

In this budget, each department, function, and budgeted fund will have two pages that will provide a high-level summary of the operating plan for the upcoming biennium. This will include a summary of expenditures, departmental organizational chart, highlights from 2022, and the 2023-2024 plan.

Looking ahead, the 2023 - 2024 Preliminary Budget shows revenues remaining flat in 2023 and a two percent increase in 2024. Revenues for 2022 are expected to come in about five percent over those of 2021.

## **2022 In Review**

One of our major focuses for the year was to fill open positions and to begin rebuilding employee morale. As the year began, we had more than twenty open positions. I am happy to say that as I write this letter, we have hired 23 new full-time employees! This compares with 17 for all of 2021. The continued challenge is that we are still recruiting for more than ten open positions and plan to add more to come up to the level of staffing needed to provide the quality of service we feel our residents expect and deserve. As you know, the current workforce is dynamic and undergoing a lot of change. We are working very hard to keep up and I am incredibly proud of our HR team and all they have done to help us achieve our goal of fulfilling current staffing needs.

I am pleased to report that we have completed several notable projects in 2022. The Community Paddlers Dock at Ancich Park, the Ancich Park storage facility for human-powered watercraft, the first phase of the sidewalks along 38<sup>th</sup> Ave., and the Harborview/Stinson roundabout are complete. Also, the Eddon Boatyard Brick House rehabilitation as well as the Gig Harbor BoatShop railway carriages are complete.

The city purchased two undeveloped properties near the Wastewater Treatment Plant. These properties are not planned for further development and will be preserved in perpetuity forever in the heart of downtown. We expect design of the Commercial Fishing Homeport to be completed this year, with construction some time over the next couple years.

### **2023-24 Biennial Budget**

A few highlights for 2023-24 are below. Several positions we are proposing are:

1. **Human Resources:** The city regularly carries 110 employees. It is prudent that we take a proactive approach towards employee safety and risk management. We plan to add a **Risk Management & Safety Officer**.
2. **Finance:** The budget adds a **Senior Accountant** position to the department. The current position is carrying a burdensome workload and cannot continue to produce at this level.
3. **Police:** This budget proposes adding four new **police officers**. With the uptick in criminal activity, along with impending retirements, we need these positions to ensure we don't fall behind.
4. **Public Works Engineering:** A **Project Manager** position is proposed. This position will assist in pushing projects through to completion.

The proposed projects for the biennium are listed in the Capital Improvement Project (CIP) section of the budget. Some of the larger projects are listed below:

HVAC Upgrade for the Civic Center  
Public Works Operations Center  
Burnham Drive, Prentice-Fennimore Street and 38<sup>th</sup> Avenue Roadway Improvements  
Sports Complex Phase 1B  
Well No. 9 Development  
Soundview Drive Watermain Replacement  
Lift Station 5 Basin Improvements  
Burnham Drive Culvert Replacement

In conclusion, I am pleased with the budget we are proposing for 2023-24. It is based on the City Council's goals and priorities and the financial resources available to us.

I am proud of the good people in our organization—without them, we would not have been able to make it through these challenging Covid-burdened times.

Thank you for considering the 2023-24 preliminary budget. I look forward to its adoption and implementation.

Sincerely,

Tracie Markley, Mayor  
City of Gig Harbor

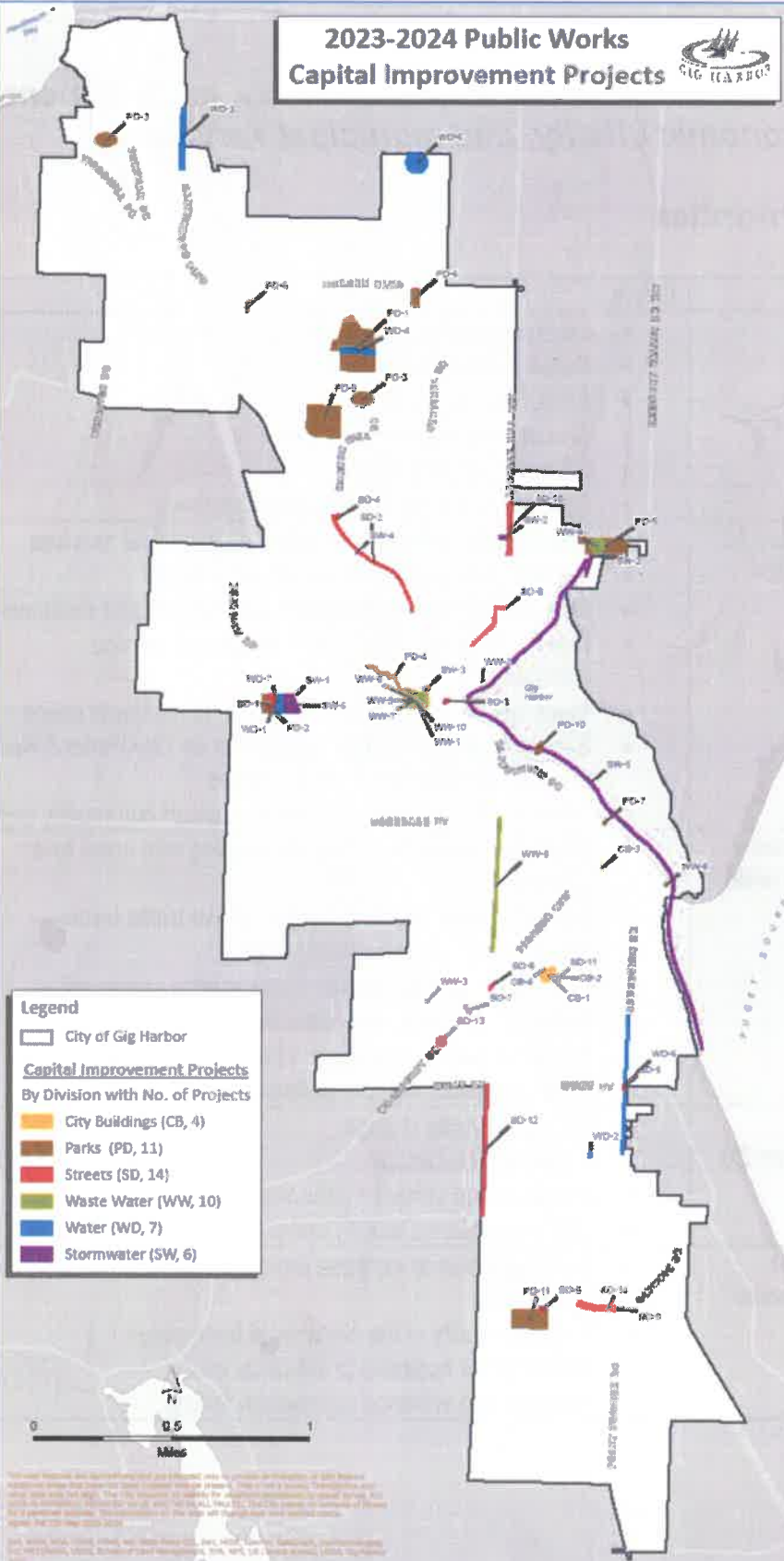
## Vision

***The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.***

## Strategic Plan Priorities

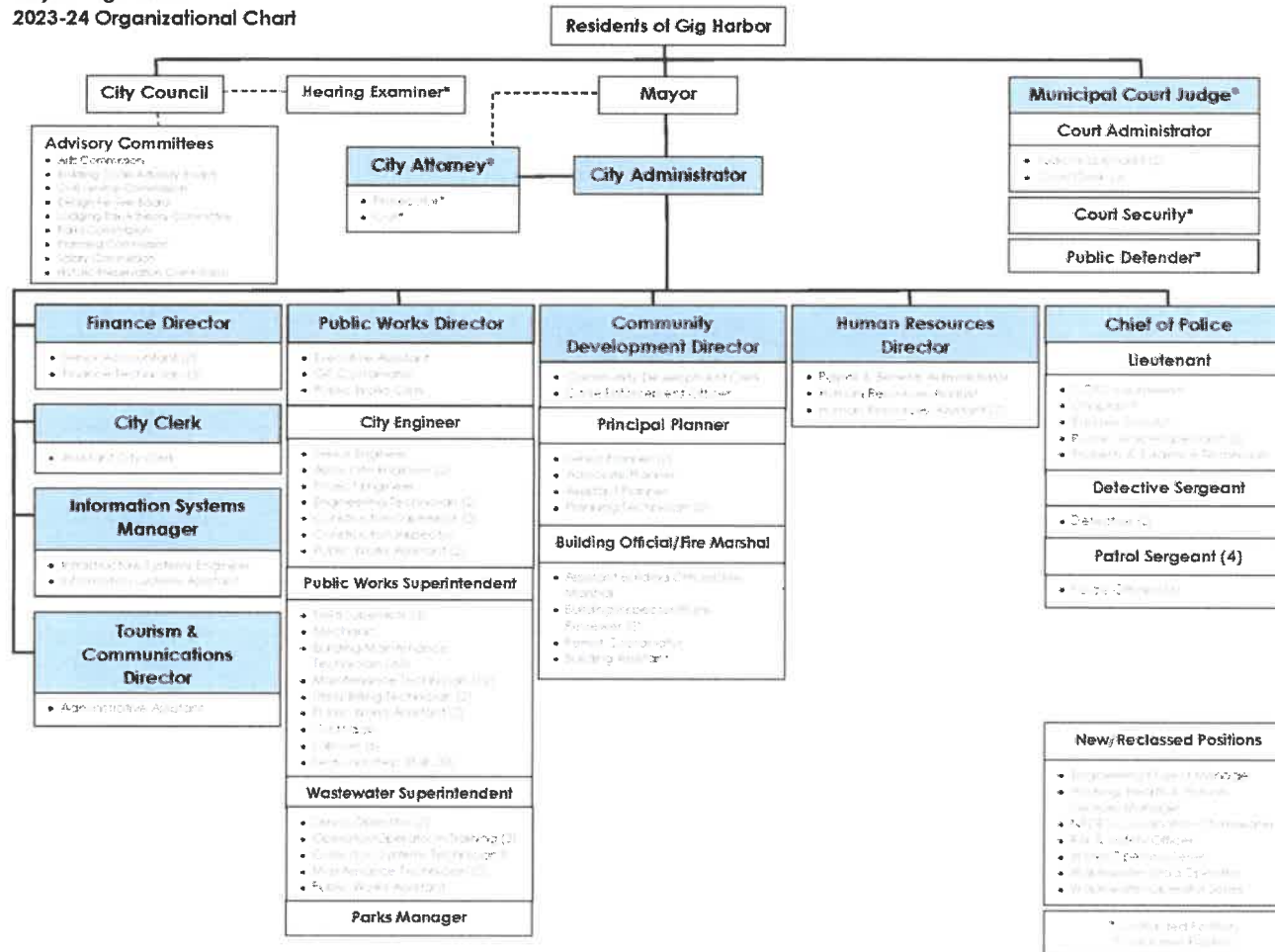
Priorities	Goals	
Foster a healthy City Organization	<ul style="list-style-type: none"><li>• Be an exceptional employer</li><li>• Retain existing workforce</li><li>• Attract qualified applicants</li><li>• Ensure safe work environment</li><li>• Encourage staff training</li><li>• Encourage and obtain employee feedback</li></ul>	
Ensure a sustainable future for public services and facilities	<ul style="list-style-type: none"><li>• Provide more efficient and effective municipal services</li><li>• Improve public outreach on capital projects</li><li>• Increase communications between the City and residents</li><li>• Better understand community needs and service expectations</li><li>• Make city meetings more accessible to residents online</li><li>• Source funding and implement plans for City Parks &amp; Rec, streets/transportation options, utilities</li><li>• Ensure adequate infrastructure to support community needs</li></ul>	
Maintain small town character and historic preservation while growing responsibly	<ul style="list-style-type: none"><li>• Promote responsible growth in keeping with small town character</li><li>• Address infrastructure issues to relieve traffic issues</li><li>• Ensure adequate affordable housing</li><li>• Focus on character retention and historic preservation</li><li>• Foster safe, livable, and attractive community</li><li>• Decrease distance to get to a park or open space</li><li>• Enhance walkability and pedestrian/cyclist safety</li></ul>	
Promote environmental sustainability and preserve Gig Harbor's natural beauty	<ul style="list-style-type: none"><li>• Address climate change</li><li>• Preserve tree canopy</li><li>• Preserve and enhance natural character</li><li>• Add undeveloped land to parks inventory</li></ul>	
Promote and enhance a dynamic and robust economy	<ul style="list-style-type: none"><li>• Develop a plan to increase promotion of our local business community</li><li>• Increase vitality of the city's small businesses</li><li>• Attract larger business to industrial zone</li><li>• Maintain and enhance commercial fishing</li></ul>	

## 2023-2024 Public Works Capital Improvement Projects



Label	Project Name
CB-1	Chic Center Public Upgrade
CB-2	Chic Center Security Upgrades at Reception Desk
CB-3	Bogue View's Center Building Rehabilitation
CB-4	Replacement Purchase - Building Access and Control System
PD-1	Gig Harbor Sports Complex Phase 1B Design, Permitting, and Construction
PD-2	Public Works Operations Center - Building Construction
PD-3	Gig Harbor North Trails
PD-4	Cushman Trail Connection to Harborview Drive
PD-5	Crescent Creek Park - Master Plan and Phase 1A Conceptual Design, and Construction
PD-6	Shaw Park Analysis and Remediation
PD-7	Slate Rehabilitation Improvements
PD-8	Cushman Trail Phase 2A Scoping and Value Engineering Study
PD-9	Gig Harbor Sports Complex Phase 2 Scoping and Conceptual Design
PD-10	Commercial Fishing Homestead Design, Permitting, and Construction
PD-11	Veteran's Memorial Phase 2 Improvements
SD-1	Public Works Operations Center - Building Construction
SD-2	Burnham Drive Half-Width Roadway Improvements Phase 1A - Design, Permitting and Construction
SD-3	Harbor History Museum Driveway Entrance Revision
SD-4	Harbor Hill Drive Landscape Mitigation
SD-5	Mid-block Rapid-Flash Beacon Crosswalk System
SD-6	Wolachet Dr/SR-16 Westbound On-ramp Right Turn Lane - Conceptual Design
SD-7	Wolachet Dr/SR-16 Eastbound On-ramp Right Turn Lane
SD-8	Penitence Ave/Fennimore St Half-width Roadway Improvements - Design and Construction
SD-9	Olympic Drive Street Lights
SD-10	Pescadore Hill Streetlights
SD-11	Electric Vehicle Charging Station
SD-12	38th Avenue Phase 2 Half-width Roadway Improvements
SD-13	Wolachet Drive/Wagner Way Intersection Improvements
SD-14	Olympic Dr/PL Roadick Dr Right Turn Lane Extension
WW-1	Inflow and Infiltration Repairs
WW-2	Lift Station 2A (Bogue View Platform) Generator Replacement
WW-3	Lift Station 14 (Wagner Way) Improvements
WW-4	Lift Station 1 (Crescent Creek Park) Improvements
WW-5	Sinkhole Slip Lining Sewer Main
WW-6	Wastewater Treatment Plant Digester Upgrades/Cartridge Aeration Control
WW-7	Influent Screen Replacement in the Headworks Building
WW-8	Lift Station 5 (Harborview Dr Ferry Landing Area) Basin Improvements
WW-9	River and Reclamation Study - Phase 2
WW-10	Wastewater Treatment Plant VFD Replacement
WD-1	Public Works Operations Center Building - Water Capital Share
WD-2	Shurgard Water Tank Repainting
WD-3	Emergency Water Intake - Cedarwood Blvd
WD-4	Gig Harbor North Sports Complex Water Main
WD-5	Well #9 (31944 Olympic Way) Development and Water Rights Proceeding
WD-6	Soundview Drive Asbestos-Cement Watermain Replacement
WD-7	Public Works Operations District Facility
SW-1	Public Works Operations Center Building - Storm Water Capital Share
SW-2	Storm Pipe Slip Lining
SW-3	North Creek Culvert Replacement
SW-4	Burnham Drive Culvert Replacement
SW-5	Outfall to Marine Waters - Upgrade
SW-6	Public Works Operations District Facility

**City of Gig Harbor  
2023-24 Organizational Chart**



**DRAFT**

1. BUDGET SUMMARY

Budget Ordinance.....	2
-----------------------	---

## ORDINANCE 1502

**AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING THE 2023-2024 BIENNIAL BUDGET; ESTABLISHING APPROPRIATIONS OF FUNDS FOR THE 2023-2024 BIENNIUM; ADOPTING THE 2023 PERSONNEL SALARY SCHEDULE; TRANSMITTING BUDGET COPIES TO THE STATE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, the Mayor of the City of Gig Harbor, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of the monies required to meet the public expenses, bond retirement and interest, reserve funds and expenses of government of the City for the 2023-2024 biennium; and

**WHEREAS**, the City of Gig Harbor published notice that the Gig Harbor City Council would meet on November 14, 2022 and November 28, 2022 at 5:30 p.m., in the Gig Harbor Council Chambers for the purpose of providing the public an opportunity to be heard on the proposed budget for the 2023-2024 biennium and to adopt the budget; and

**WHEREAS**, the City Council did meet at the dates and times so specified, and heard testimony of interested citizens and taxpayers; and

**WHEREAS**, the 2023-2024 proposed biennial budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Gig Harbor for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of Gig Harbor for the 2023-2024 biennium;

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

**Section 1. Budget Adopted.** The budget for the City of Gig Harbor, Washington, for the 2023-2024 biennium is hereby adopted in its final form and content as shown in Exhibit A.

**Section 2. Funds Appropriated.** Estimated resources, including beginning fund balances, for each separate fund of the City of Gig Harbor, and aggregate total for all funds combined, for the 2023-2024 biennium are set forth in summary form below, and are hereby appropriated for expenditure during the 2023-2024 biennium as follows:



## 2023-2024 BUDGET APPROPRIATIONS

FUND / DEPARTMENT		AMOUNT
001	<b>GENERAL GOVERNMENT</b>	
01	Non-Departmental	\$7,910,803
02	Legislative	163,200
03	Municipal Court	1,234,040
04	Administrative / Financial / Legal	5,539,520
06	Police	11,501,270
14	Community Development	5,632,138
15	Park Operating	4,185,892
16	Buildings	3,336,940
19	Ending Fund Balance	1,998,249
<b>TOTAL GENERAL FUND - 001</b>		<b>\$41,502,052</b>
101	STREET OPERATING	6,109,638
102	STREET CAPITAL	14,143,075
650	TRANSPORTATION BENEFIT DISTRICT	9,079,527
103	SENIOR SERVICES	202,053
104	PEDESTRIAN SAFETY	218,027
105	DRUG INVESTIGATION STATE	17,328
106	DRUG INVESTIGATION FEDERAL	6,073
107	HOTEL / MOTEL FUND	2,145,257
108	PUBLIC ART CAPITAL PROJECTS	26,225
109	PARK DEVELOPMENT FUND	11,518,485
111	STRATEGIC RESERVE	2,630,962
112	EQUIPMENT REPLACEMENT RESERVE	501,149
208	LTGO BOND REDEMPTION	483,784
211	UTGO BOND REDEMPTION	539,962
301	CAPITAL DEVELOPMENT FUND	2,992,579
305	GENERAL GOVT. CAPITAL IMPROVEMENT	2,892,987
309	IMPACT TRUST FEE	4,854,330
310	HOSPITAL BENEFIT ZONE REVENUE	10,258,128
401	WATER OPERATING	10,411,735
402	SEWER OPERATING	18,240,510
403	SHORECREST RESERVE	290,227
407	UTILITY RESERVE	1,457,409
408	UTILITY BOND REDEMPTION FUND	5,179,636
410	SEWER CAPITAL CONSTRUCTION	11,237,036
411	STORM SEWER OPERATING	5,717,885
412	STORM SEWER CAPITAL	5,154,074
420	WATER CAPITAL ASSETS	10,806,655
<b>TOTAL ALL FUNDS</b>		<b>\$178,616,968</b>

**Section 3. Salary Schedule.** Exhibit B is adopted as the 2023 personnel salary schedule for all employees.

**Section 4. Transmittal.** The City Clerk is directed to transmit a certified copy of the 2023-2024 budget hereby adopted to the Division of Municipal Corporations in the Office of the State Auditor and to the Association of Washington Cities.

**Section 5. Severability.** If any section, sentence, clause or phrase of this ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance

**Section 6. Correction of Errors.** The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section 7. Effective Date.** This ordinance shall be in force and take effect five (5) days after its publication according to law.

**ADOPTED** by the Council of the City of Gig Harbor at a regular meeting thereof, held this 28<sup>th</sup> day of November, 2022.

---

Tracie Markley  
Mayor

Approved as to form:

Attest:

---

Daniel Kenny  
City Attorney

---

Joshua Stecker, CMC  
City Clerk

**EXHIBIT B  
SALARY SCHEDULES**

**2023 Executive Positions (Exempt)**

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
City Administrator	\$165,116	\$173,372	\$182,040	\$191,142	\$200,700
City Attorney	\$151,319	\$158,885	\$166,829	\$175,171	\$183,929
Chief of Police	\$142,418	\$149,539	\$157,016	\$164,867	\$173,110
Finance Director	\$133,517	\$140,193	\$147,202	\$154,563	\$162,291
Public Works Director	\$133,517	\$140,193	\$147,202	\$154,563	\$162,291
Community Development Director	\$133,517	\$140,193	\$147,202	\$154,563	\$162,291
Human Resources Director	\$127,108	\$133,463	\$140,137	\$147,143	\$154,501
Police Lieutenant	\$127,108	\$133,463	\$140,137	\$147,143	\$154,501
Assistant City Attorney	\$104,143	\$109,350	\$114,818	\$120,559	\$126,586
City Clerk	\$95,687	\$100,471	\$105,495	\$110,770	\$116,308
Human Resources Analyst	\$80,286	\$84,300	\$88,515	\$92,941	\$97,588

**2023 Non-Represented Non-Supervisory Personnel**

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant City Clerk	\$79,213	\$81,787	\$84,446	\$87,190	\$90,024	\$92,949	\$95,970	\$99,089
Human Resources Assistant	\$54,168	\$55,928	\$57,746	\$59,623	\$61,561	\$63,561	\$65,627	\$67,760

**2022 Police Personnel (Local 117) \*Currently under Negotiations\***

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant	\$104,196	\$109,404	\$114,876	\$120,624	
Police Officer	\$78,900	\$82,836	\$86,976	\$91,332	\$95,892

**2023 Supervisor Unit (Local 313)**

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
City Engineer	\$108,797	\$112,333	\$115,984	\$119,753	\$123,645	\$127,664	\$131,813	\$136,097
Information Systems Manager	\$108,797	\$112,333	\$115,984	\$119,753	\$123,645	\$127,664	\$131,813	\$136,097
Building Official / Fire Marshal	\$104,164	\$107,549	\$111,045	\$114,654	\$118,380	\$122,227	\$126,200	\$130,301
Parks Manager	\$96,598	\$99,737	\$102,979	\$106,326	\$109,781	\$113,349	\$117,033	\$120,837
Principal Planner	\$96,598	\$99,737	\$102,979	\$106,326	\$109,781	\$113,349	\$117,033	\$120,837
Tourism & Communications Director	\$94,223	\$97,285	\$100,447	\$103,712	\$107,082	\$110,562	\$114,156	\$117,866
Court Administrator	\$93,505	\$96,544	\$99,682	\$102,921	\$106,266	\$109,720	\$113,286	\$116,968
Public Works Superintendent	\$93,020	\$96,043	\$99,165	\$102,387	\$105,715	\$109,151	\$112,698	\$116,361
Wastewater Superintendent	\$93,020	\$96,043	\$99,165	\$102,387	\$105,715	\$109,151	\$112,698	\$116,361

**2023 New/Reclassified Positions \*Wages Pending\***

Job Title	Steps TBD
Engineering Project Manager	
Housing, Health & Human Services Manager	
NPDES Coordinator - Stormwater	
Risk & Safety Officer	
Water Operator Series	
Wastewater Lead Operator	
Wastewater Operator Series	

**2023 Non-Supervisory Personnel (Local 117)**

<b>Job Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Senior Engineer	\$98,239	\$101,432	\$104,728	\$108,132	\$111,646	\$115,275	\$119,021	\$122,889
Associate Engineer	\$90,850	\$93,803	\$96,851	\$99,999	\$103,249	\$106,604	\$110,069	\$113,646
Project Engineer	\$90,850	\$93,803	\$96,851	\$99,999	\$103,249	\$106,604	\$110,069	\$113,646
Senior Accountant	\$90,618	\$93,563	\$96,604	\$99,744	\$102,985	\$106,332	\$109,788	\$113,356
Senior Planner	\$90,565	\$93,508	\$96,547	\$99,685	\$102,925	\$106,270	\$109,724	\$113,290
Infrastructure Systems Engineer	\$81,730	\$84,386	\$87,129	\$89,960	\$92,884	\$95,903	\$99,020	\$102,238
Assistant Building Official / Fire Marshal	\$80,084	\$82,687	\$85,374	\$88,149	\$91,014	\$93,971	\$97,026	\$100,179
Field Supervisor	\$80,084	\$82,687	\$85,374	\$88,149	\$91,014	\$93,971	\$97,026	\$100,179
Construction Supervisor	\$80,084	\$82,687	\$85,374	\$88,149	\$91,014	\$93,971	\$97,026	\$100,179
Senior Wastewater Operator	\$75,397	\$77,847	\$80,377	\$82,990	\$85,687	\$88,472	\$91,347	\$94,316
GIS Coordinator	\$73,772	\$76,170	\$78,645	\$81,201	\$83,840	\$86,565	\$89,378	\$92,283
Payroll / Benefits Administrator	\$73,572	\$75,963	\$78,432	\$80,981	\$83,613	\$86,330	\$89,136	\$92,033
Associate Planner	\$72,462	\$74,817	\$77,249	\$79,759	\$82,351	\$85,028	\$87,791	\$90,644
Construction Inspector	\$70,699	\$72,997	\$75,369	\$77,819	\$80,348	\$82,959	\$85,655	\$88,439
Building Inspector / Plans Reviewer	\$70,699	\$72,997	\$75,369	\$77,819	\$80,348	\$82,959	\$85,655	\$88,439
Code Enforcement Officer	\$69,644	\$71,907	\$74,244	\$76,657	\$79,149	\$81,721	\$84,377	\$87,119
Executive Assistant	\$69,644	\$71,907	\$74,244	\$76,657	\$79,149	\$81,721	\$84,377	\$87,119
Mechanic	\$68,367	\$70,589	\$72,883	\$75,252	\$77,697	\$80,223	\$82,830	\$85,522
Wastewater Operator	\$67,449	\$69,641	\$71,904	\$74,241	\$76,654	\$79,145	\$81,718	\$84,373
Engineering Technician	\$66,899	\$69,073	\$71,318	\$73,636	\$76,029	\$78,500	\$81,051	\$83,685
Building Maintenance Technician	\$66,362	\$68,519	\$70,746	\$73,045	\$75,419	\$77,870	\$80,401	\$83,014
Information Systems Assistant	\$65,444	\$67,571	\$69,767	\$72,034	\$74,376	\$76,793	\$79,288	\$81,865
Wastewater Operator in Training (OIT)*	\$65,326							
Wastewater Collection Systems Tech II	\$63,088	\$65,138	\$67,255	\$69,441	\$71,698	\$74,028	\$76,434	\$78,918
Assistant Planner	\$62,889	\$64,933	\$67,043	\$69,222	\$71,472	\$73,795	\$76,193	\$78,669
Permit Coordinator	\$62,889	\$64,933	\$67,043	\$69,222	\$71,472	\$73,795	\$76,193	\$78,669
Finance Technician	\$61,317	\$63,310	\$65,367	\$67,492	\$69,685	\$71,950	\$74,288	\$76,703
Utility Billing Technician	\$61,317	\$63,310	\$65,367	\$67,492	\$69,685	\$71,950	\$74,288	\$76,703
Planning Technician	\$61,000	\$62,983	\$65,029	\$67,143	\$69,325	\$71,578	\$73,904	\$76,306
Administrative Assistant	\$59,626	\$61,564	\$63,565	\$65,631	\$67,764	\$69,966	\$72,240	\$74,588
Community Development Assistant	\$59,626	\$61,564	\$63,565	\$65,631	\$67,764	\$69,966	\$72,240	\$74,588
Public Works Assistant	\$59,626	\$61,564	\$63,565	\$65,631	\$67,764	\$69,966	\$72,240	\$74,588
Judicial Specialist	\$56,461	\$58,296	\$60,191	\$62,147	\$64,167	\$66,252	\$68,405	\$70,628
Property & Evidence Technician	\$56,133	\$57,957	\$59,841	\$61,786	\$63,794	\$65,867	\$68,008	\$70,218
Police Services Specialist	\$51,564	\$53,240	\$54,970	\$56,757	\$58,601	\$60,506	\$62,472	\$64,503
Court Clerk	\$50,866	\$52,519	\$54,226	\$55,988	\$57,808	\$59,687	\$61,627	\$63,629
Custodian	\$50,687	\$52,334	\$54,035	\$55,791	\$57,605	\$59,477	\$61,410	\$63,406
Public Works Clerk	\$50,656	\$52,302	\$54,002	\$55,757	\$57,569	\$59,440	\$61,372	\$63,367
Community Development Clerk	\$50,656	\$52,302	\$54,002	\$55,757	\$57,569	\$59,440	\$61,372	\$63,367
Laborer	\$48,133	\$49,697	\$51,312	\$52,980	\$54,702	\$56,480	\$58,315	\$60,211

\*OIT is an automatic progression into WWTP Operator once employee receives Group 1 Certification.

<b>Job Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
Maintenance Technician	\$59,179	\$61,102	\$63,088	\$65,139	\$67,256	\$69,441	\$71,698	\$74,028	\$76,434	\$78,918

The part-A1:K104es agree to continue the combination of Maintenance Technician I and II ranges. Employees will not be able to exceed the mid-range of this classification until they have been with the City for at least 5 years and have achieved goals, licenses and/or certifications. This classification requires CDL Class B license with a Tanker Endorsement. Employees who do not have the required license must obtain it within 18 months.

## 2. GENERAL FUND

General Fund Revenue Resource Summary.....	8
Non-Departmental – Dept. 01.....	12
Legislative / City Council – Dept. 02.....	13
Judicial / Municipal Court – Dept. 03.....	15
Administrative / Finance / Legal / ITS – Dept. 04.....	17
Police – Dept. 06.....	27
Planning – Dept. 14.....	29
Public Works – Dept. ....	33
Parks – Dept. 15.....	36
City Buildings – Dept. 16.....	38

## GENERAL FUND DESCRIPTION OF FUNCTION

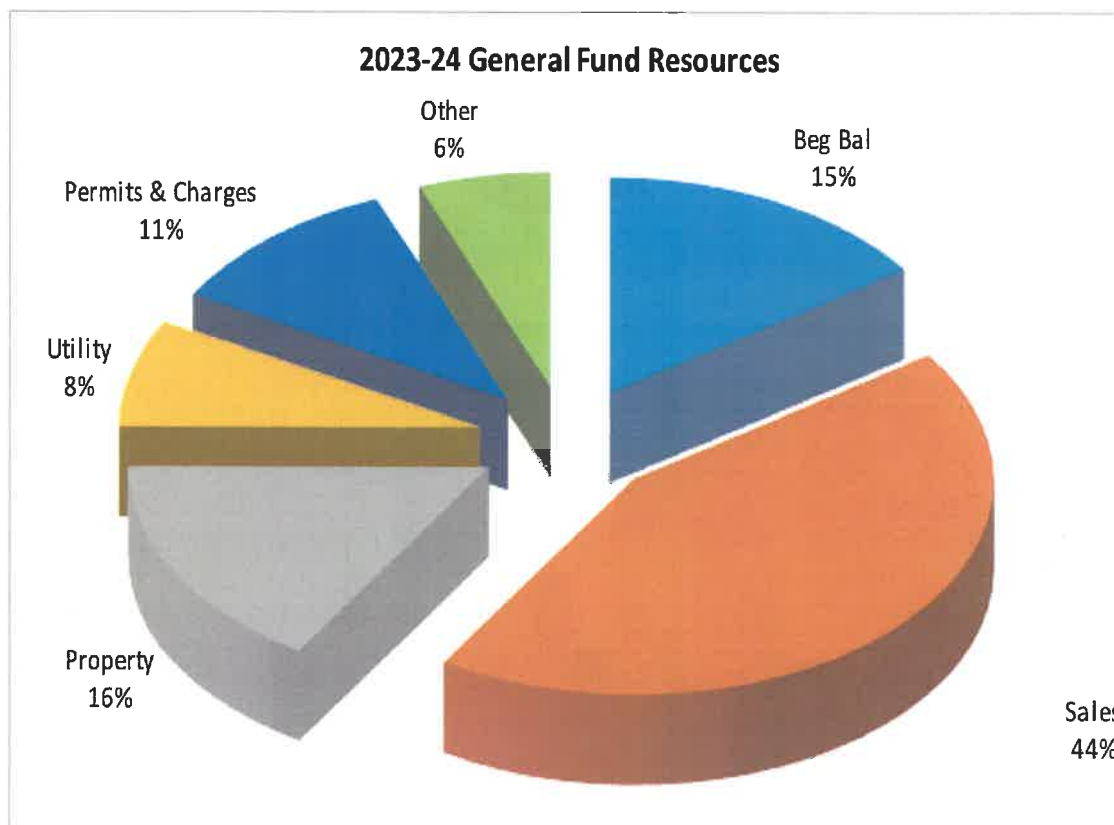
The General Fund is the general operating fund of the city. It accounts for all financial resources and transactions except those that are required to be accounted for in another fund.

Resources include sales, property, utility and other taxes, fees from various permits, licenses and user charges, and shared revenues, grants and entitlements from the State of Washington.

Most of the activities included in the City of Gig Harbor's General Fund are departmentalized and include legislative, municipal court, police, development services, parks, and overall administration. Other miscellaneous expenditures are included in the "non-departmental" department of the General Fund.

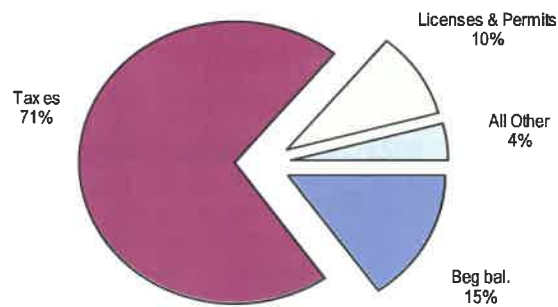
The General Fund accounts for 24 percent of 2023-24 appropriations and more than half of the city's employees and budgeted salaries and benefits.

The General Fund also provides general city resources to other funds in the form of operating transfers.

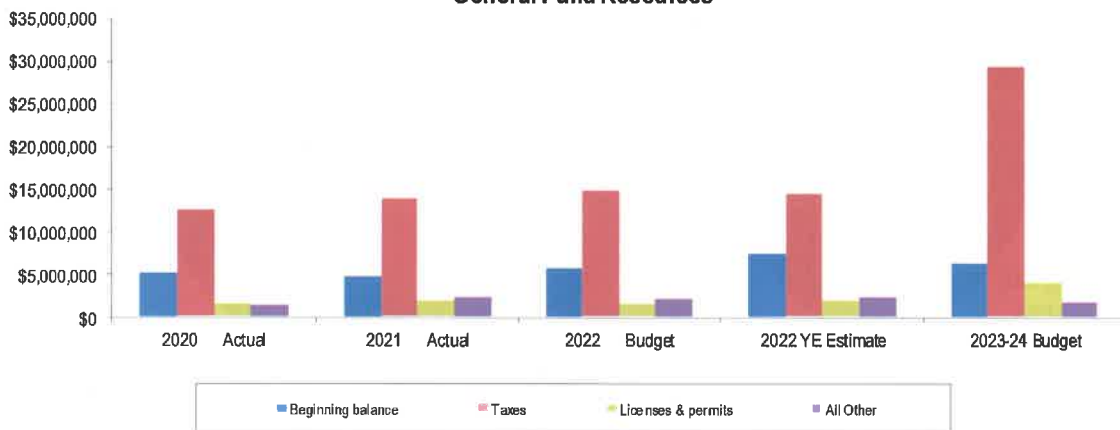


Category	Resources				
	2020 Actual	2021 Actual	2022 Budget	2022 YE Estimate	2023-24 Budget
Beginning balance	\$ 5,190,351	\$ 4,878,906	\$ 5,671,104	\$ 7,476,036	\$ 6,319,652
Taxes	\$ 12,425,056	13,775,007	14,755,797	14,453,755	29,361,279
Licenses & permits	\$ 1,524,684	1,924,328	1,632,306	2,020,543	4,081,497
Intergov't revenues	\$ 698,172	1,700,059	1,696,222	1,712,243	434,236
Charges for services	\$ 254,292	244,846	217,112	225,460	455,429
Fines & forfeits	\$ 82,396	66,067	77,047	55,176	111,456
Miscellaneous	\$ 264,708	291,456	237,942	345,794	698,503
Transfers In	\$ -	30,876	-	-	-
Other	\$ 38,532	17,870	20,574	70,000	40,000
<b>Total Revenues</b>	<b>\$ 15,287,840</b>	<b>18,050,509</b>	<b>18,637,000</b>	<b>18,882,971</b>	<b>35,182,400</b>
<b>Total Resources</b>	<b>\$ 20,478,191</b>	<b>\$ 22,929,415</b>	<b>\$ 24,308,104</b>	<b>\$ 26,359,007</b>	<b>\$ 41,502,052</b>

2023-24 Budget



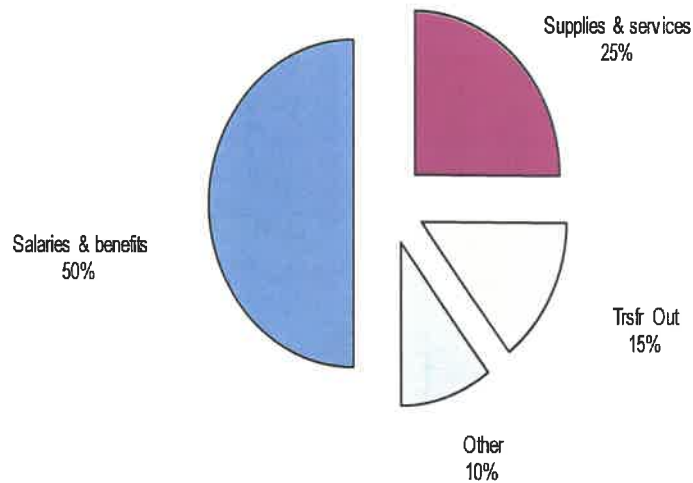
General Fund Resources



Expenditures By Type

Category	2020 Actual	2021 Actual	2022 Budget	2022 YE Estimate	2023-24 Budget
Salaries	\$ 5,136,733	\$ 5,597,700	\$ 6,265,277	\$ 5,949,505	\$ 14,239,794
Benefits	1,981,030	2,413,910	2,641,210	2,291,555	5,509,480
Supplies	490,960	428,264	595,115	493,773	1,309,422
Services	2,501,765	3,158,373	3,622,369	3,463,128	8,615,747
Intergov't charges	571,938	793,838	489,272	489,570	859,360
Capital expenditures	294,209	165,753	251,800	290,824	3,240,000
Transfers Out	4,617,793	6,525,000	7,725,000	7,061,000	5,730,000
<b>Total</b>	<b>15,594,428</b>	<b>19,082,838</b>	<b>21,590,043</b>	<b>20,039,355</b>	<b>39,503,803</b>
Ending balance	4,883,763	3,846,577	2,718,061	6,319,652	1,998,249
<b>Total uses</b>	<b>\$ 20,478,191</b>	<b>\$ 22,929,415</b>	<b>\$ 24,308,104</b>	<b>\$ 26,359,007</b>	<b>\$ 41,502,052</b>

2023-24 Budget

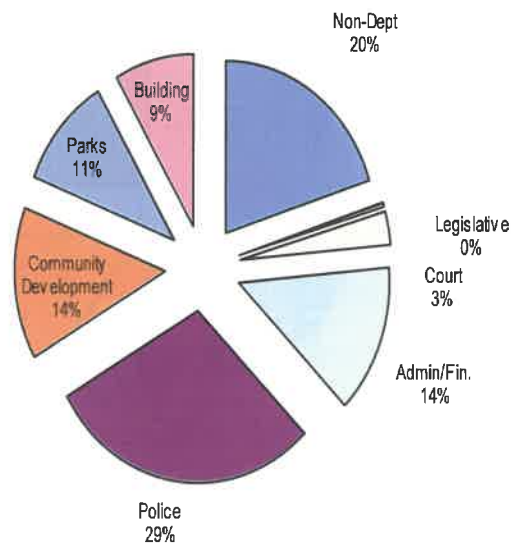




Departmental Expenditures

Category	2020 Actual	2021 Actual	2022 Budget	2022 YE Estimate	2023-24 Budget
Non-Departmental	\$5,560,980	\$ 7,718,103	\$ 8,601,530	\$ 8,087,224	\$ 7,910,803
Legislative	67,067	82,400	73,000	68,980	163,200
Municipal Court	477,755	506,900	535,000	528,075	1,234,040
Admin/Finance	1,932,615	2,092,380	2,381,700	1,972,785	5,539,520
Police	4,070,264	4,293,206	4,637,843	4,532,752	11,501,270
Community Development	1,914,650	2,493,338	2,814,246	2,577,088	5,632,138
Parks & Recreation	1,172,204	1,427,744	1,836,694	1,601,939	4,185,892
Building	398,893	468,767	710,030	670,512	3,336,940
<b>Total</b>	<b>15,594,428</b>	<b>19,082,838</b>	<b>21,590,043</b>	<b>20,039,355</b>	<b>39,503,803</b>
Ending balance	4,883,763	3,846,577	2,718,061	6,319,652	1,998,249
<b>Total uses</b>	<b>\$ 20,478,191</b>	<b>\$ 22,929,415</b>	<b>\$ 24,308,104</b>	<b>\$ 26,359,007</b>	<b>\$ 41,502,052</b>

2023-24 Budget



## NON-DEPARTMENTAL

### WHAT WE DO

This program accounts for City services and their associated costs that extend across all departments, including:

- City-wide expenses such as election expenses.
- Memberships/dues to a variety of organizations.
- Medical benefits for retired LEOFF employees.
- General government (non-utility) debt service.
- Transfers to the Street Maintenance and Construction and Park Development funds.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Benefits	\$ 60,298	\$ 31,541	\$ 16,441	\$ 66,850	\$ 54,307	\$ 176,100
Supplies	8,621	30,483	24,630	35,000	27,000	70,000
Services	403,147	447,185	1,035,469	675,408	845,347	1,685,343
Capital Outlay	143,416	433,978	197,640	99,272	99,570	249,360
Transfers out/Other	3,410,000	4,622,650	4,076,475	7,725,000	7,061,000	5,730,000
<b>Total expenditures</b>	<b>\$ 4,025,482</b>	<b>\$ 5,565,837</b>	<b>\$ 5,350,655</b>	<b>\$ 8,601,530</b>	<b>\$ 8,087,224</b>	<b>\$ 7,910,803</b>

### Significant Expenditures:

Harbor Museum	\$ 300,000
Insurance	\$ 967,159

**Operating transfers out.** General fund transfers to other funds for 2023-24 are as follows:

Fund	Amount
Street Operating	\$4,700,000
Street Capital	380,000
Park Development	250,000
LTGO Debt	400,000
<b>Total</b>	<b>\$5,730,000</b>

## **LEGISLATIVE**

### **WHAT WE DO**

The Legislative Department accounts for the activities of the City Council. These activities include:

- Sets the overall policy for the city.
- Approves the city budget.
- Organizes and regulates the internal affairs of the City Council.
- Fixes compensation of city employees and establishes civil service/merit systems and retirement systems.
- Adopts ordinances and resolutions relating to the good government of the city.
- Exercises powers of eminent domain, borrowing, taxation, the grant of franchises, and other duties.
- Performs the duties and responsibilities prescribed under Title 35A RCW and adopts long-range goals and objectives within a funding mechanism ensuring efficient and effective government.

### **2022 HIGHLIGHTS**

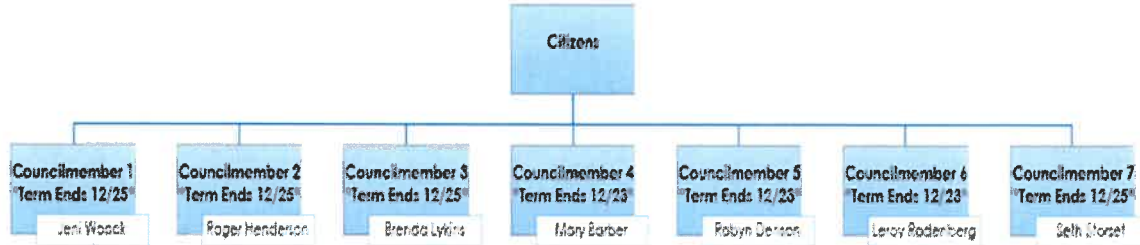
- Established City of Gig Harbor's Strategic Plan.
- Continued to set policy through resolutions and ordinances.
- Continued to work with staff to increase transparency and engagement.
- Promoted City of Gig Harbor's interests with the State Legislature.

### **STRATEGIC PRIORITIES**

- Long-range financial stability to provide a balance of City services.
- Continue to ensure City of Gig Harbor's success through policies that support fulfilment of the Strategic Plan.
- Work with regional agencies to influence major issues like congestion, transportation and employment.

## BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 58,800	\$ 58,800	\$ 54,901	\$ 58,800	\$ 59,892	\$ 130,200
Benefits	4,626	4,626	4,324	4,700	4,728	10,000
Supplies	389	249	13,099	1,000	1,274	8,000
Services	4,611	3,392	225	8,500	3,086	15,000
Capital Outlay	-	-	-	-	-	-
<b>Total expenditures</b>	<b>\$ 68,426</b>	<b>\$ 67,067</b>	<b>\$ 72,549</b>	<b>\$ 73,000</b>	<b>\$ 68,980</b>	<b>\$ 163,200</b>



## JUDICIAL-MUNICIPAL COURT

### WHAT WE DO

The Municipal Court serves citizens and visitors who have been charged with misdemeanors, civil infractions, or parking violations. The Gig Harbor Municipal Court:

- Adjudicates criminal misdemeanor offenses and imposes appropriate fines, fees, and punishments;
- Collects fines, restitution and other assessments imposed by the court and accounts for all funds received and disbursed;
- Manages juries for an estimated twelve (12) trials scheduled each year;
- Assures the due process requirement of a public defender at arraignments;
- Makes decisions about civil infractions and imposes penalties and deferrals as appropriate;
- Coordinates interpreters for hearing impaired persons and languages;
- Monitors, evaluates, and implements legislative mandates and changes in court rules.
- Manages the domestic violence kiosk for temporary protection orders.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 277,766	\$ 274,032	\$ 280,718	\$ 280,200	\$ 300,347	\$ 756,640
Benefits	98,582	87,344	93,737	103,700	113,202	227,400
Supplies	5,844	19,289	17,233	8,500	11,743	26,000
Services	95,218	97,090	96,108	134,000	102,783	224,000
Capital Outlay	-	-	-	8,600	-	-
<b>Total expenditures</b>	<b>\$ 477,410</b>	<b>\$ 477,755</b>	<b>\$ 487,796</b>	<b>\$ 535,000</b>	<b>\$ 528,075</b>	<b>\$ 1,234,040</b>

**Budget Notes:** Temporary staffing shortage is expected from December 2022 through June 2023 due to scheduled FMLA leave. Funds are budgeted to hire one (1) FTE temporary employee.

### 2022 HIGHLIGHTS

- Served as a pilot court for the new CLJ-CMS electronic case management system replacing the old 1980s system, Judicial Information System (JIS).
- Instituted virtual court proceedings during COVID-19 pandemic.
- Resumed in-person jury trials amid the COVID-19 pandemic and resolved the trial backlog.

- Expanded video hearings with Pierce and Kitsap jails to reduce or eliminate the need for transport of incarcerated defendants.
- Reclassified 2 FTE Court Clerk positions to reflect actual work performed and better serve court operations.
- Contracted with Seattle's Finest Security & Traffic Control, LLC. for court security services.
- Contracted with Dynamic Collectors, Inc. for improved collection services of unpaid court fines, fees, and costs.
- Implemented online Juror Qualification form to reduce barriers to jurors.

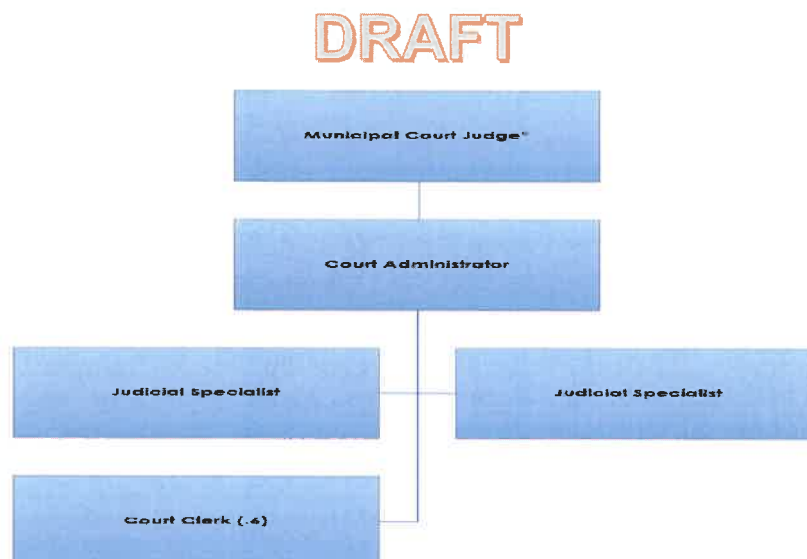
## 2023 - 24 GOALS

- Implement hybrid court system that allows for both virtual and in-person court proceedings.
- Fully implement Enterprise Justice case management and electronic filing system.
- Update and improve website for better organization and user-friendly content consistent with Enterprise Justice electronic filing system.
- Purchase office equipment needed for implementation of electronic case management system.

## LONG-RANGE PLANS

- Technology improvements to provide modern, interactive online services and forms to achieve greater efficiency, provide access to justice, and instill public trust and confidence.
- Increase succession planning, cross training, and education.

## ORG CHART



## **ADMINISTRATION**

### **WHAT WE DO**

#### **Mayor**

The Mayor occupies the highest elective office in the municipal government and provides the leadership necessary to keep the city moving in the proper direction. The mayor is responsible for directing the City Administrator to run the day-to-day operations of the city and staff. The mayor is a leader in staking out policy positions but also as a facilitator of effective teamwork. The administrative authority, including a veto power is vested in the mayor. The mayor also deals with important policy issues and long-term future concerns. The mayor works to guide the city as a better place to live tomorrow, not just today.

#### **City Administrator**

The City Administrator is responsible to the mayor for implementing city policies, statutes, and goals through the directing of the daily operations of all departments and programs and capital projects of the City. The City Administrator also assists the Mayor and Council in developing policies and legislation. Intergovernmental relations, economic development, community information (neighborhood meetings, web page, informational publications, etc.), and general research and analysis are also part of the City Administrator's office.

#### **City Clerk's Office**

The City Clerk's office is dedicated to the needs of our public and internal customers by providing them with quality services in a timely, positive, professional, and cooperative manner. Responsibilities of the City Clerk include management of the city's official records, public records requests and disclosure, City Council support including agenda development, packets and preparation of official minutes, public noticing, risk and claims management, legal noticing, compliance with public records retention, recording of legal documents, boards and committees' memberships, website maintenance and business licensing.

#### **Communications and Tourism**

The Communications and Tourism team is responsible for maintaining a positive image of the City while developing, implementing, and managing all aspects of the City's internal and external communications, marketing, advertising and public relations policies and protocols. Responsibilities include engaging the community through tourism, events and outreach. This position serves as a liaison to the community, media, citizen groups, as well as state and local agencies; coordinates projects and City events; and compiles statistical data; responsible for the management of the Lodging Tax Funds annually.

## BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 294,289	\$ 257,525	\$ 263,824	\$ 321,700	\$ 292,700	\$ 740,400
Benefits	118,340	100,883	94,140	142,000	102,800	277,400
Supplies	27,057	26,107	11,164	15,000	20,780	30,000
Services	968,616	923,717	769,593	907,500	846,716	2,259,695
<b>Total expenditures</b>	<b>\$ 1,408,302</b>	<b>\$ 1,308,232</b>	<b>\$ 1,138,721</b>	<b>\$ 1,386,200</b>	<b>\$ 1,262,996</b>	<b>\$ 3,307,495</b>

**Budget note:** Services include city attorney, prosecutor and assigned counsel (2023-24 amount - \$1,470,715)

## 2022 HIGHLIGHTS

### Mayor/City Administrator

- Established a new Sister City partnership with Bodo, Norway.
- Instituted a "Weekly Update" to City Council and all staff to promote collaboration and communication.
- Selected a new City Administrator with the full support of City Council.
- Reestablished training and development as a priority for city staff.
- Instituted an employee retention program for 2022 and 2023.
- With support from Council, provided \$500,000 in ARPA funds to the FISH Food Bank.
- Established new Board and Commission onboarding procedures that comply with State Law and the Gig Harbor Municipal Code.
- Fostered relationships with community partners such as the FISH Food Bank, Chamber of Commerce, Downtown Waterfront Alliance, Gig Harbor Senior Center, Permission to Start Dreaming Foundation, Harbor Wildwatch, Gig Harbor BoatShop and many more.
- Upheld "first day promise" of encouraging and following through with internal promotions.
- Held three City Council retreats to foster consensus and relationship building of our Councilmembers.
- Worked hard to cultivate a welcoming and inclusive atmosphere at the Civic Center, including building relationships with our "off-site" employees at the Public Works Shop and Wastewater Treatment Plant.

### City Clerk

- Implemented several enhancements to the City's website, including:



- Searchable archive center
- SeeClickFix concern reporting program
- AudioEye ADA accessibility features
- NextRequest public records request platform
- Developed and adopted policies for many administrative functions, including:
  - Accepting proclamation requests
  - Recruiting and appointing advisory board members
  - Flag displays and lowering
  - Emergency remote meeting procedures
  - Surplus property disposal policy

## Tourism and Communications

- Revamped the Gig-a-Byte to include the “Mayor’s Top 5” where new and upcoming events, policies and meetings are communicated to the public.
- Created a Mayor’s podcast to further citizen interaction and engagement.
- Successfully created celebrations events for the Honoring Symbol at Austin Park, Eddon Boatyard House and North Creek Conservation Area Phases 1 and 3.

## 2023 - 24 GOALS

### Mayor/City Administrator

- Maintain state lobbying contract - **\$40,000 annually.**
- Maintain federal lobbying contract - **\$60,000 annually.**
- Provide funding for the Gig Harbor Downtown Waterfront Alliance and its continued activities to promote downtown businesses – funded through Lodging Tax.
- Promote and attract new businesses to downtown Gig Harbor through a variety of methods.
- Organizational assessment for potential Parks Department - **\$20,000 2023**
- Establish a new Sister City in Croatia.
- Contract with on-call grant writer in support of city priorities - **\$20,000 annually.**

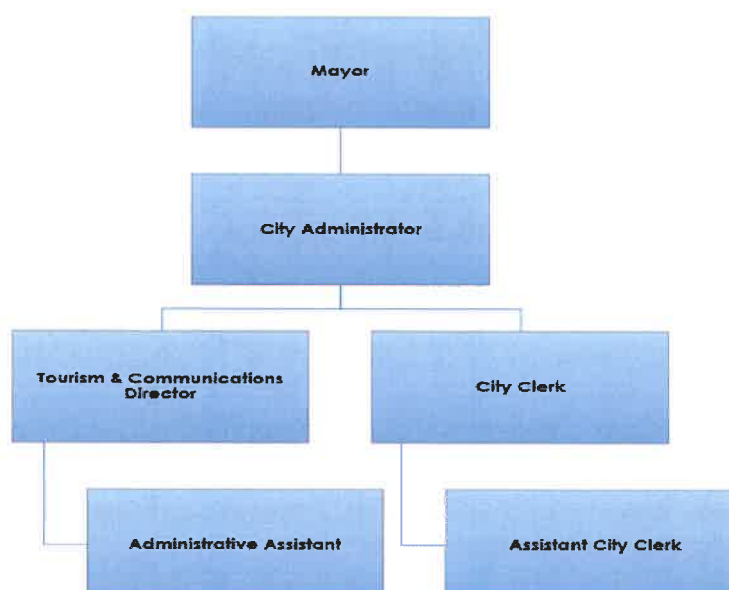
### City Clerk

- Continue to facilitate the appropriate and timely response to the increasing volume of public records requests in order to be more open, accountable, and responsive to citizens. Implement the public records policy.
- Continue to implement open data access on the City’s website. Open data can facilitate government transparency, accountability, and public participation.
- Work for continued compliance with document and electronic records retention and ways to facilitate record retrieval through the Records Management Committee.

## Tourism and Communications

- Continue measurement of success through increased growth of lodging tax year over year.
- Self-publish the 2023 and 2024 Visitors Guide, with a goal of increasing advertising year over year to cover costs, return to distribution on WS Ferries and at SeaTac International Airport, create a database of reciprocal agreements with other cities with the same visitor profile (Port Townsend; Bend, OR; Mercer Island, etc.), mail to a growing list of Gig Harbor addresses (city limits, adding in additional lists from 332 and 335) and, in the years to come, create a profit that underwrites further expenses from Summer Sounds and/or holiday events and offerings.
- Build holiday draw within city limits for the region; define Gig Harbor as a perfect seaside village for the holiday with events and programming throughout the month of December.
- Create interactive art campaign in partnership with local muralists in order to increase photo opportunities for visitors and residents to post, creating a soft influencer approach on reasons to visit Gig Harbor.
- With the assistance of a City committee, engage a branding firm to renew the image of City signage and external materials, creating a brand guideline, updated logo, colors and fonts to maintain consistency throughout all City of Gig Harbor / Visit Gig Harbor publications and signage.
- Fund a variety of events in interest areas and portions of the year as defined by the 2023 (and 2024) LTAC recommendations after review of event and operations applications.
- Create a City-wide Communications Strategy and Plan - **\$50,000 2023**.
- Fourth of July event - **\$100,000 annually**.

DRAFT



## HUMAN RESOURCES

### WHAT WE DO

Human Resources is committed to making the City of Gig Harbor an employer of choice by creating and maintaining an inclusive work environment where all employees are engaged, learning and growing, which will attract and retain the most talented diverse workgroups to serve the residents of Gig Harbor. As a strategic partner, Human Resources will support the changing needs of the City and model exceptional public service, stewardship, integrity, innovation and a commitment to employees and residents. Responsibilities include: ensuring compliance with all federal, state and local laws and regulations, equal employment opportunity compliance, policy development, plan and implement management objectives to achieve business goals, strategic planning, negotiate and administer collective bargaining agreements, provides consultation to resolve formal and informal complaints and/or disciplinary matters, job classification and compensation, recruitment and selection, pre-employment testing and background checks, wage/ salary/benefit administration, onboarding, health and safety, OSHA, management training and development, labor relations, employee relations, performance management, retention and separation, verification of employment, FMLA, PFML, ADA, workers compensation, unemployment and all associated mandated reporting and documentation. Human Resources also manages the following required programs: DOT drug and alcohol testing, Commute Trip Reduction, Employee Wellness, RMSA-U online training, audiology testing, and HR records management. The Human Resources Director is the Civil Service Secretary/Chief Examiner for the Civil Service Commission.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ -	\$ 73,559	\$ 81,804	\$ 100,200	\$ 87,072	\$ 277,500
Benefits	-	26,449	22,423	45,900	33,100	116,900
Supplies	-	18,522	8,629	14,500	18,899	44,000
Services	40	42,009	19,274	44,500	26,781	202,408
Total expenditures	\$ 40	\$ 160,539	\$ 132,130	\$ 205,100	\$ 165,852	\$ 640,808

### 2022 HIGHLIGHTS

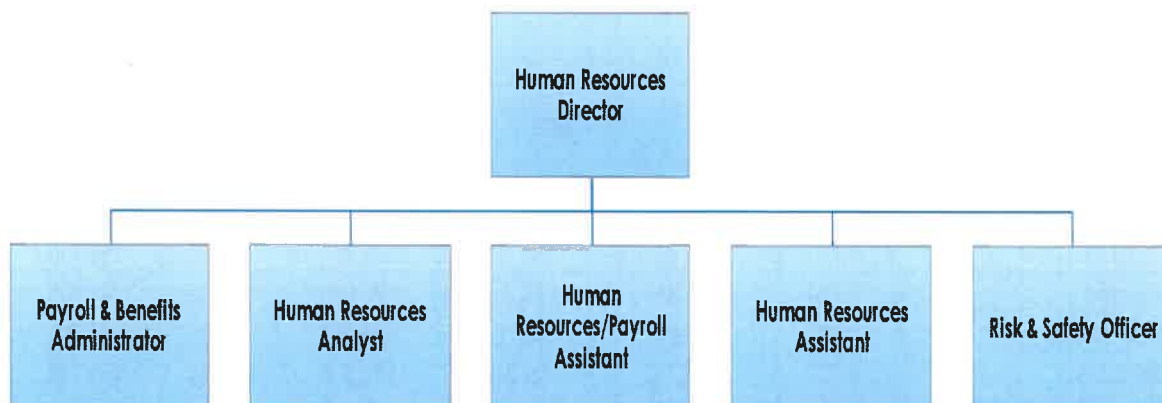
- Successfully negotiated the 2022 Teamsters 117 Police Collective Bargaining Agreement.
- Identified top internal and external talent for approximately 40 vacancies (in comparison to 27 in 2021).
- Enhanced and improved the onboarding experience for new hires by reducing the time-to-hire by an estimate of 25%.

- Effectively evaluated HR systems and processes to ensure compliance with local, state, and federal regulations to include: employee file audits, record destruction consistent with retention standards, policy and procedure updates to ensure alignment with Personnel Regulations and Collective Bargaining Agreements, payroll processing improvements with Vendors, etc.
- Prioritized staff wellness and appreciation events (8 were new this year) with stronger participation in 2022 than has been in several recent years.
- Re-established consistent standards and timing with performance evaluation program.

## 2023 - 24 GOALS

- Conduct an employee satisfaction survey - \$5,000 annually.
- Staff experience – special events, engagement opportunities.
- Salary and benefit study to assesses and determine any needed adjustments - \$100,000 2023.
- Safety and risk – develop City-wide safety and risk plan
- Rewards and recognition – staff anniversaries, birthdays, project accomplishments, certifications/licenses, etc.
- Staff training and development – performance evaluations, supervisory training, leadership academy.
- Productivity and efficiency – staff onboarding, automated timekeeping and leave management \$30,000 2023.

**DRAFT**



## INFORMATION AND TECHNOLOGY SERVICES

### WHAT WE DO

The Information Technology Services department provides internal technology services to all city departments to meet the needs and services being provided to the City of Gig Harbor community members. The Information Technology Services govern the policies, processes, practices, and tools to align the most appropriate technology infrastructure. The Information Technology Services manage, acquire, develop, test, and deploy applications, data, hardware, services, and software resources. The Information Technology Services are responsible for procuring all technology-related hardware, software, services, telephony, licenses, and coordinating city-wide system conversions compatible with our industry and compliance standards. The Information Technology Services perform the surplus of expired and obsolete asset-related equipment through strict accounting and environmental principles.

The Information Technology Services department handles all aspects of managing and supporting the city's network and technology infrastructure services. The scope of these responsibilities encompasses:

- Budget and Planning
- Information Technology Procurement
- Cloud based technologies
- Development
- Ongoing technical support
- Programming
- Telephony
- WAN/LAN/WLAN infrastructure
- Web Implementation

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 38,710	\$ 36,495	\$ 58,728	\$ 73,700	\$ 42,340	\$ 156,700
Benefits	13,794	12,369	12,262	30,900	15,400	47,700
Supplies	2,930	20,858	14,721	105,000	38,760	80,000
Services	5,227	18,335	59,217	131,500	33,644	459,145
<b>Total expenditures</b>	<b>\$ 60,661</b>	<b>\$ 88,057</b>	<b>\$ 144,928</b>	<b>\$ 341,100</b>	<b>\$ 130,144</b>	<b>\$ 743,545</b>

### 2022 HIGHLIGHTS

- Building facilities
  - Revamped data center to improve air conditioning, environmental controls, lighting, and new IT equipment cabinets.

- Migrated the City's HVAC building controls to the new server infrastructure.
- Software
  - Windows 10 was deployed to over 100 user devices with the office 365 suite integrated and became the standard operating system for all users.
- Communications
  - Completed the restructuring of the network topology at the Wastewater Treatment Plant, Public Works Operations Shop and Civic Center.
  - Upgraded ShoreTel phone system software.
  - Completed implementation of new wireless at the wastewater treatment plant, public works operations shop and civic center.

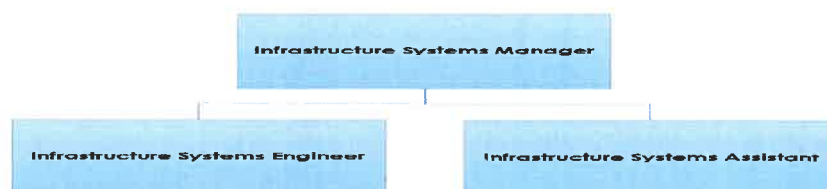
## 2023-2024 GOALS

- Fund Management
  - Establish ITS internal service fund.
- Data Management
  - Migration of data from box.com to Microsoft 365 to align the city's data with the productivity products used by city staff.
- Cyber Security
  - Cyber Security Penetration Testing and Remediation.
  - Implement Multi-factor Authentication (MFA) in Microsoft 365.
- Building facilities
  - Provision network and communications for the new Public Works Operations Center.
  - Upgrade fiber optic cables that feed the Police and Public Works engineering/community development buildings at the civic center campus.
  - Collaborate with Public Works to implement new door control security access system citywide.

## LONG-RANGE PLANS

- Collaborate with departments in the development of a long-range technology roadmap to leverage new and progressive technologies and streamline processes throughout the city.
- Continue performing security monitoring to mitigate the business impact of operational information security vulnerabilities and incidents.

**DRAFT**



## FINANCE

### WHAT WE DO

The Finance Department is responsible for managing the city's financial resources and providing support for city operations. The Finance Department provides the following services for city government:

- **Treasury**
  - Receive and deposit monies into the city's bank accounts.
  - Maintain the city's banking relationships.
  - Manage investments.
  - Provide financing arrangements for capital projects.
  - Administer the city's debt program.
  - Monitor city compliance with federal tax code and bond covenants.
- **Budget preparation and administration.**
  - Prepare and manage the budget throughout the budget cycle.
  - Monitor city revenue sources and provide periodic forecasts.
- **Accounting services.**
  - Prepare the city's annual financial reports.
  - Manage the city's financial accounting system.
  - Provide departmental accounting support.
  - Process accounts payable and audit expense vouchers.
  - Monitor grant expenditures and prepare grant reimbursement requests.
  - Maintain the city's internal control systems.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 229,660	\$ 214,832	\$ 222,326	\$ 271,800	\$ 250,200	\$ 500,400
Benefits	98,577	89,569	85,842	120,500	93,200	200,100
Supplies	4,168	17,877	12,625	10,000	18,416	29,190
Services	49,859	53,509	46,064	47,000	51,977	117,982
<b>Total expenditures</b>	<b>\$ 382,264</b>	<b>\$ 375,787</b>	<b>\$ 366,857</b>	<b>\$ 449,300</b>	<b>\$ 413,793</b>	<b>\$ 847,672</b>



## 2022 HIGHLIGHTS

- Transitioned the city from annual budget to biennial budget.
- Developed a new format for biennial budget.
- Managed implementation of Municipal Payments module. This is an additional module provided by Springbrook, which is the city's financial system.
- Managed 2021 fiscal, compliance and federal single audit.
- Implemented a succession plan for retiring Finance Director.
- Provided information for and worked with Peninsula Financial Consulting concerning the water, sewer and storm rate study.

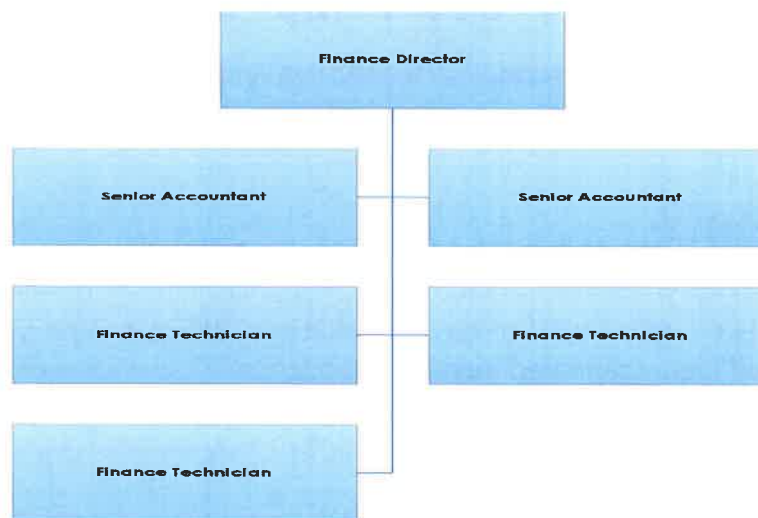
## 2023 - 24 GOALS

- **Internal services fund - Information and Technology Services.** Develop and implement an internal services fund for Information and Technology services. This fund will account for all shared technology services centrally. The costs will then be charged back to the departments as an annual fee.
- **Credit Card Fee Analysis.** Review fees from processing companies. Review fee charges that the city may charge for credit card usage.
- **Indirect Cost Allocation.** Review and refine the city's indirect cost allocation plan to equitably distribute costs among benefitted departments Continue Emergency Management Program.
- **General Controls – Federal Grants.** Ensure systems are documented and working as designed.

## LONG-RANGE PLANS

- Maintain the city's Aa2, and AA investment grade bond ratings from Moody's and Standard and Poor's.
- Maintain strong and effective internal controls over financial and grant processes.

DRAFT





## POLICE WHAT WE DO

**Vision BPS:** To provide the **best public possible** public safety and **service** to our community.

- Partner with citizens and businesses to maintain a safe and resilient community.
- Conduct routine patrols to serve as crime deterrent and traffic safety enforcement element.
- Respond to all calls for service related to public safety, crime, and community assistance.
- Investigate all crimes reported and hold those responsible accountable.
- Operate Marine Services Unit to preserve and promote boating safety and education upon city waters.
- Plan for and respond to emergency situations to preserve public peace and safety.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 2,163,787	\$ 2,318,737	\$ 2,461,744	\$ 2,766,577	\$ 2,612,164	\$ 6,693,154
Benefits	866,385	873,880	857,902	951,150	889,272	2,339,600
Supplies	128,913	163,585	112,028	156,900	143,508	513,802
Services	564,848	552,771	556,141	643,816	680,686	1,464,214
Capital Outlay	98,460	161,291	48,493	119,400	207,122	490,500
<b>Total expenditures</b>	<b>\$ 3,822,393</b>	<b>\$ 4,070,264</b>	<b>\$ 4,036,308</b>	<b>\$ 4,637,843</b>	<b>\$ 4,532,752</b>	<b>\$ 11,501,270</b>

**Budget note:** Capital outlay includes 5 hybrid suvs and 1 sedan (4 - new officers; 2 - replacement vehicles)

### 2022 HIGHLIGHTS

- Improved organizational structure by creating detective sergeant position.
- Replaced one marked patrol car, two additional vehicles in production.
- Maintained state mandated training compliance.
- Improved case clearance rate.
- No sustained citizen complaints.

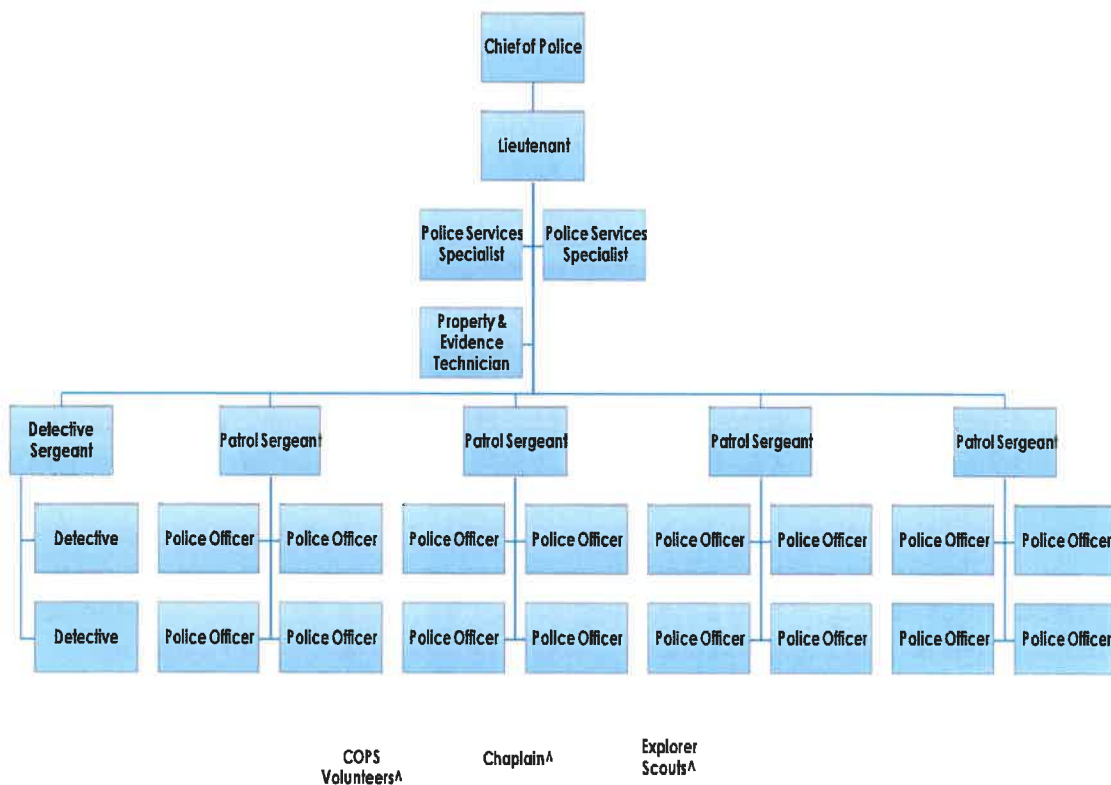
## 2023 - 24 GOALS

- Increase staffing levels to meet increasing demand.
- Increase training for officers.
- Attain Washington State Accreditation.
- Replace two additional patrol vehicles – consider eco-friendly options.

## LONG-RANGE PLANS

- Continue to evaluate operational efficiencies, seek alternative funding sources, and lead the way in new technologies.
- Develop enhanced recruiting and retention practices with consideration of succession planning.

DRAFT



<sup>^</sup> Volunteer Position

## COMMUNITY DEVELOPMENT

### WHAT WE DO

#### Building & Fire Safety Division

1. **Policy guidance.** Advise city officials on policy matters related to building construction, fire and life safety, emergency management and code enforcement.
2. **Construction permitting/code compliance.** Advance safety and durability in the city's built environment through review, permitting, inspection, approval, and enforcement of all work regulated under GHMC Title 15.
3. **Community activities.** Promote community health and safety by providing information and education on matters related to building construction, fire and life safety.
4. **Fire prevention.** Reduce hostile fires through fire code enforcement, fire/explosion investigation, and inspection of commercial occupancies.
5. **Intra/inter-jurisdictional cooperation.** Promote coordination between departments by participating in pre-application conferences and reviewing land use, annexation, and civil construction proposals.
6. **City Facilities.** Conduct annual fire code inspections of all city facilities.
7. **Historic structure codes.** Promote preservation of the city's heritage and sustainable development through the adoption and application of codes addressing the unique aspects of historic structures.

#### Planning Division

1. **Policy guidance.** Provide professional policy guidance to the Mayor, City Council, Planning and Building Committee, Planning Commission, Design Review Board and other city departments on all matters related to land use and long range comprehensive planning within the city and its unincorporated urban growth area (UGA).
2. **Community planning.** Provide direction for community planning efforts, including the downtown and shoreline planning efforts, economic and community development, future capital facility needs and facilitation of community participation in city planning efforts.
3. **Land-use permitting.** Administer the City of Gig Harbor's land use permit process. Including all private-party applications and public capital improvements.
4. **Code compliance.** Provide enforcement of the city's land-use development, environmental and nuisance codes in a fair, equitable and timely manner.
5. **Inter-governmental relations.** Act as liaison between city, county, regional, state, tribal and federal governmental organizations and agencies, representing the interests of the City of Gig Harbor and its citizens. This includes continued involvement in inter-jurisdictional coordination under the Growth Management Act through participation and attendance at the Growth Management Coordinating Committee meetings, appropriate Puget Sound Regional Council committee

- meetings, and participation in the West Central Local Integrating Organization's salmon restoration planning efforts for WRIA 15.
6. **Historic preservation.** Continue to implement the Certified Local Government (CLG) program under the Washington State Department of Archaeology and Preservation (DAHP) to identify, evaluate, designate, and protect designated historic resources within the boundaries of the City of Gig Harbor for future generations including the implementation of special valuations, a property tax incentive, as provided in Chapter 84.26 RCW.
  7. **Capital facility planning.** Work with the Public Works and Finance Departments to identify capital facility needs and funding mechanisms. As necessary, prepare amendments to the Capital Facilities Element for adoption with biennial budget.

## BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 1,301,695	\$ 1,254,875	\$ 1,257,365	\$ 1,564,100	\$ 1,485,490	\$ 3,238,800
Benefits	506,488	438,028	429,271	707,000	611,882	1,309,100
Supplies	20,882	57,394	46,632	51,000	27,014	64,000
Services	154,845	164,353	398,899	457,146	452,702	985,238
Capital Outlay	-	-	-	35,000	-	35,000
<b>Total expenditures</b>	<b>\$ 1,983,910</b>	<b>\$ 1,914,650</b>	<b>\$ 2,132,167</b>	<b>\$ 2,814,246</b>	<b>\$ 2,577,088</b>	<b>\$ 5,632,138</b>

**Budget Notes:** Capital outlay includes one vehicle purchase (ordered in 2022, delivery not expected until 2023)

## Mayor & Department Supported Objectives

1. **Climate Action Plan: 76,410.46**  
Initiated as part of the 2022 Comprehensive Plan Amendment to include policies and goals around Climate Change. Early Implementation Climate Planning Grant awarded by the Department of Commerce in the amount of \$76,410.46. Work will begin in 2022 and carry-over into 2023. Work is to be completed in June 2023. Funds to be used to offset some staff time and the cost of contracting with a consultant to develop the plan.
2. **Middle Housing, Racial Equity Analysis & and Housing Needs Assessment: \$30,000**  
Middle Housing Program Grant awarded by the Department of Commerce in the amount of \$30,000. This funding will support the required components of our Housing Element Update. SSHA3P has also been awarded grant funding that will

benefit the City of Gig Harbor and other jurisdictions through the hiring of a consultant to conduct outreach and analysis related to the Middle Housing effort. Funds to be used to offset staff time spent on managing the update to the City's Comprehensive Plan Housing Element.

**3. 2024 Comprehensive Plan Periodic Update: \$350,000**

Initiated as part of the 2022 Work Program.

2024 Growth Management Act Periodic Update Grants awarded by the Department of Commerce in the amount of \$125,000. The award is split with \$62,500 available from July 1, 2022 through June 30, 2023. Funds to be used to offset the cost of some staff time and contracting with a consultant to assist in updating the City's Comprehensive Plan.

**4. Urban Forestry Management Plan: \$73,748**

Initiated as part of the 2022 Work Program, this project will continue into 2023.

2022 Community Forestry Assistance Grant awarded by the Department of Natural Resources in the amount of \$39,500. This is a matching grant whereby the City is contributing staff labor and budget allocation. Funds to be used to offset some staff time and the cost of contracting with a consultant to assist in developing the City's Urban Forestry Management Plan.

\$25,000 allocated to Planning Objective #11 in the 2022 budget will be used to offset the City's matching contribution.

## **2022 HIGHLIGHTS**

- Full-time code compliance officer.
- SmartGov integration of City/FD5 reoccurring fire inspections.
- Update city fireworks ordinance to reflect Council objectives.
- Completed update to shoreline master program.
- Kicked-off 2024 Comprehensive Plan Periodic Update.
- Completed urban growth Area assessment and guidelines.
- Awarded grants: climate change, urban forestry management, middle housing, 2024 Comprehensive Plan.
- Kicked-off housing needs assessment.
- Amended comprehensive plan: climate change, PROS element, stormwater comprehensive plan.
- Contracted with the city's first city arborist.
- Kicked-off urban forestry management plan.

## **2023 - 24 GOALS**

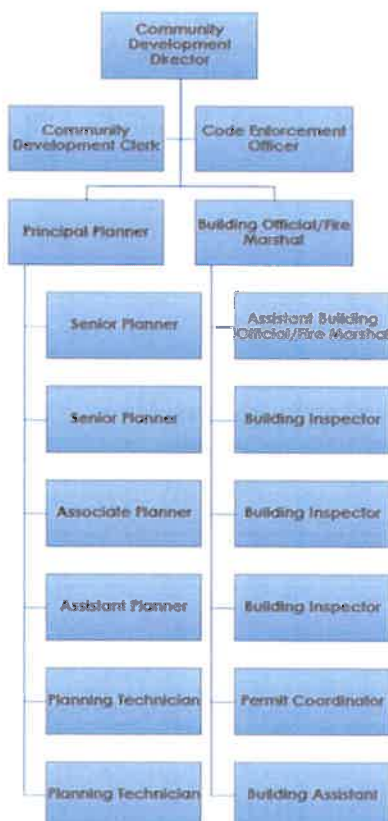
- Increase staff access to training and education.
- Begin electrifying the Department's fleet.
- Establish process and procedure for code compliance program.

- Update GHMC to support new code compliance program.
- Fully develop the SmartGov Portal and Dashboard for permit management and data reporting.
- Establish a Planning Intern Program.
- Continue 2024 Comprehensive Plan Periodic Update – includes Design Manual review and update, critical areas review and update.
- Adopt a Climate Action Plan.
- Conduct a Housing Needs Assessment & Middle Housing Analysis.
- Form a Historic Preservation Commission/Board.
- Complete Urban Forestry Management Plan.
- Records management planning.
- Update the GHMC Zoning and Environment titles as necessary.

## LONG-RANGE PLANS

- Form an Urban Forestry/Tree Board/Commission.
- Digitize all archival records.

DRAFT



## **PUBLIC WORKS**

### **WHAT WE DO**

The Public Works Department is responsible for a wide variety of infrastructure services to the public. Primarily, this involves streets, storm drains, potable water, wastewater, parks and recreation, building maintenance, and lighthouse maintenance. These services are generally provided by four divisions – Administration, Operations, Engineering and Wastewater. Below is a more detailed description of each section's function under the Public Works umbrella.

#### **Administration**

The administration function of the Public Works Department has many roles including budget development, management of the City's right of way and properties, consistency in capital planning, Geographic Information Systems (GIS) for the entire city, and a central clearing house for interaction with the City Administration, City Council, and the public.

#### **Operations**

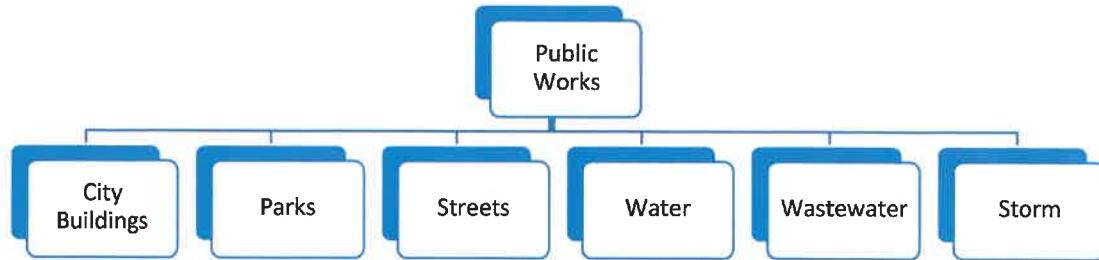
City of Gig Harbor Operations Division is responsible for the maintenance and operation of the city's infrastructure including streets, storm drains, parks, water utility, building maintenance, and city-owned equipment.

#### **Engineering**

Engineering is considered a General Fund division of Public Works that is also supported by other Public Works funds. Engineering is primarily responsible for carrying out city infrastructure improvements and review of public, city capital, and private developer funded development projects. This includes various permit reviews of all development that affects public infrastructure. Engineering also implements city-wide studies in order to identify and implement improvements to infrastructure as well as performing long-range infrastructure planning duties.

#### **Wastewater**

The Wastewater Division is an enterprise fund that is primarily responsible for collecting and treating wastewater. This wastewater, which is generated from residences, businesses, and other users, is collected and safely conveyed to the city's central wastewater treatment facility for treatment then treated and discharged in a safe, efficient, and environmentally sound manner in accordance with state and federal permit requirements.



## 2022 HIGHLIGHTS

- Initiated the construction of the city's new Public Works Operations Center.
- Sewer pipe inspections utilizing sonar technology and GIS that streamlined inspections from a months long process to days.
- Updated City's Stormwater Rate structure based on city-wide, accurate Light Detection and Ranging data (LiDAR) and utilizing spatial analysis capabilities of GIS.
- Conducted multiple staff GIS trainings across departments.
- Numerous updates of Cartograph to include known City assets, and creation of custom assets to better facilitate Public Works Operations workflow.
- Initiated high-accuracy data collection for city's assets to improve data quality.

## 2023 - 24 GOALS

- Complete the construction of the city's new Public Works Operations Center.
- Develop and implement a web-based GIS viewer that will be available to the public.
- Develop and implement mobile GIS applications to be available to city staff and to the public.
- Complete high-accuracy city asset updating.
- Update the city's 2018 Public Works Standards.
- Install new dust collection system at Public Works wood shop to improve safety and working conditions.
- Replacement Light Duty Truck (hybrid or all electric)
- New Maintenance Van (all electric)
- Replacement Aerial Lift Truck (standard fuel)
- Replacement Side Mower with Tractor
- Replacement 5-Yard Dump Truck
- Replacement Lawn Mower
- New Multi-terrain Mower

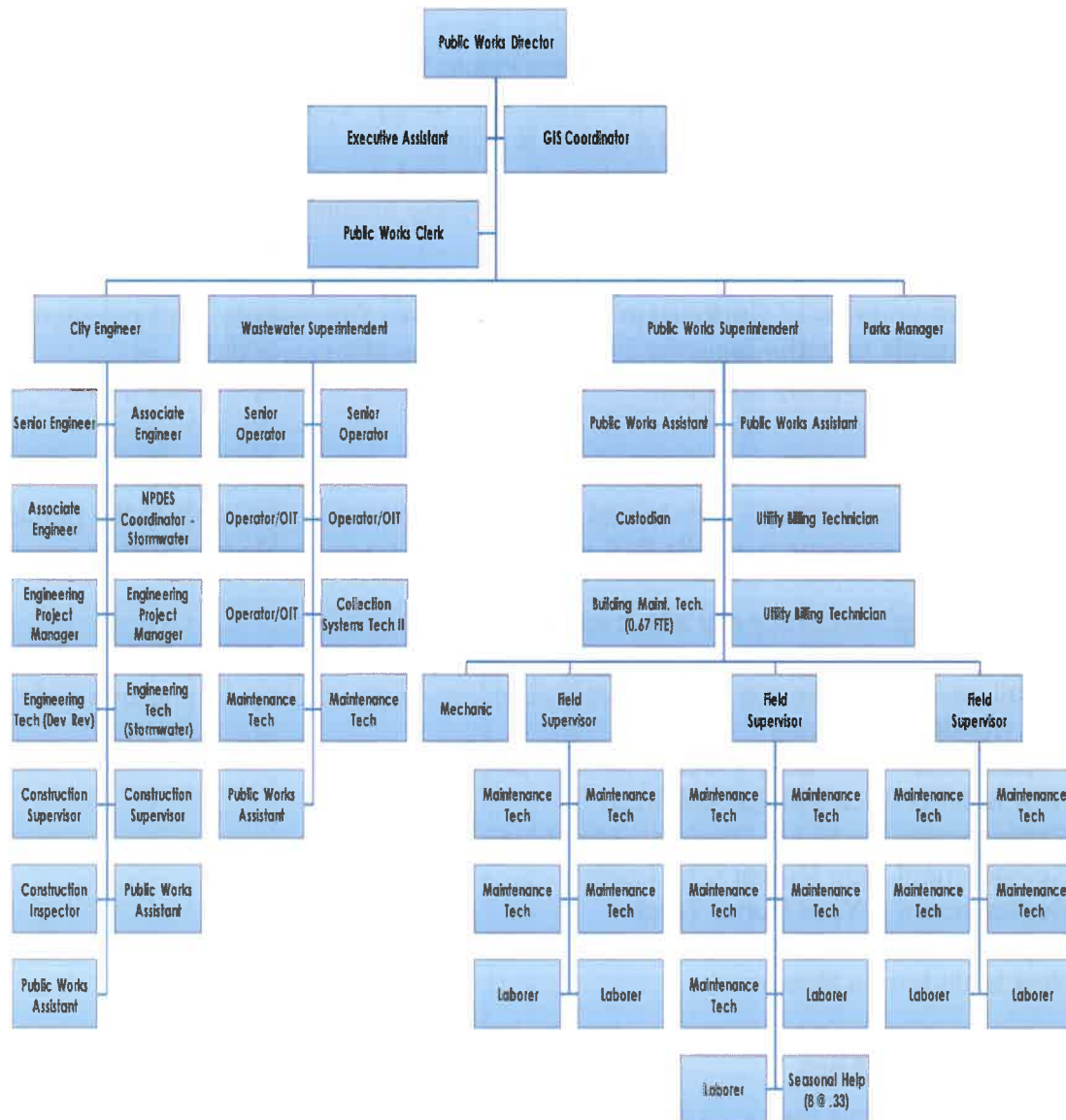
## LONG-RANGE PLANS

- Maintain the established partnerships and develop additional partnerships with other local and federal agencies.
- Use GIS to gather and update Public Works data such as infrastructure and utilities, engineering designs, asset management, work order tracking, and citizen reporting.



- Implement GIS Standards including standard operating procedures for obtaining, managing, and updating GIS data.
- Review plans for and perform construction inspection of the public portion of private development projects to ensure they meet the city's standards.

DRAFT



## PARKS OPERATING

### What We Do

The Parks Operating Division is responsible for operating and maintaining a variety of quality outdoor recreational opportunities and facilities for the citizens of Gig Harbor and visitors. Staff provides services for acquisition, development, planning, maintenance, and enhancement of. This function addresses maintenance and support for:

- More than 136 acres of park land and 17.6 miles of trails.
- Street trees, street planters, and landscape improvements.
- Hanging flower baskets and banners.
- The City's special event permit process and events such as Maritime Gig Festival, weekly concerts and outdoor movies at Skansie Brothers Park, and the annual tree lighting ceremony.
- Planning and preparing for City's Park, Recreation, and Open Space system.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 470,033	\$ 512,446	\$ 492,757	\$ 693,300	\$ 680,900	\$ 1,456,500
Benefits	205,398	251,926	253,534	392,260	324,500	700,580
Supplies	107,539	124,042	132,939	169,265	165,000	376,530
Services	248,547	230,673	318,998	493,069	360,739	1,312,782
Capital Outlay	106,464	53,117	41,909	88,800	70,800	339,500
<b>Total expenditures</b>	<b>\$ 1,137,981</b>	<b>\$ 1,172,204</b>	<b>\$ 1,240,137</b>	<b>\$ 1,836,694</b>	<b>\$ 1,601,939</b>	<b>\$ 4,185,892</b>

### Budget Notes:

### 2022 HIGHLIGHTS

- Adoption of the 2022-2028 PROS Plan
- Installed native trees and shrubs at various parks, streetscapes and other City grounds.
- Completed and submitted to RCO the 2022 Parks Recreation Open Space Plan Update.
- Purchased a new multi-terrain mowing tractor.
- Replaced the existing brush chipper with a new one that has the capacity to handle larger items and provide safety measures for employees.

### 2023 - 24 GOALS

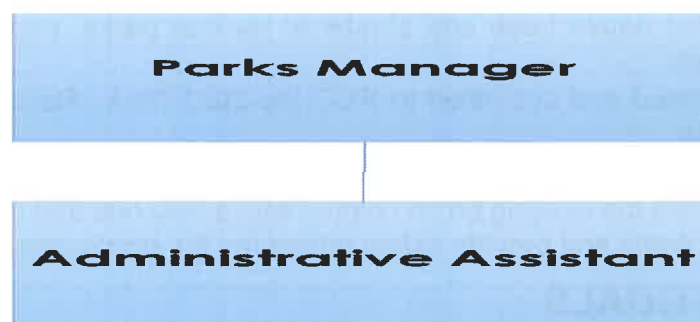
- Install native trees and shrubs at various parks, streetscapes and other city

- grounds.
- Per PROS Plan, identify priorities and processes to guide the city's land conservation interests
  - Establish park standards that address park safety, desired outcomes, and instruct maintenance expectations.
  - Develop open space management plan(s): identify public lands and conserved critical lands for coordinated management approaches.
  - Design, locate, and install sign and trail program for all parks and trails, including specifically speed signs along the Cushman Trail and coordinated with Peninsula Metropolitan Park District.
  - Evaluate and improve ADA access in a transition plan for parks with goals and evaluation criteria
  - Develop a formal recycling program in city parks through participation, education, and support from local businesses and interest groups.
  - Obtain park reservation software to allow for online reservations and payments.
  - Update the Eddon Boat Park aquatic lease.
  - Furnish the Eddon Boat Park Brickyard House
  - Develop and award a small public works contract to resurface and re-stripe the tennis/pickleball court (including replacing the court net) at Crescent Creek Park and the basketball court at Veterans' Park.
  - Install new security and camera system at existing Operations Shop facility.
  - Replace spinner toy at Civic Center Park.

## LONG-RANGE PLANS

- Support the maintenance of the existing art collection and encourage collaboration with the Arts Commission to achieve multiple forms of art in parks including creative placemaking activities.
- Disseminate city parks information through interactive GIS mapping.
- Create a donation list for desired and common park amenities.
- Provide exemplary public participation programs and customer-oriented park activation and services.

**DRAFT**



## CITY BUILDINGS

### WHAT WE DO

The City Buildings function is to maintain, preserve and enhance city buildings, including the City Civic Center and the Bogue Visitor's Center, in accordance with city codes and community standards to provide a safe, pleasant, attractive, and productive environment for city activities, the public and tenants. (Note: Grounds maintenance and improvements around city buildings are incorporated under the Parks Operating and Parks Development Funds.)

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023-24
						Dept.
Account Title	Actual	Actual	Actual	Budget	YE Estimate	Request
Salaries	\$ 142,348	\$ 135,432	\$ 123,563	\$ 134,900	\$ 138,400	\$ 289,500
Benefits	67,640	64,415	55,610	76,250	49,164	104,600
Supplies	32,973	32,701	21,088	33,950	31,291	77,900
Services	131,227	86,544	150,870	269,930	243,755	284,940
Intergov't Charges	-	-	-	195,000	195,000	205,000
Capital Outlay	4,107	79,801	-	-	12,902	2,375,000
<b>Total expenditures</b>	<b>\$ 378,295</b>	<b>\$ 398,893</b>	<b>\$ 351,131</b>	<b>\$ 710,030</b>	<b>\$ 670,512</b>	<b>\$ 3,336,940</b>

### 2022 HIGHLIGHTS

- Feasibility Study to identify Civic Center HVAC System replacement alternatives.
- Replacement of building access and control system for the Civic Center.
- Rehabilitation of Bogue Visitor's Center building.
- Civic Center electric vehicle charging station.

### 2023 - 24 GOALS

See 2023-24 Capital Budget Addendum for goals and objectives

### LONG-RANGE PLANS

- Establish a building maintenance division to focus on the expanding number of City Buildings and their associated maintenance needs.

### ORG CHART – See Public Works

3. SPECIAL REVENUE FUND TYPE .....	39
Street Operating - Fund 101 .....	41
Street Capital - Fund 102 .....	43
Senior Services - Fund 103 .....	45
Pedestrian Safety - Fund 104 .....	46
State Drug Investigation - Fund 105 .....	47
Federal Drug Investigation - Fund 106 .....	48
Hotel-Motel Tax - Fund 107 .....	49
Public Art Capital Projects - Fund 108 .....	53
Park Development - Fund 109 .....	54
Strategic Reserve - Fund 111 .....	56
Equipment Reserve - Fund 112 .....	57
Capital Development - Fund 301 .....	58
Capital Improvement - Fund 305 .....	59
Impact Fee Trust - Fund 309 .....	60
Hospital Benefit Zone Revenue - Fund 310 .....	62

---

**SPECIAL REVENUE FUND  
DESCRIPTION OF FUND TYPE**

Special revenue funds are used to account for revenues derived from specific taxes or other sources that are designated to finance particular activities of the city.

These funds include Street Operating, Street Capital, State Drug Investigation, Federal Drug Investigation, Hotel - Motel Tax, Public Art Capital Project, Park Development, Strategic Reserve, Equipment Replacement Reserve, General Government Capital Development, General Government Capital Improvement, Impact Fee Trust, and Hospital Benefit Zone Revenue.

## STREET OPERATING

### WHAT WE DO

The function of the Streets Operating Division is to provide a safe, functional, efficient and aesthetic transportation system for the movement of people, goods and services through efficient maintenance and construction of improvements to the city's streets, pedestrian corridors, and bicycle routes. The emphasis as a "pedestrian friendly" community is on preservation and enhancement of pedestrian access in the city's residential and commercial areas.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YTD	YE Estimate	Dept Request	Dept Request	Dept Request
<b>Resources</b>									
<b>Beginning Fund Balance</b>	\$ 612,932	\$1,197,321	\$1,227,808	\$ 628,181	\$ 660,271	\$ 660,271	\$ 766,066	\$ 603,241	\$ 766,066
Total Licenses & Permits	24,850	19,600	24,400	20,000	5,700	11,400	20,000	20,000	40,000
Total Intergovt Revenues	231,884	213,149	232,869	237,039	118,326	236,652	235,580	239,992	475,572
Total Charges For Services	106,500	113,168	54,632	60,000	38,239	76,478	60,000	60,000	120,000
Total Miscellaneous Revenues	7,877	14,465	5,113	2,500	1,901	3,802	4,000	4,000	8,000
Transfers In	2,000,000	1,500,000	1,000,000	4,700,000	1,000,000	4,400,000	2,400,000	2,300,000	4,700,000
Other	3,193	1,939	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>2,374,304</b>	<b>1,862,321</b>	<b>1,317,014</b>	<b>5,019,539</b>	<b>1,164,166</b>	<b>4,728,332</b>	<b>2,719,580</b>	<b>2,623,992</b>	<b>5,343,572</b>
<b>Total Resources</b>	<b>\$2,987,236</b>	<b>\$3,059,642</b>	<b>\$2,544,822</b>	<b>\$5,647,720</b>	<b>\$1,824,437</b>	<b>\$5,388,603</b>	<b>\$3,485,646</b>	<b>\$3,227,233</b>	<b>\$6,109,638</b>
<b>Expenditures</b>									
Salaries	\$ 862,016	\$ 842,045	\$ 894,854	\$1,002,100	\$ 380,861	\$ 989,612	\$1,044,300	\$1,095,900	\$2,140,200
Benefits	339,976	331,113	337,909	499,600	156,527	421,156	462,080	501,580	963,660
Supplies	202,721	286,414	241,228	434,100	155,366	281,180	522,257	496,507	1,018,764
Services	278,738	319,145	328,858	2,911,743	346,799	2,887,464	661,851	588,251	1,250,102
Capital expenditures	106,464	53,117	81,702	71,125	4,104	43,125	191,917	58,750	250,667
<b>Total expenditures</b>	<b>1,789,915</b>	<b>1,831,834</b>	<b>1,884,551</b>	<b>4,918,668</b>	<b>1,043,657</b>	<b>4,622,537</b>	<b>2,882,405</b>	<b>2,740,988</b>	<b>5,623,393</b>
<b>Ending Balance</b>	<b>1,197,321</b>	<b>1,227,808</b>	<b>660,271</b>	<b>729,052</b>	<b>780,780</b>	<b>766,066</b>	<b>603,241</b>	<b>486,245</b>	<b>486,245</b>
<b>Total Uses</b>	<b>\$2,987,236</b>	<b>\$3,059,642</b>	<b>\$2,544,822</b>	<b>\$5,647,720</b>	<b>\$1,824,437</b>	<b>\$5,388,603</b>	<b>\$3,485,646</b>	<b>\$3,227,233</b>	<b>\$6,109,638</b>

### 2022 HIGHLIGHTS

- Purchased a material/asphalt spreader
- Purchased one F350 pickup with snowplow and salt spreader package
- Purchased two sets of Rapid Rectangular Flashing Beacons (RRFBs)

### 2023 - 24 GOALS

- Utilize the services on an on-call professional traffic engineer to address various issues that are in need of a solution when City Staff are not available or do not have the resources where the City is reimbursed for any such expenditures.
- Staff will be supported by a consultant to complete a comprehensive update to the

City's 2018 Public Works Standards (including adding traffic calming measures, sidewalk design, utility updates, etc.) and provide a process to receive input from the public (including an Ad-Hoc Pedestrian/Cyclist Advisory Committee to consult on pedestrian/cyclist-related standards).

- Review existing on-street parking standards, develop new parking standards, codes, consider new locations for ADA parallel parking stalls in the right-of-way, create an implementation plan, and receive input from other City Departments and external stakeholders.
- Replace sections of sidewalk around the City to maintain safety and accessibility in accordance with the annual sidewalk replacement program.
- Staff to install upgrades to pedestrian crossings of the Cushman Trail at City streets.
- Develop and institute roadway shoulder maintenance program.
- Replant appropriate street trees along the frontage of Swift Water Elementary School.
- Staff to institute a comprehensive program to replace older traffic signal lights at intersections around the City LED devices.
- Install new security and camera system at existing Operations Shop facility.
- Staff and WSDOT to institute a comprehensive program to purchase and install a battery backup system for Point Fosdick Drive/Olympic Drive traffic signal.
- Complete North Harborview Drive sidewalk ADA improvements. (Finholm District)

## **LONG-RANGE PLANS**

- Develop and implement a sidewalk inspection program.
- Initiate a more comprehensive fleet maintenance program to perform routine maintenance activities and manage a maintenance management system for city-owned vehicles and equipment.
- Develop a policy within the Public Works Standards that will provide guidance to citizens regarding traffic calming strategies for city neighborhoods.
- Perform engineering and traffic investigations as necessary to reevaluate or establish speed limits in accordance with RCW 46.61.415 (WAC 468-95-045).
- Analyze and update City's roadway classification through WSDOT.
- Continue to require traffic impact mitigation to intersections and or streets, when a proposed development would degrade an intersection and streets below the City's adopted Level of Service for that intersection and street segment. 3029+

## **ORG CHART – See Public Works**



## STREET CAPITAL

### WHAT WE DO

This fund accumulates resources for major street capital projects and accounts for their purchase, construction and financing. Sources of revenue for the fund include general the City's Transportation Benefit District, transportation impact fees, grants, and private contributions.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YTD	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ 857,387	\$ 816,443	\$ 388,572	\$ 481,852	\$ 680,043	\$ 680,043	\$ 460,075	\$ 5,860,775	\$ 460,075
Total Intergovt Revenues	683,976	198,593	1,117,378	3,316,000	371,434	638,942	3,112,000	-	3,112,000
Total Miscellaneous Revenues	24,667	4,232	328	300	1,351	4,094	2,500	2,500	5,000
Transfers In/Other	458,333	794,500	3,793,900	6,059,000	918,000	2,208,242	10,566,000	-	10,566,000
<b>Total Revenues</b>	<b>1,166,976</b>	<b>997,325</b>	<b>4,911,606</b>	<b>9,375,300</b>	<b>1,290,785</b>	<b>2,851,278</b>	<b>13,680,500</b>	<b>2,500</b>	<b>13,683,000</b>
<b>Total Resources</b>	<b>\$ 2,024,363</b>	<b>\$ 1,813,768</b>	<b>\$ 5,300,178</b>	<b>\$ 9,857,152</b>	<b>\$ 1,970,828</b>	<b>\$ 3,531,321</b>	<b>\$ 14,140,575</b>	<b>\$ 5,863,275</b>	<b>\$ 14,143,075</b>
<b>Expenditures</b>									
Salaries	209,596	224,717	228,807	246,200	114,386	235,408	237,800	249,500	487,300
Benefits	86,402	94,431	93,563	109,600	44,278	93,100	94,000	102,500	196,500
Services	2,204	(1,871)	-	-	-	-	-	-	-
Capital expenditures	909,718	892,919	4,299,765	9,173,000	1,495,140	2,742,738	7,948,000	5,480,000	13,428,000
<b>Total expenditures</b>	<b>1,207,920</b>	<b>1,210,196</b>	<b>4,622,135</b>	<b>9,528,800</b>	<b>1,653,804</b>	<b>3,071,246</b>	<b>8,279,800</b>	<b>5,832,000</b>	<b>14,111,800</b>
<b>Ending fund balance</b>	<b>816,443</b>	<b>603,572</b>	<b>678,043</b>	<b>328,352</b>	<b>317,024</b>	<b>460,075</b>	<b>5,860,775</b>	<b>31,275</b>	<b>31,275</b>
<b>Total Uses</b>	<b>\$ 2,024,363</b>	<b>\$ 1,813,768</b>	<b>\$ 5,300,178</b>	<b>\$ 9,857,152</b>	<b>\$ 1,970,828</b>	<b>\$ 3,531,321</b>	<b>\$ 14,140,575</b>	<b>\$ 5,863,275</b>	<b>\$ 14,143,075</b>

### 2022 HIGHLIGHTS

- Completion of the Rosedale St/Stinson Ave Improvements.
- Completion of the Harborview Dr/Stinson Ave Improvements.
- Completing the design and permitting of the Burnham Dr Phase 1A improvements.
- Installation of the mid-block rapid-rectangular flashing beacon system and crosswalk along 50<sup>th</sup> Street adjacent to Veteran's Park.
- Initiating the design and permitting of the Prentice Ave/Fennimore St improvements.

- Initiating the design and permitting of the 38<sup>th</sup> Ave Phase 2 Improvements.

## **2023-24 GOALS**

**See 2023-24 Capital Budget Addendum for goals and objectives**

## **LONG-RANGE PLANS**

- Continue to prioritize and construct necessary capital and operational improvements as outlined in the Transportation Element of the City's Comprehensive Plan.
- Continue to maintain and update the City's intersection level of service and roadway capacities and construct those capital projects that will help alleviate intersection and/or intersection leg improvements.
- Work with Peninsula Light Company to identify and install at optimal locations more Level 2 vehicle charging stations throughout the City.
- Review and update the Transportation Element capital project list then consider, as appropriate, any updated project list to coincide with the transportation improvement program (TIP) project list and the transportation impact fee (TIF) project list. This work will be completed in conjunction with the City's 2024 Comprehensive Plan update.
- Review and update the Active Transportation Plan. The update will include consideration of a city-wide plan for rapid-flashing beacons at crosswalks. This work will be completed in conjunction with the City's 2024 Comprehensive Plan update.

## **ORG CHART – See Public Works**

## SENIOR SERVICES FUND

### WHAT WE DO

This fund was established to provide funding for senior facilities and activities.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ 100,000	\$ 100,599	\$ 100,599	\$ 201,053	\$ 201,553	\$ 201,053
Total Miscellaneous Revenues	-	599	98	-	454	500	500	1,000
Total Transfers In	-	100,000	-	100,000	100,000	-	-	-
<b>Total Revenues</b>	-	100,599	98	100,000	100,454	500	500	1,000
<b>Total Resources</b>	-	100,599	100,098	200,599	201,053	201,553	202,053	202,053
<b>Expenditures</b>								
<b>Total expenditures</b>	-	-	-	-	-	-	-	-
<b>Ending fund balance</b>	-	100,599	100,098	200,599	201,053	201,553	202,053	202,053
<b>Total Uses</b>	\$ -	\$ 100,599	\$ 100,098	\$ 200,599	\$ 201,053	\$ 201,553	\$ 202,053	\$ 202,053

## PEDESTRIAN SAFETY FUND

### WHAT WE DO

This fund was established to provide funding for construction of pedestrian safety facilities such as crosswalks, flashing crosswalks, sidewalks, and other pedestrian facilities.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ 215,027	\$ 215,027	\$ 215,237	\$ 216,207	\$ 217,207	\$ 216,207
Total Miscellaneous Revenues	-	27	210	-	970	1,000	1,000	2,000
Total Transfers In	-	215,000	-	-	-	-	-	-
<b>Total Revenues</b>	-	215,027	210	-	970	1,000	1,000	2,000
<b>Total Resources</b>	-	215,027	215,237	215,027	216,207	217,207	218,207	218,207
<b>Expenditures</b>								
Transfers Out	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	-	-	-	-	-	-	-	-
<b>Ending fund balance</b>	-	215,027	215,237	215,027	216,207	217,207	218,207	218,207
<b>Total Uses</b>	\$ -	\$ 215,027	\$ 215,237	\$ 215,027	\$ 216,207	\$ 217,207	\$ 218,207	\$ 218,207

### 2022 HIGHLIGHTS

- Designed and installed an ADA compliant pedestrian crossing meeting the City's Public Works Standards in the 11300 block of Pacific Avenue, just north of Borgen Boulevard.

### 2023 - 24 GOALS

- Design and permit half-street improvements along the west side of Peacock Hill Ave from just north of Ringold St to just north of 107<sup>th</sup> St Ct.
- Install various crosswalks with RRFBS as necessary and/or install sidewalks at the direction of the Mayor or Council that are identified in the City's current Transportation Improvement Program, Transportation Element, or Active Transportation Plan.

### LONG-RANGE PLANS

- Make progress on fulfilling the goals of the City's Active Transportation Plan ("Gig on the Go").

## STATE DRUG INVESTIGATION FUND

### WHAT WE DO

Proceeds from the sale of property seized during drug investigations and forfeited pursuant to state law are accumulated in this fund. These monies are used to pay for overtime, equipment and supplies related to drug investigations and related activities.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 8,638	\$ 7,743	\$ 17,071	\$ 18,279	\$ 17,088	\$ 17,168	\$ 17,248	\$ 17,168
Total Fines & Forfeits	79	9,277	-	-	-	-	-	-
Total Miscellaneous Revenues	177	1,259	17	-	80	80	80	160
<b>Total Revenues</b>	256	10,536	17	-	80	80	80	160
<b>Total Resources</b>	8,894	18,279	17,088	18,279	17,168	17,248	17,328	17,328
<b>Expenditures</b>								
Supplies	1,151	-	-	-	-	-	-	-
<b>Total expenditures</b>	1,151	-	-	-	-	-	-	-
<b>Ending fund balance</b>	7,743	18,279	17,088	18,279	17,168	17,248	17,328	17,328
<b>Total Uses</b>	\$ 8,894	\$ 18,279	\$ 17,088	\$ 18,279	\$ 17,168	\$ 17,248	\$ 17,328	\$ 17,328

## FEDERAL DRUG INVESTIGATION FUND

### WHAT WE DO

Proceeds from the sale of property seized during drug investigations and forfeited pursuant to federal law are accumulated in this fund. These monies are used to pay for overtime, equipment and supplies related to drug investigations and related activities.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 16,234	\$ 14,819	\$ 13,158	\$ 11,414	\$ 11,413	\$ 5,973	\$ 4,123	\$ 5,973
Total Miscellaneous Revenues	343	97	13	100	48	50	50	100
<b>Total Revenues</b>	343	97	13	100	48	50	50	100
<b>Total Resources</b>	16,577	14,916	13,171	11,514	11,461	6,023	4,173	6,073
<b>Expenditures</b>								
Services	-	1,758	1,758	1,758	5,488	1,900	1,900	3,800
<b>Total expenditures</b>	-	1,758	1,758	1,758	5,488	1,900	1,900	3,800
<b>Ending fund balance</b>	16,577	13,158	11,413	9,756	5,973	4,123	2,273	2,273
<b>Total Uses</b>	\$ 16,577	\$ 14,916	\$ 13,171	\$ 11,514	\$ 11,461	\$ 6,023	\$ 4,173	\$ 6,073

## **HOTEL-MOTEL TAX FUND**

### **WHAT WE DO**

The lodging tax is collected by the city upon nightly rentals of all types of lodging. Revenues generated by this tax may be used for the following:

- tourism promotion/marketing
- operation of a tourism promotion agency
- operation of a tourism-related facility owned or operated or non-profit organization
- operation and/or capital costs of a tourism-related facility owned by a municipality.

The Tourism & Communications Department is responsible for managing the city's lodging tax fund. The Tourism & Communications Department follow the RCW guidelines set forward by the state and reference the Municipal Research Service Center (MRSC) for additional clarification. Management of the fund involves keeping records of all expenditures, contracts and partnerships.

The Tourism & Communications office will annually prepare and implement a marketing and advertising plan. The Department will create a budget that promotes tourism and lodging activities with focus on regional drive markets, meetings and incentive business, events, off-season travel, leisure and group travel. Continued efforts set forth in the Tourism Strategic Plan include the branding of community, advertising, maintenance of the official city visitor and meeting planner website, creation and distribution of the official visitor guide, maintenance of a photo library, and presentation of Gig Harbor as a destination to tour operators, meeting planners and travel writers. This office is the staff contact for the Lodging Tax Advisory Committee and also coordinates the Lodging Tax Fund application process.

The Tourism & Communications office serves as the contact for media requests for information. This includes creation and distribution of press kits, press releases for both tourism and city issues and topics, management of: a tourism website, e-newsletter, city and tourism social media accounts; and assistance to the City Administrator, Mayor, and Chief of Police for city public information in crisis communications situations. The Department handles media requests and public perception management. Staff salaries are funded from the General Fund (50%) for city-wide support duties, and LTAC funds (50%) for tourism-related duties.

The Tourism & Communications office provides public outreach for the city and its functions and work directly with public requests for visitor information on Gig Harbor including fulfillment of all web, phone and mail requests for information. The office works collaboratively with community partners on managing the visitor information centers at the Gig Harbor Chamber of Commerce and Skansie House locations by providing materials and volunteer support and training.

The Tourism & Communications office provides support and promotion of community-enhancing activities and efforts, serving to maintain and strengthen community ties to

sustain a robust and thriving local economy. Notably, this includes the administration of the annual LTAC Grant program, handling the publicity, application process, review, contracting and awarding of grant funding to enhance tourism to the region through events and operations of tourism venues.

Tourism and Communications staff shall serve as liaison for the Gig Harbor community, its organizations, committees and businesses to other area tourism, economic development and marketing organizations throughout the region and state.

The Tourism & Communications Office also manages and coordinates several popular and enriching city-sponsored community events, including Summer Sounds at Skansie, Friday Movies in the Park and the Annual Tree Lighting.

## BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ 662,659	\$ 936,048	\$ 928,107	\$ 919,527	\$ 1,111,627	\$ 1,165,245	\$ 333,249	\$ 1,165,245
Total Taxes	432,927	257,980	457,337	300,000	480,204	480,204	489,808	970,012
Total Miscellaneous Revenues	37,536	5,950	21,562	96,000	6,665	5,000	5,000	10,000
<b>Total Revenues</b>	<b>470,463</b>	<b>263,930</b>	<b>478,899</b>	<b>396,000</b>	<b>486,869</b>	<b>485,204</b>	<b>494,808</b>	<b>980,012</b>
<b>Total Resources</b>	<b>1,133,122</b>	<b>1,199,978</b>	<b>1,407,006</b>	<b>1,315,527</b>	<b>1,598,496</b>	<b>1,650,449</b>	<b>828,057</b>	<b>2,145,257</b>
<b>Expenditures</b>								
Salaries	58,368	41,513	53,275	85,000	113,789	92,900	97,500	190,400
Benefits	19,422	14,816	18,582	39,000	41,339	34,600	37,800	72,400
Supplies	8,086	7,393	7,930	18,500	19,402	18,500	18,500	37,000
Services	111,198	131,061	177,296	346,915	198,721	1,111,200	269,000	1,380,200
Capital expenditures	-	-	-	10,000	10,000	10,000	10,000	20,000
<b>Total expenditures</b>	<b>197,074</b>	<b>194,783</b>	<b>257,083</b>	<b>499,415</b>	<b>383,251</b>	<b>1,267,200</b>	<b>432,800</b>	<b>1,700,000</b>
Ending fund balance	936,048	1,005,195	1,149,923	816,112	1,215,245	383,249	395,257	445,257
<b>Total Uses</b>	<b>\$ 1,133,122</b>	<b>\$ 1,199,978</b>	<b>\$ 1,407,006</b>	<b>\$ 1,315,527</b>	<b>\$ 1,598,496</b>	<b>\$ 1,650,449</b>	<b>\$ 828,057</b>	<b>\$ 2,145,257</b>

## 2022 HIGHLIGHTS

- Lodging tax income showed a marked gain over 2020 and 2021, and outpaced 2019, 2018 and 2017 by an average of 125% each month.
- Rebuilt aging (prior to 2015) photo library in a cost-efficient way by sourcing user-generated content from social media sites and contracting with local photographers to enhance photo database.
- Executed \$125k in LTAC grants for external events, added to



- VisitGigHarborWA.com and formulated event description metadata in order to be accessible to Google and easily seen in search results.
- Advertising: maintained a targeted continual digital media campaign with a directly attributable ROI; created a food and beverage focused fall and winter advertising campaign in conjunction with geofencing contractor Datafy in order to retarget interested parties and model new audiences based on data-informed demographics and psychographics. Print and display advertising starting in Fall 2022 will place ads on transit routes as well as billboard/public posters in high-end western WA regional sites.
  - Events: Summer Sounds reached a new attendance level and the tourism department brought on new downtown-based vendors to enhance the experiences and enrich brand knowledge of downtown eateries to increase sales tax / economic development support. Concerts carried over from the cancellations from the previous two years meant 10 total Tuesday night concerts. The Tourism department partnered with PenMet Parks on the Friday Movies in the Park series in order to cover staffing needs in a more efficient way and provide more parking at Sehmel Homestead Park, resulting in a co-hosted experience and record-breaking attendance for both agencies.
  - Collateral redesign – based on the lack of art files, all past collateral pieces had to be created or re-designed, fact-checked and re-printed. Twelve pieces, including the wildly popular tear-off maps were created with current information and in formats that will make it easy to update in the future to keep current with our information.
  - Funded a record number of non-profit operations and events from March through October, outpacing past years by nearly double. These events and operations grants include: the GH Canoe and Kayak Racing Team's Paddlers Cup and Narrows Challenge races, the PTSD Foundation's Race for a Soldier, Prayer Breakfast, Pull for a Soldier and Swing for a Soldier; operations for the Harbor History Museum; the Greater Gig Harbor Foundation's Rattle Dem Bones event and Cider Swig Event; operations for Harbor WildWatch along with the ChumFest event; Peninsula Art League's Summer Art Festival and Open Juried Art Show; operations of the Skansie Vistors Interpretive Center and event marketing of the Chum Fest by Harbor WildWatch; operations for the Harbor History Museum; the Rattle Dem Bones Halloween bike ride; the Greater Gig Harbor Foundation's Cider Swig and Shamrock Run, the Gig Harbor Sportsman's Club's Seafood Shoot; the Rotary's Galloping Gertie Half-Marathon; operations for the Gig Harbor Boat Shop; 2022 Heritage Day as put on by the Sister Cities organization; the Gig Harbor Film Festival; the Downtown Waterfront Farmers' Market; the Asia Pacific Cultural Center's Chuseok Festival, and the Chamber's Celtic Festival.

## **2023 - 24 GOALS**

- Continue measurement of success through increased growth of lodging tax year over year.
- Self-publish the 2023 and 2024 Visitors Guide, with a goal of increasing advertising year over year to cover costs, return to distribution on WS Ferries and at Seatac

International Airport, create a database of reciprocal agreements with other cities with the same visitor profile (Port Townsend; Bend, OR; Mercer Island, etc.), mail to a growing list of Gig Harbor addresses (city limits, adding in additional lists from 332 and 335) and, in the years to come, create a profit that underwrites further expenses from Summer Sounds and/or holiday events and offerings.

- Build holiday draw within city limits for the region, define Gig Harbor as a perfect seaside village for the holiday with events and programming throughout the month of December.
- Create interactive art campaign in partnership with local muralists in order to increase photo opportunities for visitors and residents to post, creating a soft influencer approach on reasons to visit Gig Harbor.
- With the assistance of a city committee, engage a branding firm to renew the image of city signage and external materials, creating a brand guideline, updated logo, colors and fonts to maintain consistency throughout all City of Gig Harbor / Visit Gig Harbor publications and signage.
- Fund a variety of events in interest areas and portions of the year as defined by the 2023 (and 2024) LTAC recommendations after review of event and operations applications.

## LONG-RANGE PLANS

- Define showcase food and drink options with an annual event, working with local breweries, distilleries, restaurants, and wineries to host a Gig Harbor Food & Wine Festival
- Create off-season outdoor itineraries to increase hotel, RV and STR bookings in the shoulder and off-seasons (October – May).
- Set goal of including a wider variety of events funded by LTAC grants in interest areas and portions of the year that are representative of tourism drivers.
- Produce and distribute a Visitors Guide that is profitable and delivers funds back to the lodging tax fund in order to increase ad spend.
- Source sponsorships to increase quality and scope of events, creating a regional draw.

**DRAFT**



## PUBLIC ART CAPITAL PROJECTS

### WHAT WE DO

This fund, established in 2004, will be used to accumulate unspent appropriations of the Arts Commission Project Support Program. The funds accumulated in this fund will be used for Public Art Capital Projects as recommended by the Arts Commission and approved by the City Council.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 100,977	\$ 148,910	\$ 138,474	\$ 51,657	\$ 99,320	\$ 26,025	\$ 26,125	\$ 26,025
Total Miscellaneous Revenues	102,933	974	123	-	428	100	100	200
Transfers In		20,000	-	-	-	-	-	-
<b>Total Revenues</b>	102,933	20,974	123	-	428	100	100	200
<b>Total Resources</b>	203,910	169,884	138,597	51,657	99,748	26,125	26,225	26,225
<b>Expenditures</b>								
Capital expenditures	-	43,227	39,277	-	73,723	-	-	-
<b>Total expenditures</b>	-	43,227	39,277	-	73,723	-	-	-
<b>Ending fund balance</b>	203,910	126,657	99,320	51,657	26,025	26,125	26,225	26,225
<b>Total Uses</b>	\$ 203,910	\$ 169,884	\$ 138,597	\$ 51,657	\$ 99,748	\$ 26,125	\$ 26,225	\$ 26,225

### 2023 - 24 GOALS

Harborview/Stinson Roundabout Sidewalk art. \$25,000

## PARKS DEVELOPMENT

### WHAT WE DO

The Parks Development fund was established in 1995. Since inception, the resources accumulated through transfers from the General Fund, park impact fees, capital grants, and interest earnings have been used for the purchase and development of civic properties. Park development is prioritized through the adopted Parks, Recreation, and Open Space Plan and assists the City in meeting Growth Management Act goals and implemented through the annual budget process. The currently adopted PROS Plan identifies specific recommendations to meet the needs of the growing community over the course of the next 20 years. The objectives outlined in this fund will be implemented by the Public Works Department, managing the planning, design, permitting, and construction of capital park projects.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 970,579	\$ 773,118	\$ 692,782	\$ 406,320	\$ 520,545	\$ 709,485	\$ 2,270,785	\$ 709,485
Total Intergovt Revenues	222,445	33,230	-	400,000	25,000	500,000	-	500,000
Total Miscellaneous Revenues	43,530	11,222	139,584	40,000	117,110	202,000	2,000	204,000
Transfers In	492,000	693,600	604,300	2,140,000	3,721,000	8,805,000	250,000	9,055,000
Other	458,333	-	-	825,000	-	1,050,000	-	1,050,000
<b>Total Revenues</b>	<b>1,216,308</b>	<b>738,052</b>	<b>743,884</b>	<b>3,405,000</b>	<b>3,863,110</b>	<b>10,557,000</b>	<b>252,000</b>	<b>10,809,000</b>
<b>Total Resources</b>	<b>\$2,186,887</b>	<b>\$1,511,170</b>	<b>\$1,436,666</b>	<b>\$3,811,320</b>	<b>\$4,383,655</b>	<b>\$11,266,485</b>	<b>\$2,522,785</b>	<b>\$11,518,485</b>
<b>Expenditures</b>								
Salaries	126,653	118,673	97,164	148,200	159,821	172,400	181,000	353,400
Benefits	54,525	49,289	38,188	82,700	59,400	63,300	69,000	132,300
Supplies	47	49	-	-	-	-	-	-
Services	15,798	35,150	10,791	-	2,241	-	-	-
Capital expenditures	1,216,746	615,227	769,978	3,352,000	3,452,708	8,760,000	2,265,000	11,025,000
<b>Total expenditures</b>	<b>1,413,769</b>	<b>818,388</b>	<b>916,121</b>	<b>3,582,900</b>	<b>3,674,170</b>	<b>8,995,700</b>	<b>2,515,000</b>	<b>11,510,700</b>
<b>Ending fund balance</b>	<b>773,118</b>	<b>692,782</b>	<b>520,545</b>	<b>228,420</b>	<b>709,485</b>	<b>2,270,785</b>	<b>7,785</b>	<b>7,785</b>
<b>Total Uses</b>	<b>\$2,186,887</b>	<b>\$1,511,170</b>	<b>\$1,436,666</b>	<b>\$3,811,320</b>	<b>\$4,383,655</b>	<b>\$11,266,485</b>	<b>\$2,522,785</b>	<b>\$11,518,485</b>

### 2022 HIGHLIGHTS

- Gig Harbor Sports Complex Phase 1B design and permitting is 60% complete.
- Construction of Ancich Park's Community Paddler's Dock.
- Completion and opening of the human-powered watercraft storage racks at Ancich

- Park.
- Ancich Park's Commercial Fishing Homeport floats design and permitting is 90% complete.

## **2023 - 24 GOALS**

**See 2023-24 Capital Budget Addendum for Project Details**

## **LONG-RANGE PLANS**

- Prioritize properties for improvements as historic-related grants are available, including the Wilkinson Farm Park, Skansie Netshed.
- Support the YMCA for the design, permitting, and construction of Phase 1A of the Gig Harbor Sports Complex.
- Complete the design, permitting, and construction of Phase 1B of the Gig Harbor Sports Complex.
- Develop a master plan for the existing City Park at Crescent Creek through a robust public process including a phased development approach to implement the approved Plan.
- Study the logistics and next steps toward developing Cushman Trail Phase 5 and seek grant funding to build the preferred alignment of the Cushman Trail Phase 5 within the city limits.
- Expand park facilities for youth in new and redeveloped park properties, including facilities for teens.
- Design, permit, seek funding, and construct a commercial float system at Ancich Park to realize full park utilization.
- Study and provide pedestrian trail opportunities along Harborview between the Old Ferry Landing Park and the Pioneer intersection, enhancing access to the shoreline.

## STRATEGIC RESERVE

### WHAT WE DO

The Strategic Reserve fund was established to:

1. Take advantage of strategic opportunities as they arise (key land purchases or matching funds for capital grants, for example); and
2. Insulate the city from revenue fluctuations, economic downturns (i.e., “rainy days”), and other contingencies such as emergencies and disasters, uninsured losses, or tax refunds.

The city may use General Fund operating revenues and undesignated fund balances to build up this fund. Each budget cycle, the city council will establish a target amount for this fund based on a percentage of operating expenditures or some other method at the city council's discretion. If drawn down, the Strategic Reserve Fund should be replenished back to the targeted amount within three years. Spending from this fund requires city council authorization.

## BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 424,140	\$ 514,002	\$ 1,597,560	\$ 2,598,964	\$ 2,599,220	\$ 2,610,962	\$ 2,620,962	\$ 2,610,962
Total Miscellaneous Revenues	9,862	3,558	1,660	1,500	11,742	10,000	10,000	20,000
Transfers In	80,000	1,080,000	1,000,000	1,000,000	-	-	-	-
<b>Total Revenues</b>	<b>89,862</b>	<b>1,083,558</b>	<b>1,001,660</b>	<b>1,001,500</b>	<b>11,742</b>	<b>10,000</b>	<b>10,000</b>	<b>20,000</b>
<b>Total Resources</b>	<b>514,002</b>	<b>1,597,560</b>	<b>2,599,220</b>	<b>3,600,464</b>	<b>2,610,962</b>	<b>2,620,962</b>	<b>2,630,962</b>	<b>2,630,962</b>
<b>Expenditures</b>								
Transfers Out	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending fund balance</b>	<b>514,002</b>	<b>1,597,560</b>	<b>2,599,220</b>	<b>3,600,464</b>	<b>2,610,962</b>	<b>2,620,962</b>	<b>2,630,962</b>	<b>2,630,962</b>
<b>Total Uses</b>	<b>\$ 514,002</b>	<b>\$ 1,597,560</b>	<b>\$ 2,599,220</b>	<b>\$ 3,600,464</b>	<b>\$ 2,610,962</b>	<b>\$ 2,620,962</b>	<b>\$ 2,630,962</b>	<b>\$ 2,630,962</b>

## EQUIPMENT RESERVE

### WHAT WE DO

The Equipment Replacement Reserve Fund was established in order to provide the city a method to save for significant purchases. This systematic savings process will level out the financial peaks and valleys that come from replacing expensive vehicles and equipment. This proposed fund is not intended to be an equipment rental fund, nor is it intended to fully fund equipment or vehicle purchases at the time of acquisition. Rather, this fund is intended to establish a reserve that will fund at least a portion of vehicles and equipment as they are replaced, thereby reducing the expenditure spikes that can otherwise occur. Only the General Fund will contribute to this Fund.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 329,073	\$ 386,521	\$ 440,363	\$ 489,355	\$ 490,804	\$ -	\$ -	\$ 494,149
Total Miscellaneous Revenues	7,448	2,444	441	500	3,345	3,500	3,500	7,000
Transfers In	50,000	50,000	50,000	50,000	-	-	-	-
<b>Total Revenues</b>	57,448	52,444	50,441	50,500	3,345	3,500	3,500	7,000
<b>Total Resources</b>	386,521	438,965	490,804	539,855	494,149	3,500	3,500	501,149
<b>Expenditures</b>								
Transfers Out	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	-	-	-	-	-	-	-	-
<b>Ending fund balance</b>	386,521	438,965	490,804	539,855	494,149	3,500	3,500	501,149
<b>Total Uses</b>	\$ 386,521	\$ 438,965	\$ 490,804	\$ 539,855	\$ 494,149	\$ 3,500	\$ 3,500	\$ 501,149

## CAPITAL DEVELOPMENT

### WHAT WE DO

This fund accounts for the proceeds of the first one-quarter percent of the locally imposed real estate excise tax. State law restricts the use of these funds to financing capital projects specified in the capital facilities plan element of a comprehensive plan.

The fund balance is available for acquisition of parks properties as identified by the City Council in the City of Gig Harbor Parks, Recreation and Open Space Plan.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 453,775	\$ 343,661	\$ 595,056	\$ 609,998	\$ 487,941	\$1,331,524	\$ 853,878	\$1,331,524
Total Taxes	677,470	636,960	790,629	751,500	838,450	817,354	833,701	1,651,055
Total Miscellaneous Revenue	12,416	2,531	256	200	5,133	5,000	5,000	10,000
<b>Total Revenues</b>	689,886	639,491	790,885	751,700	843,583	822,354	838,701	1,661,055
<b>Total Resources</b>	1,143,661	983,152	1,385,941	1,361,698	1,331,524	2,153,878	1,692,579	2,992,579
<b>Expenditures</b>								
Transfers Out	800,000	219,000	898,000	-	-	1,300,000	-	1,300,000
<b>Total expenditures</b>	800,000	219,000	898,000	-	-	1,300,000	-	1,300,000
<b>Ending fund balance</b>	343,661	764,152	487,941	1,361,698	1,331,524	853,878	1,692,579	1,692,579
<b>Total Uses</b>	\$1,143,661	\$ 983,152	\$1,385,941	\$1,361,698	\$1,331,524	\$2,153,878	\$1,692,579	\$2,992,579

### 2023 - 24 GOALS

#### Park Development

- Commercial Fishing Homeport Design & Permitting \$1,300,000  
\$1,300,000



## CAPITAL IMPROVEMENT WHAT WE DO

This fund accounts for the proceeds of the second quarter percent of the locally imposed real estate excise tax. The law governing the use of these funds is more restrictive than for the first quarter percent. Permitted uses are defined as "public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, and planning, construction, reconstruction, repair, rehabilitation, or improvement of parks.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$1,347,571	\$1,215,358	\$ 270,853	\$ 510,477	\$ 410,426	\$1,231,932	\$ 854,286	\$1,231,932
Total Taxes	671,319	608,185	778,432	750,000	817,354	817,354	833,701	1,651,055
Total Miscellaneous Revenues	13,332	1,819	311	350	4,152	5,000	5,000	10,000
<b>Total Revenues</b>	684,651	610,004	778,743	750,350	821,506	822,354	838,701	1,661,055
<b>Total Resources</b>	2,032,222	1,825,362	1,049,596	1,260,827	1,231,932	2,054,286	1,692,987	2,892,987
<b>Expenditures</b>								
Transfers Out	1,240,335	1,407,586	639,170	-	-	1,200,000	-	1,200,000
<b>Total expenditures</b>	1,240,335	1,407,586	639,170	-	-	1,200,000	-	1,200,000
<b>Ending fund balance</b>	791,887	417,776	410,426	1,260,827	1,231,932	854,286	1,692,987	1,692,987
<b>Total Uses</b>	\$2,032,222	\$1,825,362	\$1,049,596	\$1,260,827	\$1,231,932	\$2,054,286	\$1,692,987	\$2,892,987

### 2023 - 24 GOALS

#### Park Development

- Commercial Fishing Homeport Design & Permitting \$1,200,000  
\$1,200,000

## IMPACT FEE TRUST

### WHAT WE DO

This fund accounts for the park and transportation impact fees that are paid to the city. As projects that are eligible for impact fee funding are appropriated by City Council, the impact fees allocated for that project are transferred to the construction fund.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$2,112,843	\$3,135,403	\$2,719,048	\$4,931,068	\$2,251,200	\$1,494,000	\$1,132,777	\$1,494,000
Total Charges For Services	963,752	1,700,344	1,560,740	900,000	1,638,777	1,638,777	1,671,553	3,310,330
Total Miscellaneous Revenues	58,808	26,167	4,546	4,000	27,630	25,000	25,000	50,000
<b>Total Revenues</b>	1,022,560	1,726,511	1,565,286	904,000	1,666,407	1,663,777	1,696,553	3,360,330
<b>Total Resources</b>	3,135,403	4,861,914	4,284,334	5,835,068	3,917,607	3,157,777	2,829,330	4,854,330
<b>Expenditures</b>								
Transfers Out	-	418,100	2,251,200	2,044,000	1,494,000	2,025,000	-	2,025,000
<b>Total expenditures</b>	-	418,100	2,251,200	2,044,000	1,494,000	2,025,000	-	2,025,000
<b>Ending fund balance</b>	3,135,403	4,443,814	2,033,134	3,791,068	2,423,607	1,132,777	2,829,330	2,829,330
<b>Total Uses</b>	\$3,135,403	\$4,861,914	\$4,284,334	\$5,835,068	\$3,917,607	\$3,157,777	\$2,829,330	\$4,854,330

### 2022 HIGHLIGHTS

#### Streets/Transportation

- Stinson/Harborview Intersection Improvements \$1,084,000
- 38<sup>th</sup> Avenue Phase 2 Half-Width Roadway Improvements 150,000
- \$1,234,000**

#### Park Development

- Gig Harbor Sports Complex-Phase 1B \$200,000
- Community Paddler's Dock 60,000
- \$260,000**

### 2023 - 24 GOALS

#### Streets/Transportation

- Wollochet Dr Rt Turn Lane @ SR-16 WB Onramp \$ 50,000
- Wollochet Dr Rt Turn Lane @ SR-16 WB Onramp 250,000
- Prentice Ave. / Fennimore St. Half-width Roadway Improvements 200,000
- 38th Avenue Phase 2 Half-width Roadway Improvements 700,000
- Wollochet Drive/Wagner Way Intersecion Improvements 200,000

- Olympic Drive/Pt. Fosdick right Turn Lane Extension 75,000  
\$1,475,000

**Park Development**

- Gig Harbor Sports Complex-Phase 1B \$550,000  
\$550,000

## HOSPITAL BENEFIT ZONE

### WHAT WE DO

The Hospital Benefit Zone Revenue Fund was established by Ordinance No. 1201 in order to receive the sales tax imposed by the city within the Hospital Benefit Zone (HBZ). In accordance with the enabling legislation, the taxes received from the HBZ are capped at \$2,000,000 per year; and may only be applied to eligible projects. The eligible projects are identified in Ordinance No. 1057, which established the HBZ. The project list is subject to amendment by the city.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$1,453,900	\$3,349,075	\$5,022,965	\$6,601,179	\$6,165,622	\$ 6,158,128	\$ (332,872)	\$ 6,158,128
<b>Total Taxes</b>	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	4,000,000
<b>Total Miscellaneous Revenue</b>	45,175	23,610	5,657	4,500	41,748	50,000	50,000	100,000
<b>Total Revenues</b>	2,045,175	2,023,610	2,005,657	2,004,500	2,041,748	2,050,000	2,050,000	4,100,000
<b>Total Resources</b>	3,499,075	5,372,685	7,028,622	8,605,679	8,207,370	8,208,128	1,717,128	10,258,128
<b>Expenditures</b>								
Transfers Out	150,000	206,200	863,000	3,230,000	2,049,242	8,541,000	-	8,541,000
<b>Total expenditures</b>	150,000	206,200	863,000	3,230,000	2,049,242	8,541,000	-	8,541,000
<b>Ending fund balance</b>	3,349,075	5,166,485	6,165,622	5,375,679	6,158,128	(332,872)	1,717,128	1,717,128
<b>Total Uses</b>	\$3,499,075	\$5,372,685	\$7,028,622	\$8,605,679	\$8,207,370	\$ 8,208,128	\$1,717,128	\$10,258,128

### 2022 HIGHLIGHTS

#### Streets/Transportation

• Stinson/Harborview Intersection Improvements	\$ 100,000
• Burnham Drive 1/2-Width Roadway Imprv.	2,200,000
• Harbor Hill Drive Landscape Mitigation	100,000
• Burnham Drive/SR-16 Roundabout Metering	100,000
	<b>\$ 2,500,000</b>

#### Park Development

• Gig Harbor Sports Complex-Phase 1B	\$ 400,000
• Community Paddler's Dock	100,000
	<b>\$ 500,000</b>

## 2023 - 24 GOALS

### Streets/Transportation

• Burnham Dr Half-width Roadway Improvements	\$ 1,400,000
• Harbor History Museum Drvway.	75,000
• Harbor Hill Drive Landscape Mitigation	100,000
• Prentice Ave. / Fennimore St. Half-width Roadway Improvements	193,000
• Peacock Hill Streetlights	118,000
• Burnham Drive/SR-16 Roundabout Metering	<u>900,000</u>
	<b>\$ 2,786,000</b>

### Park Development

• Gig Harbor Sports Complex-Phase 1B	\$ 4,400,000
• Gig Harbor North Trails	150,000
• Cushman Trail Connection to Harborview Drive	200,000
• Crescent Creek Park Master Plan	165,000
• Shaw Park Analysis and Remediation	95,000
• Skansie Netshed Structural Repairs	300,000
• Cushman Trail Phase 5	85,000
• Feasibility Study for Phase 2 of Gig Harbor Sports Complex	60,000
• Commercial Fishing Homeport Design & Permitting	<u>300,000</u>
	<b>\$ 5,755,000</b>

4. DEBT SERVICE FUND TYPE

Limited Tax General Obligation Bond Redemption – Fund 208.....	66
2005 Bond Redemption – Fund 211.....	67

---

**DESCRIPTION OF FUND TYPE**

Debt service funds account for the accumulation of resources to pay principal, interest and related costs on general long-term bonded debt.

These funds include LTGO Bond Redemption and UTGO Bond Redemption Funds. General obligation debt does not include debt for the water, sewer or storm utilities.

## LIMITED TAX GENERAL OBLIGATION BOND REDEMPTION

### WHAT WE DO

The Limited Tax General Obligation (LTGO) bond fund accounts for debt service on the city's outstanding, non-voted general obligation debt. Debt service consists of principal and interest payments and other miscellaneous charges related to the LTGO debt.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 77,124	\$ 78,255	\$ 78,563	\$ 16,829	\$ 78,308	\$ 80,784	\$ 56,191	\$ 80,784
Total Miscellaneous Revenues	506	608	87	50	536	1,500	1,500	3,000
Transfers in/Other	2,558,335	2,630,579	6,582,198	325,000	325,000	200,000	200,000	400,000
<b>Total Revenues</b>	<b>2,558,841</b>	<b>2,631,187</b>	<b>6,582,285</b>	<b>325,050</b>	<b>325,536</b>	<b>201,500</b>	<b>201,500</b>	<b>403,000</b>
<b>Total Resources</b>	<b>2,635,965</b>	<b>2,709,442</b>	<b>6,660,848</b>	<b>341,879</b>	<b>403,844</b>	<b>282,284</b>	<b>257,691</b>	<b>483,784</b>
<b>Expenditures</b>								
Transfers Out	-	-	-	-	-	-	-	-
Debt Service	2,557,710	2,630,879	6,582,540	327,287	323,060	226,093	226,650	452,743
<b>Total expenditures</b>	<b>2,557,710</b>	<b>2,630,879</b>	<b>6,582,540</b>	<b>327,287</b>	<b>323,060</b>	<b>226,093</b>	<b>226,650</b>	<b>452,743</b>
<b>Ending fund balance</b>	<b>78,255</b>	<b>78,563</b>	<b>78,308</b>	<b>14,592</b>	<b>80,784</b>	<b>56,191</b>	<b>31,041</b>	<b>31,041</b>
<b>Total Uses</b>	<b>\$2,635,965</b>	<b>\$2,709,442</b>	<b>\$6,660,848</b>	<b>\$ 341,879</b>	<b>\$ 403,844</b>	<b>\$ 282,284</b>	<b>\$ 257,691</b>	<b>\$ 483,784</b>



## 2005 BOND REDEMPTION

### WHAT WE DO

This fund was created to account for the payment of the principal and interest on the voted bond issued to purchase the Eddon Boatyard.

This is a 20-year, \$3,500,000 bond and carries a fixed interest rate of 3.79%. The final installment is payable in 2024.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ 215,907	\$ 255,553	\$ 261,037	\$ 306,581	\$ 243,564	\$ 224,962	\$ 271,398	\$ 224,962
Taxes	298,963	300,847	248,811	250,000	245,000	310,000	-	310,000
Miscellaneous	6,895	1,928	368	150	2,482	2,500	2,500	5,000
<b>Total Revenues</b>	305,858	302,775	249,179	250,150	247,482	312,500	2,500	315,000
<b>Total Resources</b>	521,765	558,328	510,216	556,731	491,046	537,462	273,898	539,962
<b>Expenditures</b>								
Debt Service	266,212	266,139	266,652	266,100	266,084	266,064	265,702	531,766
<b>Total expenditures</b>	266,212	266,139	266,652	266,100	266,084	266,064	265,702	531,766
<b>Ending fund balance</b>	255,553	292,189	243,564	290,631	224,962	271,398	8,196	8,196
<b>Total Uses</b>	\$ 521,765	\$ 558,328	\$ 510,216	\$ 556,731	\$ 491,046	\$ 537,462	\$ 273,898	\$ 539,962

5. ENTERPRISE FUND TYPE

Water Operating – Fund 401.....	70
Wastewater Operating – Fund 402.....	72
Shorecrest Sewer Operating Fund - Fund 403.....	75
Utility Reserve – Fund 407.....	77
Utility Bond Redemption – Fund 408.....	78
Wastewater Capital Construction – Fund 410.....	79
Storm Water Operating – Fund 411.....	81
Storm Water Capital – Fund 412.....	83
Water Capital Assets – Fund 420.....	84

---

### **DESCRIPTION OF FUND TYPE**

Enterprise funds are used to account for operations that provide goods or services to the general public and are supported primarily through user charges.

Gig Harbor's enterprise funds are broken down into operating funds, debt service and capital construction funds.

The operating funds include water, sewer and storm sewer funds that account for the operation and maintenance of those utilities.

The debt service funds include the Utility Bond Redemption and Utility Reserve Funds that accumulate resources for the payment of various revenue bonds and satisfy the bond covenants.

The capital construction funds include Sewer Capital Construction, Water Capital Assets and Storm Water Capital that account for the accumulation of connection fees and other resources for the purchase or construction of major assets.

## WATER OPERATING

### WHAT WE DO

The function of the Water Division is to provide a water supply, storage, transmission, and distribution system conforming with federal and state requirements, and meeting or exceeding customer expectations in terms of safety, quality (taste and aesthetics), and quantity (fire flow) consistent with the city's Water System Plan. Specific functions include providing an annual newsletter to customers, replacing outdated sampling stations and fire hydrants, performing routine water system maintenance, preparing and submitting required system reports, responding to requests to locate water pipes underground, starting and stopping water service, respond to water customer's questions and concerns, fire flow testing, coordination with other area water purveyors, review of private development plans for conformance with the most current version of the city's Water System Plan and applicable rules and regulations, make sure staff is up to date on training as required by state law, and updating the city's Water System Plan as required.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$ 1,812,326	\$ 1,612,147	\$ 2,158,489	\$ 2,189,822	\$ 3,967,824	\$ 4,667,142	\$ 4,625,174	\$ 4,667,142
Total Taxes	115,665	112,270	135,201	129,512	135,201	135,201	137,905	273,106
Total Charges For Services	2,436,394	2,362,201	2,707,136	2,430,401	2,699,578	2,697,766	2,751,721	5,449,487
Total Miscellaneous Revenues	50,204	12,986	3,983	1,796	16,820	11,000	11,000	22,000
Transfers In	-	-	992,545	-	-	-	-	-
Other	-	1,939	-	-	-	-	-	-
<b>Total Revenues</b>	<b>2,602,263</b>	<b>2,489,396</b>	<b>3,838,865</b>	<b>2,561,709</b>	<b>2,851,599</b>	<b>2,843,967</b>	<b>2,900,626</b>	<b>5,744,593</b>
<b>Total Resources</b>	<b>4,414,589</b>	<b>4,101,543</b>	<b>5,997,354</b>	<b>4,751,531</b>	<b>6,819,423</b>	<b>7,511,109</b>	<b>7,525,800</b>	<b>10,411,735</b>
<b>Expenditures</b>								
Salaries	629,846	697,898	739,408	879,700	838,462	964,900	1,012,800	1,977,700
Benefits	258,457	270,459	268,535	443,560	337,608	395,760	431,060	826,820
Supplies	342,600	237,769	224,075	251,732	147,790	252,982	251,732	504,714
Services	278,825	678,565	415,272	483,193	389,076	834,827	581,327	1,416,154
Capital expenditures	108,873	46,591	2,006	59,125	59,125	79,666	-	79,666
Transfers out	1,067,996							
<b>Total expenditures</b>	<b>2,686,597</b>	<b>1,931,282</b>	<b>1,649,296</b>	<b>2,117,310</b>	<b>1,772,061</b>	<b>2,528,135</b>	<b>2,276,919</b>	<b>4,805,054</b>
<b>Ending fund balance</b>	<b>1,727,992</b>	<b>2,170,261</b>	<b>4,348,058</b>	<b>2,634,221</b>	<b>5,047,362</b>	<b>4,982,974</b>	<b>5,248,881</b>	<b>5,606,681</b>
<b>Total Uses</b>	<b>\$ 4,414,589</b>	<b>\$ 4,101,543</b>	<b>\$ 5,997,354</b>	<b>\$ 4,751,531</b>	<b>\$ 6,819,423</b>	<b>\$ 7,511,109</b>	<b>\$ 7,525,800</b>	<b>\$ 10,411,735</b>

### Budget Notes:

## 2022 HIGHLIGHTS

- Completed the work to secure the Shurgard Water Tank with tie downs and replace the tank vent.
- Purchased a new variable frequency drive (VFD) at Well #3 (Soundview Drive).
- Staff systematically replaced some water sampling stations.
- The Water Utility Rate Study was initiated to review the utility's existing rates and charges.

## 2023 - 24 GOALS

- Systematic servicing of generators for production wells to ensure standby power supply is operational.
- Well #5 and Well #6 (North Creek Lane) chlorine room construction.
- Install new vents at each Grandview water tank to increase safety measures when performing inspections.
- Purchase and install a 300-kWh back-up generator at Well #3 (Soundview Drive) with automatic transfer switch to increase water system reliability.
- Remove, inspect, clean and reinstall the existing pump and motor assembly at Well #6 (North Creek Lane) including performing an interior video inspection to ensure physical integrity, security and water quality.
- Remove, inspect, clean, rehabilitate, and reinstall the existing pump and motor assembly at Well #5 (North Creek Lane) in addition to completing a video inspection of the well casing to ensure physical integrity of the well screens and casing.
- Replacement of the aging Harbormaster Lane water main that is designed by the Engineering Division and constructed by the Operations Division.
- Verify accuracy of source meters located at production wells.
- Replace Backflow (Cross Connection) prevention management software.
- Staff will continue to replace all water sampling stations.
- Complete the water utility rate study that was initiated in 2022.
- Install the new variable frequency drive (VFD) at Well #3 (Soundview Drive).

## LONG-RANGE PLANS

- Conduct an ongoing leak detection program for the water distribution system in conjunction with the city's water conservation program as recommended by the Washington State Department of Health.
- Routine cleaning and inspections of five reservoirs with 4.75 million gallons of total storage.

## ORG CHART – See Public Works

## WASTEWATER OPERATING

### WHAT WE DO

Operation and maintenance of the city's wastewater collection facilities and wastewater treatment plant to provide a reliable, safe, and cost-effective wastewater system with consistent collection treatment and biosolids processing, meeting or exceeding federal and state requirements and guidelines, and the expectations of Gig Harbor residents. Specific functions include monitoring, inspection, maintenance, and repair of the system, coordination of wastewater system repairs with the City's pavement maintenance program and other utility projects, preparing required reports, locating unmapped wastewater pipes, responding to citizen requests, regulatory coordination and certification, review of wastewater plans, conducting inflow/infiltration studies, and periodically updating design standards.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YTD	YE Estimate	Dept. Request	Dept. Request	Dept. Request
Beginning Fund Balance	\$3,481,284	\$4,012,769	\$3,848,424	\$5,988,503	\$4,810,504	\$4,810,504	\$5,886,677	\$5,931,157	\$5,886,677
Total Taxes	208,551	192,497	208,878	224,934	105,151	318,639	318,639	325,012	643,651
Total Charges For Services	5,712,953	5,282,725	5,735,896	6,198,359	2,890,788	5,781,576	5,781,576	5,897,206	11,678,782
Total Miscellaneous Revenues	82,254	46,723	20,004	3,600	7,457	14,914	15,700	15,700	31,400
Transfers In	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>6,003,758</b>	<b>5,521,945</b>	<b>5,964,778</b>	<b>6,426,893</b>	<b>3,003,396</b>	<b>6,115,129</b>	<b>6,115,915</b>	<b>6,237,918</b>	<b>12,353,833</b>
<b>Total Resources</b>	<b>9,485,042</b>	<b>9,534,714</b>	<b>9,813,202</b>	<b>12,415,396</b>	<b>7,813,900</b>	<b>10,925,633</b>	<b>12,002,592</b>	<b>12,169,075</b>	<b>18,240,510</b>
<b>Expenditures</b>									
Salaries	1,151,746	1,117,967	1,163,164	1,295,700	524,316	1,252,529	1,385,100	1,452,700	2,837,800
Benefits	481,967	456,517	446,353	627,760	216,592	552,764	604,400	657,700	1,262,100
Supplies	372,885	373,821	390,504	610,183	140,935	281,870	557,560	421,510	979,070
Services	841,817	979,813	966,195	1,386,482	523,743	900,757	1,477,175	1,298,415	2,775,590
Capital expenditures	124,512	327,763	2,050	72,000	16,842	51,036	40,000	-	40,000
Transfers out	2,499,346	2,101,715	2,034,432	2,000,000	1,022,806	2,000,000	2,007,200	2,007,300	4,014,500
Other	-	(10,585)	-	-	-	-	-	-	-
<b>Total expenditures</b>	<b>5,472,273</b>	<b>5,347,011</b>	<b>5,002,698</b>	<b>5,992,125</b>	<b>2,445,234</b>	<b>5,038,956</b>	<b>6,071,435</b>	<b>5,837,625</b>	<b>11,909,060</b>
<b>Ending fund balance</b>	<b>4,012,769</b>	<b>4,187,703</b>	<b>4,810,504</b>	<b>6,423,271</b>	<b>5,368,666</b>	<b>5,886,677</b>	<b>5,931,157</b>	<b>6,331,450</b>	<b>6,331,450</b>
<b>Total Uses</b>	<b>\$9,485,042</b>	<b>\$9,534,714</b>	<b>\$9,813,202</b>	<b>\$12,415,396</b>	<b>\$7,813,900</b>	<b>\$10,925,633</b>	<b>\$12,002,592</b>	<b>\$12,169,075</b>	<b>\$18,240,510</b>

## 2022 HIGHLIGHTS

- The Wastewater Utility Rate Study was initiated by hiring a consultant to review the utility's existing rates and charges.
- Provided support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor. This service improved the overall public and environmental health of Gig Harbor and preserve and protecting the water quality and health of the bay upon which the City relies for tourism and recreation.
- Staffing changes at the WWTP include replacing the Supervisor, hiring two operators in training (OIT), and filling a maintenance technician position.
- Completed the purchase of an electric utility vehicle for the plant, as well as the purchase of a service vehicle.
- Wastewater staff used a device called the Sewer RAT/Dog that sent acoustic sound waves at each manhole on the end of a gravity pipe section. A rating on a scale from 0-10 was produced. The staff inspected over 195 sections of gravity main (approximately 80,000 feet) and 310 manholes.
- At midyear 2022, 1,447 preventative maintenance tasks for the plant and collections system have been completed. We are on track to complete approximately 3,000 by the end of 2022.
- The City is completing a study to identify any new or enhanced processes at the WWTP due to the recently issued Nutrient Removal General Permit from the Department of Ecology.

## 2023 - 24 GOALS

- The City will need to be prepared to implement any potential process improvements and/or capital projects identified by the 2022 Nutrient Removal General Permit study. The specific process improvements and/or capital projects were not identified at the time this budget was developed.
- Inspect at least 80,000 feet of sewer lines per year and clean where needed.
- Install flow meters at priority lift stations as referenced in the current Wastewater Comprehensive Plan.
- Capture locations and other information on sanitary sewer manholes and other facilities through the use of the City's GPS and keep the sewer GIS Mapping System up-to-date.
- Optimize electrical and chemical consumption to help cut costs through Staff analysis and input.
- Perform ongoing manhole ring and cover replacements in conjunction with pavement maintenance, water, sewer and storm line installation, repair and replacement projects to save the City money and staff time.

- Staff to re-engage with local restaurants to ensure that they are handling fats, oils and grease (FOG) appropriately.
- Continue providing support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor.
- Provide an ARC flash analysis that identifies each electrical hazard in and around high voltage power and giving a rating as to the severity of the risk.
- Complete the wastewater utility rate study that was initiated in 2022.

## **LONG-RANGE PLANS**

- Continue the City's reclaimed water study and explore potential water reclamation and reuse sites within the City and the UGA.
- Develop a comprehensive Pretreatment Ordinance to protect the City's Publicly Owned Treatment Works (POTW) and receiving waters.
- Update the demographics forecasting allocation model (DFAM) to forecast population growth on the parcels within the City's (UGA).

## **ORG CHART – See Public Works**



## SHORECREST SEWER OPERATING

### WHAT WE DO

The Shorecrest Sewer System is actually a large on-site septic system located in Rosedale that was established by Pierce County in 1980 to mitigate individual residential on-site septic systems from negatively impacting Lay Inlet. In 1988 Pierce County requested the City of Gig Harbor take over the operation and maintenance of the System due to the City's proximity to the facility and because one day the effluent from the System may connect to the City's gravity sewer main in Rosedale Street.

This fund was established in February 2012 to account for all Shorecrest Sewer revenues and expenditures. Both regular maintenance and operations and capital replacements are accounted for in this fund.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ 158,450	\$ 180,968	\$ 198,711	\$ 219,935	\$ 218,825	\$ 242,227	\$ 264,027	\$ 242,227
Total Taxes	790	682	818	820	860	900	900	1,800
Total Charges For Services	20,524	17,700	21,244	21,240	22,342	22,000	22,000	44,000
Total Miscellaneous Revenues	3,797	1,203	2,311	200	1,030	1,100	1,100	2,200
<b>Total Revenues</b>	<b>25,111</b>	<b>19,585</b>	<b>24,373</b>	<b>22,260</b>	<b>24,232</b>	<b>24,000</b>	<b>24,000</b>	<b>48,000</b>
<b>Total Resources</b>	<b>183,561</b>	<b>200,553</b>	<b>223,084</b>	<b>242,195</b>	<b>243,057</b>	<b>266,227</b>	<b>288,027</b>	<b>290,227</b>
<b>Expenditures</b>								
Salaries	628	92	51	-	-	-	-	-
Benefits	330	20	29	-	-	-	-	-
Services	1,635	1,730	4,179	1,982	830	2,200	2,200	4,400
<b>Total expenditures</b>	<b>2,593</b>	<b>1,842</b>	<b>4,259</b>	<b>1,982</b>	<b>830</b>	<b>2,200</b>	<b>2,200</b>	<b>4,400</b>
<b>Ending fund balance</b>	<b>\$ 180,968</b>	<b>\$ 198,711</b>	<b>\$ 218,825</b>	<b>\$ 240,213</b>	<b>\$ 242,227</b>	<b>\$ 264,027</b>	<b>\$ 285,827</b>	<b>\$ 285,827</b>
<b>Total Uses</b>	<b>\$ 183,561</b>	<b>\$ 200,553</b>	<b>\$ 223,084</b>	<b>\$ 242,195</b>	<b>\$ 243,057</b>	<b>\$ 266,227</b>	<b>\$ 288,027</b>	<b>\$ 290,227</b>

### 2022 HIGHLIGHTS

- The Shorecrest Community Septic System requires monthly and semi-annual maintenance to the sewage tanks, pump chamber, controls, electrical panel and drain field. This maintenance is required by the Washington State Department of Health to complete the annual Large On-Site Sewage System (LOSS) operating

- permit.
- The WWTP Maintenance crew continues to successfully complete the maintenance that is required for this permit each year.

## **2023 - 24 GOALS**

- Continue to complete the maintenance tasks on time to comply with the Department of Health and receive the annual LOSS operating permit.

## **LONG-RANGE PLANS**

- Potential of a connection to the City sewer system, if the drain field were to fail, which would require the installation of a lift station and a 4 mile long force main.

## UTILITY RESERVE

### WHAT WE DO

The Utility Reserve Fund is required under the covenants of Water and Sewer Revenue Bonds.

The reserve account is required to be funded to the lesser of (A)% of the net proceeds of each series of Parity Bonds, (B)Annual Debt Service, (C).25 times average Annual Debt Service, or (D)amount as shall be required to maintain the exemption of interest of any series of Parity Bonds from taxation under the Code.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
Beginning Fund Balance	\$1,542,719	\$1,426,467	\$1,435,247	\$1,436,497	\$1,436,664	\$1,443,409	\$1,450,409	\$1,443,409
Total Miscellaneous Revenues	33,045	8,780	1,417	1,000	6,745	7,000	7,000	14,000
Total Revenues	33,045	8,780	1,417	1,000	6,745	7,000	7,000	14,000
Total Resources	1,575,764	1,435,247	1,436,664	1,437,497	1,443,409	1,450,409	1,457,409	1,457,409
Total expenditures	149,297	-	-	-	-	-	-	-
Ending fund balance	\$1,426,467	\$1,435,247	\$1,436,664	\$1,437,497	\$1,443,409	\$1,450,409	\$1,457,409	\$1,457,409
Total Uses	\$1,575,764	\$1,435,247	\$1,436,664	\$1,437,497	\$1,443,409	\$1,450,409	\$1,457,409	\$1,457,409

## UTILITY BOND REDEMPTION

### WHAT WE DO

This fund accounts for Water and Sewer Fund debt service.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ 115,343	\$ 243,114	\$ 722,300	\$ 29,901	\$ 650,591	\$ 673,036	\$ 651,359	\$ 673,036
Miscellaneous Revenues	5,542	7,336	259	200	1,176	1,000	1,000	2,000
Transfers in	2,616,639	2,365,949	2,285,615	2,300,000	2,300,000	2,252,500	2,252,100	4,504,600
<b>Total Revenues</b>	2,622,181	2,373,285	2,285,874	2,300,200	2,301,176	2,253,500	2,253,100	4,506,600
<b>Total Resources</b>	2,737,524	2,616,399	3,008,174	2,330,101	2,951,767	2,926,536	2,904,459	5,179,636
<b>Expenditures</b>								
Other	2,646,530	2,551,340	2,357,583	2,278,550	2,278,731	2,275,177	2,271,389	4,546,566
<b>Total expenditures</b>	2,646,530	2,551,340	2,357,583	2,278,550	2,278,731	2,275,177	2,271,389	4,546,566
<b>Ending fund balance</b>	\$ 90,994	\$ 65,059	\$ 650,591	\$ 51,551	\$ 673,036	\$ 651,359	\$ 633,070	\$ 633,070
<b>Total Uses</b>	\$ 2,737,524	\$ 2,616,399	\$ 3,008,174	\$ 2,330,101	\$ 2,951,767	\$ 2,926,536	\$ 2,904,459	\$ 5,179,636

## WASTEWATER CAPITAL

### WHAT WE DO

This fund accumulates resources for major wastewater capital projects, and accounts for their purchase, construction and financing. Sources of revenue for the fund include wastewater connection fees, transfers from the wastewater operating fund, and interest earnings.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ 5,207,844	\$ 6,564,242	\$ 7,813,567	\$ 8,119,963	\$ 8,539,400	\$ 8,195,036	\$ 6,323,736	\$ 8,195,036
Total Charges For Services	1,566,616	1,755,335	2,295,524	1,446,000	3,841,064	1,446,000	1,446,000	2,892,000
Total Miscellaneous Revenues	157,398	139,576	54,329	40,000	73,103	75,000	75,000	150,000
<b>Total Revenues</b>	2,986,798	1,894,911	2,349,853	1,486,000	3,914,167	1,521,000	1,521,000	3,042,000
<b>Total Resources</b>	8,194,642	8,459,153	10,163,420	9,605,963	12,453,567	9,716,036	7,844,736	11,237,036
<b>Expenditures</b>								
Salaries	240,782	254,146	277,920	313,900	333,961	347,800	364,700	712,500
Benefits	119,684	134,899	123,499	145,400	121,400	128,000	139,600	267,600
Services	23,499	28,342	50,706	21,690	53,324	-	-	-
Capital expenditures	329,435	803,601	1,171,895	8,769,000	3,749,846	2,916,500	3,616,000	6,532,500
Transfers out	-	-	-	-	-	-	-	-
<b>Total expenditures</b>	1,630,400	1,220,988	1,624,020	9,249,990	4,258,531	3,392,300	4,120,300	7,512,600
<b>Ending fund balance</b>	6,564,242	7,238,165	8,539,400	355,973	8,195,036	6,323,736	3,724,436	3,724,436
<b>Total Uses</b>	\$ 8,194,642	\$ 8,459,153	\$10,163,420	\$ 9,605,963	\$12,453,567	\$ 9,716,036	\$ 7,844,736	\$11,237,036

### 2022 HIGHLIGHTS

- Lift Station 12A Improvements (Woodhill Dr./Burnham Dr.)
- Lift Station 6 Improvements (Ryan St./Cascade Ave.)
- Lift Station 2A Generator Replacement (Bogue Viewing Platform).

### 2023 - 24 GOALS

See 2023-24 Capital Budget Addendum for goals and objectives

## **LONG-RANGE PLANS**

- Lift Station 8 Improvements (Harbor Country Dr.).
- Lift Station 10 Improvements (56<sup>th</sup> St./36<sup>th</sup> Ave).
- Lift Station 13 Improvements (38<sup>th</sup> Ave./48<sup>th</sup> St.).
- Lift Station 16 Improvements (McCormick Ridge).

## STORM WATER OPERATING

### WHAT WE DO

Maintain, operate and improve the city's storm water collection, treatment and discharge system to provide cost-effective conveyance and disposal of urban runoff from within the public right-of-way consistent with federal, state and local regulations and guidelines to minimize pollution and physical impacts to downstream properties, groundwater, surface water, and sensitive marine life. This function also includes administration of the NPDES Phase 2 permit, continuing to manage a local source control program, review of private development storm drain systems, and periodic update of the City's storm water management manual.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
					YE	Dept.	Dept.	Dept.
	Actual	Actual	Actual	Budget	Estimate	Request	Request	Request
<b>Beginning Fund Balance</b>	\$1,762,765	\$1,292,677	\$1,728,772	\$1,474,275	\$1,883,118	\$1,981,195	\$758,580	\$1,981,195
<b>Total Charges For Services</b>	1,109,926	1,148,931	1,158,945	1,171,232	1,160,064	1,842,916	1,879,774	3,722,690
<b>Total Miscellaneous Revenues</b>	38,472	9,388	11,204	2,000	8,778	7,000	7,000	14,000
<b>Transfers In</b>	-	176,750	-	-	-	-	-	-
<b>Other</b>	-	1,939	-	-	-	-	-	-
<b>Total Revenues</b>	1,148,398	1,337,008	1,170,149	1,173,232	1,168,842	1,849,916	1,886,774	3,736,690
<b>Total Resources</b>	2,911,163	2,629,685	2,898,921	2,647,507	3,051,960	3,831,111	2,645,354	5,717,885
<b>Expenditures</b>								
Salaries	358,004	402,067	406,668	514,300	480,604	646,700	688,700	1,335,400
Benefits	139,888	149,234	146,165	266,150	192,508	265,140	288,440	553,580
Supplies	45,344	74,486	34,614	77,442	37,474	85,142	75,142	160,284
Services	131,488	205,724	188,841	395,973	218,678	454,632	428,432	883,064
Capital expenditures	108,873	37,714	218,009	71,725	71,725	120,917	58,750	179,667
Transfers out	800,000	-	-	1,000,000	-	1,500,000	500,000	2,000,000
Other	34,889	31,688	21,506	23,027	69,776	-	-	-
<b>Total expenditures</b>	1,618,486	900,913	1,015,803	2,348,617	1,070,765	3,072,531	2,039,464	5,111,995
<b>Ending fund balance</b>	1,292,677	1,728,772	1,883,118	298,890	1,981,195	758,580	605,890	605,890
<b>Total Uses</b>	\$2,911,163	\$2,629,685	\$2,898,921	\$2,647,507	\$3,051,960	\$3,831,111	\$2,645,354	\$5,717,885

## 2022 HIGHLIGHTS

- Developed and implemented a new local source control program that provides for pollutant source control inspections and outreach to businesses.
- Implemented new policies for stormwater billing and collection through a code update.
- Initiated the development of the City's new stormwater management and site development manual.
- Develop Stormwater Management Action Plan (SMAP) to ensure City stormwater management actions are consistent and coordinated with Permit requirements.

## 2023 - 24 GOALS

- Complete the updating of a new stormwater management and site development manual update and begin implementation.
- Update the storm section of the Public Works Standards as necessary to reflect the design manual and current policies and procedures as needed.
- Provide inspection and reporting support for the City's newly implemented stormwater source control program.
- Complete the stormwater utility rate study that was initiated in 2022.

## LONG-RANGE PLANS

- Continue the implementation of a comprehensive city-wide Stormwater Management Program in accordance with the City's current NPDES Phase 2 municipal stormwater permit.
- Purchase and implement computer software able to record and track storm drain maintenance activities and provide documentation and maintenance schedules.
- Partner with the Puget Sound Partnership to be proactive with the efforts to preserve and enhance the quality of adjoining Puget Sound waters.
- Perform routine inspections of stormwater outfalls into the Puget Sound and replacing or improving outfalls that have deteriorated due to tidal action or lack of maintenance.
- Prioritize and address storm facility repairs to maintain high-quality stormwater facilities, utilizing Operations Division staff wherever feasible.

**ORG CHART – See Public Works**



## STORM WATER CAPITAL

### WHAT WE DO

This fund accumulates resources for major storm water capital projects and accounts for their purchase, construction and financing. Sources of revenue for the fund include connection fees and storm rates.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ 1,193,174	\$ 2,240,972	\$ 3,525,468	\$ 2,408,679	\$ 2,408,679	\$ 2,259,252	\$ 56,162	\$ 2,259,252
Total Charges For Services	540,381	642,410	475,471	265,500	430,110	430,110	438,712	868,822
Total Miscellaneous Revenues	30,240	16,073	2,854	2,000	13,544	13,000	13,000	26,000
Transfers In	800,000	-	-	1,000,000	-	1,500,000	500,000	2,000,000
<b>Total Revenues</b>	<b>1,370,621</b>	<b>658,483</b>	<b>478,325</b>	<b>1,267,500</b>	<b>443,654</b>	<b>1,943,110</b>	<b>951,712</b>	<b>2,894,822</b>
<b>Total Resources</b>	<b>2,563,795</b>	<b>2,899,455</b>	<b>4,003,793</b>	<b>3,676,179</b>	<b>2,852,333</b>	<b>4,202,362</b>	<b>1,007,874</b>	<b>5,154,074</b>
<b>Expenditures</b>								
Salaries	111,878	63,699	46,002	49,000	52,214	53,500	56,000	109,500
Benefits	49,486	28,200	18,556	21,700	17,500	17,700	19,300	37,000
Services	-	-	10,505	45,000	-	-	-	-
Capital expenditures	161,459	154,717	285,186	3,180,000	523,367	4,075,000	835,000	4,910,000
<b>Total expenditures</b>	<b>322,823</b>	<b>423,366</b>	<b>360,249</b>	<b>3,295,700</b>	<b>593,081</b>	<b>4,146,200</b>	<b>910,300</b>	<b>5,056,500</b>
<b>Ending fund balance</b>	<b>2,240,972</b>	<b>2,476,089</b>	<b>3,643,544</b>	<b>380,479</b>	<b>2,259,252</b>	<b>56,162</b>	<b>97,574</b>	<b>97,574</b>
<b>Total Uses</b>	<b>\$ 2,563,795</b>	<b>\$ 2,899,455</b>	<b>\$ 4,003,793</b>	<b>\$ 3,676,179</b>	<b>\$ 2,852,333</b>	<b>\$ 4,202,362</b>	<b>\$ 1,007,874</b>	<b>\$ 5,154,074</b>

### 2023 - 24 GOALS

See 2023-24 Capital Budget Addendum for goals and objectives

## WATER CAPITAL WHAT WE DO

This fund accumulates resources for major water capital projects and accounts for their purchase, construction and financing. Sources of revenue for the fund include water connection fees, transfers from the Water Operating Fund and interest earnings.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ 5,639,314	\$ 5,463,431	\$ 5,900,826	\$ 7,616,941	\$ 5,941,260	\$ 7,270,008	\$ 5,481,575	\$ 7,270,008
<b>Total Charges For Services</b>	908,526	1,360,999	2,259,868	1,095,000	1,706,261	1,706,261	1,740,386	3,446,647
<b>Total Miscellaneous Revenues</b>	128,824	44,170	6,905	6,672	41,512	45,000	45,000	90,000
<b>Transfers In</b>	800,000	-	-	-	-	-	-	-
<b>Total Revenues</b>	1,837,350	1,405,169	2,266,773	1,101,672	1,747,773	1,751,261	1,785,386	3,536,647
<b>Total Resources</b>	7,476,664	6,868,600	8,167,599	8,718,613	7,689,033	9,021,269	7,266,961	10,806,655
<b>Expenditures</b>								
Salaries	91,636	98,381	99,037	107,300	125,879	124,700	130,700	255,400
Benefits	39,769	44,454	42,229	53,800	38,400	38,400	41,900	80,300
Services	13,609	22,493	50,053	19,163	37,964	25,594	26,106	51,700
Capital expenditures	1,868,219	395,256	1,042,475	4,066,000	216,782	3,351,000	4,545,000	7,896,000
<b>Total expenditures</b>	2,013,233	560,584	2,226,339	4,246,263	419,025	3,539,694	4,743,706	8,283,400
<b>Ending fund balance</b>	5,463,431	6,308,016	5,941,260	4,472,350	7,270,008	5,481,575	2,523,255	2,523,255
<b>Total Uses</b>	\$ 7,476,664	\$ 6,868,600	\$ 8,167,599	\$ 8,718,613	\$ 7,689,033	\$ 9,021,269	\$ 7,266,961	\$10,806,655

### 2022 HIGHLIGHTS

- Continued with the design and permitting of the Canterwood Dr emergency water system intertie.
- Completed the design and construction of the Reid Dr (55<sup>th</sup> St) water main improvements.

### 2023 - 24 GOALS

**See 2023-24 Capital Budget Addendum for goals and objectives**

## LONG-RANGE PLANS

- Continue to implement a program to identify and replace aging and/or vulnerable portions of the asbestos-cement water transmission and distribution system. Priority will be given to lines within areas identified for other capital improvements, such as pavement replacement or street reconstruction, and especially lines more than 40-years old where high ground water is present and/or areas where lines have historically ruptured.
- Further develop the preliminary groundwater recharge feasibility report to explore the feasibility of recharging groundwater in the future. This refinement to the preliminary report would explore in more specific detail specific recharge sites, sources of recharge water, as well as other potential benefits, including mitigation for future water rights, that may result from performing groundwater recharge.
- Construct the much needed intertie in the vicinity of St. Anthony's Hospital. Currently the Hospital and surrounding area is served by a single trunk waterline that crossed under SR 16 and should a rupture to this primary line occur, it would cut off the supply of water to the entire Gig Harbor North area.
- Continue to provide a supply of high-quality potable water in a timely and reasonable manner, with a focus on system reliability and source redundancy.
- Continue to provide a reliable water system and protect the security of its water system.
- Develop the City's water infrastructure in accordance with the City's Water System Plan such that the City has sufficient facilities available to meet its maximum day demand and storage tanks are sized to meet the current and proposed system demands.
- Re-initiate the development of a new well source in Gig Harbor North (Well#9) associated with a previous water right permit application. The new well source will improve operation of the City's water system and will be required to meet storage capacity standards required by the Washington State Department of Health. This well source is anticipated to re-allocate existing water rights.

## TRANSPORTATION BENEFIT DISTRICT

### WHAT WE DO

The Transportation Benefit District Revenue Fund was established by Ordinance No. 1392 to receive the sales tax imposed by the city within the Traffic Benefit District for the purpose of acquiring, constructing, improving, providing, and funding transportation improvements within the district. These improvements include some of the projects contained in the Transportation Element of the City's Comprehensive Plan, including the investment in new or existing arterials of regional significance and other transportation projects of regional or statewide significance.

### BUDGET OVERVIEW

	2019	2020	2021	2022	2022	2023	2024	2023-24
	Actual	Actual	Actual	Budget	YE Estimate	Dept. Request	Dept. Request	Dept. Request
<b>Beginning Fund Balance</b>	\$ -	\$ -	\$ 1,043,555	\$ 2,743,139	\$ 3,000,684	\$ 4,912,663	\$ 2,100,566	\$ 4,912,663
<b>Taxes</b>	-	-	1,955,146	2,104,361	2,052,903	2,052,903	2,093,961	4,146,864
<b>Total Miscellaneous Revenues</b>	-	-	1,983	1,500	9,076	10,000	10,000	20,000
<b>Total Revenues</b>	-	-	1,957,129	2,105,861	2,061,979	2,062,903	2,103,961	4,166,864
<b>Total Resources</b>	\$ -	\$ -	\$ 3,000,684	\$ 4,849,000	\$ 5,062,663	\$ 6,975,566	\$ 4,204,527	\$ 9,079,527
<b>Expenditures</b>								
Transfers out	-	-	-	550,000	150,000	4,875,000	-	4,875,000
<b>Total expenditures</b>	-	-	-	550,000	150,000	4,875,000	-	4,875,000
<b>Ending fund balance</b>	-	-	3,000,684	4,299,000	4,912,663	2,100,566	4,204,527	4,204,527
<b>Total Uses</b>	\$ -	\$ -	\$ 3,000,684	\$ 4,849,000	\$ 5,062,663	\$ 6,975,566	\$ 4,204,527	\$ 9,079,527

### 2023 - 24 GOALS

• Burnham Dr Half-width Roadway Improvements	\$ 1,050,000
• Wollochet Dr Rt Turn Lane @ SR-16 WB Onramp	100,000
• Wollochet Dr Rt Turn Lane @ SR-16 WB Onramp	250,000
• Prentice Ave./Fennimore St. Half-width Roadway Improvements	500,000
• 38th Avenue Phase 2 Half-width Roadway Improvements	1,800,000
• Wollochet Drive/Wagner Way Intersection Improvements	1,100,000
• Olympic Drive/Pt. Fosdick Right Turn Lane Extension	<u>75,000</u>
	<b>\$ 4,875,000</b>

## **City of Gig Harbor 2022 Capital Budget**

This budget document is intended to provide a summary of current proposed budget objectives while also identifying the adopted 6-year capital improvement programs (CIPs) for each over the City's main capital funds. Each 6-year CIP is based on the specific capital planning document described in each fund. This document also further describes the anticipated 2022 expense(s) and funding source(s) for each objective. Included at the end of this document is a map identifying the approximate location of each objective.

**CITY BUILDINGS  
6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST**

The city does not have an adopted 6-year CIP list for its buildings.

## CITY BUILDINGS

### 2023-24 PROPOSED BUDGET OBJECTIVES

#### **Mayor & Department Supported Objectives**

1. **Civic Center HVAC Upgrade.** The City is in the process of completing a feasibility study to identify HVAC replacement alternatives that reduce the City's carbon emissions, reduce energy costs, and reduce future maintenance costs. Based on the outcome of the feasibility study the City will engage in a construction contract to implement the recommended improvements.

#### **2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$2,200,000
<b>Total</b>	<b>\$2,200,000</b>

#### **2022 Funding Summary**

General Fund	\$2,200,000
<b>Total</b>	<b>\$2,200,000</b>

2. **Civic Center Security Upgrades at Reception Desks.** The City has three reception desks that have no separation from the public. This proposed work would provide improved security features including placing a security between Staff and the public.

#### **2023-24 Expense Summary**

Purchase and Installation	\$60,000
<b>Total</b>	<b>\$60,000</b>

#### **2022 Funding Summary**

General Fund	\$60,000
<b>Total</b>	<b>\$60,000</b>

3. **Bogue Visitor's Center Building Rehabilitation.** The original scope of work for this project required a small public works contract to re-roof the City's Bogue Visitor's Center building. However, per Building Code requirements, the insulation in the building must also be replaced. Additionally, the HVAC system was identified as being beyond its useful life. This project proposes to replace both the indoor and outdoor HVAC units. This objective was initiated in 2022 with the completion of contract documents and award of a Public Works construction contract. This objective will complete the construction of the project awarded in 2022.

**2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$100,000
<b>Total</b>	<b>\$100,000</b>

**2022 Funding Summary**

General Fund	\$100,000
<b>Total</b>	<b>\$100,000</b>

- 4. Replacement Purchase – Building Access and Control System.** The current building access control equipment at the Civic Center was installed over 19 years ago when the building was constructed. The current equipment and software are no longer supported as vendor is no longer in business. New equipment will include two new control panels, multiple card readers and two keypad readers. A cloud-based software system upgrade may be included which allows for remote management of equipment.

**2023-24 Expense Summary**

Purchase and Installation	\$120,000
<b>Total</b>	<b>\$120,000</b>

**2022 Funding Summary**

General Fund	\$120,000
<b>Total</b>	<b>\$120,000</b>



**STREET DIVISION**  
**6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST**

The projects provided in the Streets Division 6-year CIP list below is based on the proposed 2023-24 Budget objectives (Obj #) and the City's adopted 2023-2028 Transportation Improvement Program (TIP). This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
SD-1	Public Works Operations Center - Building Construction	\$1,050,000					
SD-2	Burnham Dr. Improvements Phase 1A	\$1,550,000	\$900,000				
SD-3	Harbor History Museum Driveway Entrance Revision	\$75,000					
SD-4	Harbor Hill Drive Landscape Mitigation	\$100,000					
SD-5	Mid-Block Rapid-Flashing Beacon Crosswalk Systems	\$50,000					
SD-6	Wollochet Dr/SR-16 Westbound On-ramp Right Turn Lane		\$150,000	\$680,000			
SD-7	Wollochet Dr/SR-16 Eastbound Off-ramp Right Turn Lane	\$160,000	\$340,000				
SD-8	Prentice Ave/Fennimore St Half-Width Roadway Improvements	\$405,000	\$2,200,000				
SD-9	Olympic Dr Streetlights	\$60,000					
SD-10	Peacock Hill Ave Streetlights		\$118,000				
SD-11	Electric Vehicle Charging Station	\$20,000					
SD-12	38 <sup>th</sup> Ave Phase 2 Half-Width Improvements	\$500,000	\$3,400,000				
SD-13	Wollochet Dr/ Wagner Wy Intersection Improvements	\$150,000	\$1,150,000				
SD-14	Olympic Dr/Pt. Fosdick Dr right Turn Lane Extension		\$150,000	\$540,000			

Continued on next page

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
SD-15	Burnham Dr/SR-16 RAB Metering Traffic Analysis and Conceptual Design		\$75,000	\$1,500,000			
	38 <sup>th</sup> Ave Phase 1B Improvements			\$250,000	\$2,250,000		
	38 <sup>th</sup> Ave Phase 1C Improvements			\$250,000	\$1,750,000		
	Harborview Dr/Pioneer Wy Improvements			\$100,000			
	Hunt St/Skansie Ave Intersection Improvements			\$150,000	\$1,350,000		
	Hunt St./38 <sup>th</sup> Ave. Intersection Improvements			\$250,000	\$900,000		
	50 <sup>th</sup> St Ct NW Improvements			\$3,403,700			
	Soundview Dr./Hunt St. Intersection Improvements			\$200,000	\$850,000		
	Burnham Dr. Improvements Phase 1B			\$400,000	\$1,900,000		
	Vernhardson St. Improvements (Peacock Hill Ave. to City Limits)			\$450,000	\$450,000	\$6,000,000	
	Rosedale St/Skansie Ave Intersection Improvements				\$300,000	\$1,900,000	
	Grandview St. Improvements (Soundview Dr. to McDonald Ave.)				\$400,000	\$1,100,000	
	Wollochet Dr. Interchange Improvements (Kimball Dr. to Hunt St.)				\$500,000	\$500,000	\$15,000,000
	Burnham Dr. Bridge Restripe to 4 Lanes					\$95,000	\$400,000
	Burnham Dr. Improvements Phase 2					\$1,135,000	\$1,115,000
	Pedestrian Crossing at SR-16 Near Borgen Blvd					\$600,000	\$150,000
	Olympic Dr./SR-16 Intersection Improvements					\$250,000	\$1,200,000
	Skansie Ave. Improvements (Rosedale St. to Hunt St.)						\$800,000
	Olympic Dr. and Spur to Hollycroft St.						\$75,000
<b>Annual Totals =</b>		<b>\$4,120,000</b>	<b>\$8,483,000</b>	<b>\$8,173,700</b>	<b>\$10,650,000</b>	<b>\$11,580,000</b>	<b>\$18,740,000</b>

**STREET DIVISION**  
**2023-24 PROPOSED BUDGET OBJECTIVES**

**Mayor & Department Supported Objectives**

1. **Public Works Operations Center – Building Construction.** Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building.

**2023-24 Expense Summary**

Building Equipment and Furnishings	\$300,000
Construction (Contract/Testing/Change Order Auth.)	\$3,900,000
<b>Total</b>	<b>\$4,200,000</b>

**2023-24 Funding Summary**

Parks Capital	\$1,050,000
Streets Capital	\$1,050,000
Water Capital	\$1,680,000
Storm Capital	\$420,000
<b>Total</b>	<b>\$4,200,000</b>

2. **Burnham Drive Half-Width Roadway Improvements Phase 1A – Design, Permitting and Construction.** Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96<sup>th</sup> Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement (identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together.

**2023-24 Expense Summary**

Design and Permitting	\$50,000
Construction (Contract/Testing/Change Order Auth.)	\$4,900,000
<b>Total</b>	<b>\$4,950,000</b>

**2023-24 Funding Summary**

Storm Capital	\$2,500,000
Transportation Benefit District	\$1,050,000
Hospital Benefit District	\$1,400,000
<b>Total</b>	<b>\$4,950,000</b>

3. **Harbor History Museum Driveway Entrance Revision.** In 2012 the City installed new sidewalk at the entrance to the Harbor History Museum driveway as part of the City's Donkey Creek Daylighting project. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the City's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be designed by Engineering Division Staff and put out to bid for construction.

**2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$75,000
<b>Total</b>	<b>\$75,000</b>

**2023-24 Funding Summary**

General Fund	\$75,000
<b>Total</b>	<b>\$75,000</b>

4. **Harbor Hill Drive Landscape Mitigation.** As part of the Harbor Hill Drive extension project constructed in 2017 the City removed some native vegetation within the portions of Northharbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of the native vegetation.

**2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$100,000
<b>Total</b>	<b>\$100,000</b>

**2023-24 Funding Summary**

Hospital Benefit Zone Funds	\$100,000
<b>Total</b>	<b>\$100,000</b>

5. **Mid-Block Rapid-Flash Beacon Crosswalk System.** The City routinely identifies locations to improve pedestrian safety through the installation of mid-block rapid-flash beacon systems. This objective will provide for the in-house design, purchase, and in-house construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50<sup>th</sup> St Ct. adjacent to Veterans Memorial Park and along Soundview Drive in the vicinity of Hunt Street.

**2023-24 Expense Summary**

Materials	\$50,000
<b>Total</b>	<b>\$50,000</b>

**2023-24 Funding Summary**

General Fund	\$50,000
<b>Total</b>	<b>\$50,000</b>

6. **Wollochet Dr/SR-16 Westbound On-ramp Right Turn Lane – Conceptual Design.** Complete a conceptual design and estimates to install a right turn lane along eastbound Wollochet Drive to the SR-16 westbound on-ramp. Submit to WSDOT for an intersection justification report (IJR). This project is part of the larger Wollochet Dr. improvement project.

**2023-24 Expense Summary**

Conceptual Design and WSDOT Review	\$150,000
<b>Total</b>	<b>\$150,000</b>

**2023-24 Funding Summary**

Transportation Benefit District Funds	\$100,000
Transportation Impact Fee Funds	\$50,000
<b>Total</b>	<b>\$150,000</b>

7. **Wollochet Dr/SR-16 Eastbound Off-ramp Right Turn Lane.** Design, submit to WSDOT for an intersection justification report (IJR), and construct a right turn lane on the SR-16 eastbound off-ramp approaching the signal. Coordination with WSDOT will be required.

**2023-24 Expense Summary**

Design, Permitting, and WSDOT Review	\$160,000
Construction (Contract/Testing/Change Order Auth.)	\$340,000
<b>Total</b>	<b>\$500,000</b>

**2023-24 Funding Summary**

Transportation Benefit District Fund	\$172,000
Transportation Impact Fee Funds	\$328,000
<b>Total</b>	<b>\$500,000</b>

8. **Prentice Ave/Fennimore St Half-Width Roadway Improvements – Design and Construction.** Complete the design and construction of half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Avenue. Improvements will include new sidewalk, pedestrian ramps, new roadway realignment, lighting, storm drainage, retaining walls, and RRFB crossings. PW/Engineering staff applied for a grant as described in expense summary, however, if the grant is unsuccessful, local funds are proposed to be used.

**2023-24 Expense Summary**

Design and Permitting	\$405,000
Construction (Contract/Testing/Change Order Auth.)	\$2,200,000
<b>Total</b>	<b>\$2,605,000</b>

**2023-24 Funding Summary**

Federal Grant	\$1,712,000
Transportation Benefit District Funds	\$700,000
Hospital Benefit Zone Funds	\$193,000
<b>Total</b>	<b>\$2,605,000</b>

9. **Olympic Drive Streetlights.** Purchase and install with Operations Staff five new 30-foot streetlights along the north side of Olympic Drive between Point Fosdick Drive and 50<sup>th</sup> St. This will fill in the gap of streetlights along this section of roadway. **\$60,000**

**2023-24 Expense Summary**

Materials	\$60,000
<b>Total</b>	<b>\$60,000</b>

**2023-24 Funding Summary**

General Fund	\$60,000
<b>Total</b>	<b>\$60,000</b>

10. **Peacock Hill Ave Streetlights.** Purchase and install with Operations Staff nine new 20-foot streetlights along the east side of Peacock Hill Ave from Vernhardson St to Ringold St. This will fill in the gap of streetlights along this section of roadway.

**2023-24 Expense Summary**

Materials	\$118,000
<b>Total</b>	<b>\$118,000</b>

**2023-24 Funding Summary**

General Fund	\$118,000
<b>Total</b>	<b>\$118,000</b>

11. **Electric Vehicle Charging Station.** Purchase and install one new electric vehicle charging station. Locations are to be determined.

**2023-24 Expense Summary**

Materials	\$20,000
<b>Total</b>	<b>\$20,000</b>

**2023-24 Funding Summary**

General Fund	\$20,000
<b>Total</b>	<b>\$20,000</b>

12. **38<sup>th</sup> Avenue Phase 2 Half-Width Roadway Improvements.** Design and construct half-width roadway improvements in accordance with the Public Works Standards with the intent of using low-impact design for stormwater management. PW/Engineering staff applied for a grant described in expense summary, however, if the grant is unsuccessful, local funds are proposed to be used.

**2023-24 Expense Summary**

Design and Permitting	\$500,000
Construction (Contract/Testing/Change Order Auth.)	\$3,400,000
<b>Total</b>	<b>\$3,900,000</b>

**2023-24 Funding Summary**

Transportation Improvement Board Grant	\$1,400,000
Transportation Benefit District Funds	\$700,000
Transportation Impact Fee Funds	\$1,800,000
<b>Total</b>	<b>\$3,900,000</b>

13. **Wollochet Dr/Wagner Wy Intersection Improvements.** Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet Drive then construct the designed improvements. This project is necessary due to traffic impacts from surrounding private developments that have recently been construction and are pending.

**2023-24 Expense Summary**

Design and Permitting	\$150,000
Construction (Contract/Testing/Change Order Auth.)	\$1,150,000
<b>Total</b>	<b>\$1,300,000</b>

**2023-24 Funding Summary**

Transportation Benefit District Funds	\$850,000
Transportation Impact Fee Funds	\$450,000
<b>Total</b>	<b>\$1,300,000</b>

14. **Olympic Dr/Pt. Fosdick Dr Right Turn Lane Extension.** Design and construct extension to the right turn lane approaching Pt. Fosdick Dr traveling east bound on Olympic Dr. This project will increase the vehicle storage length along Olympic Dr.

**2023-24 Expense Summary**

Design and Permitting	\$150,000
<b>Total</b>	<b>\$150,000</b>

**2023-24 Funding Summary**

Transportation Benefit District Funds	\$75,000
Transportation Impact Fee Funds	\$75,000
<b>Total</b>	<b>\$150,000</b>

15. **Burnham Dr/SR-16 RAB Metering Traffic Analysis and Conceptual Design.**\_Review latest traffic data then create a conceptual design with cost estimate.

**2023-24 Expense Summary**

Consultant Contract	\$75,000
<b>Total</b>	<b>\$75,000</b>

**2023-24 Funding Summary**

Hospital Benefit Zone Funds	\$75,000
<b>Total</b>	<b>\$75,000</b>



**PARKS DEVELOPMENT  
6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST**

The projects provided in the Parks Division 6-year CIP list below is based on the proposed 2023-24 Budget objectives (Obj #) and the CIP identified in the City's adopted 2022 Parks Recreation and Open Space (PROS) Plan. This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
PD-1	Gig Harbor North Sports Complex Ph 1B	\$4,250,000	\$1,000,000				
PD-2	Public Works Operations Center - Building Construction	\$1,050,000					
PD-3	Gig Harbor North Trails	\$75,000	\$75,000				
PD-4	Cushman Trail Connection to N. Harborview Dr.	\$100,000	\$100,000	\$550,000			
PD-5	Crescent Creek Park - Master Plan, Phase 1A Conceptual Design/Construction	\$130,000	\$95,000				
PD-6	Shaw Park Analysis and Remediation	\$30,000	\$65,000				
PD-7	Skansie Netshed Improvements	\$300,000					
PD-8	Cushman Trail Phase 5A Study		\$85,000				
PD-9	Gig Harbor Sports Complex Phase 2 - Feasibility Study		\$60,000				
PD-10	Commercial Fishing Homeport	\$3,200,000					
	KLM Veterans Memorial Park Ph 2 (Trail Development and Roller Slide)			\$80,000	\$280,000		
	Harborview Waterfront Trail / Pioneer Way Streetscape			\$120,000	\$500,000		

Continued on next page

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
	Old Burnham Properties - Master Plan			\$80,000			
	Wheeler Pocket Park Development			\$60,000	\$120,000	\$350,000	
	Jerisich Dock Float Extension				\$150,000	\$500,000	
	Cushman Trail Phase 5A - Design/Construction				\$600,000	\$5,000,000	
	Wilkinson Farm Park - Master Plan/Development				\$90,000	\$250,000	\$2,000,000
	Maritime Pier Development					\$400,000	\$3,500,000
<b>Annual Totals =</b>		<b>\$9,135,000</b>	<b>\$1,480,000</b>	<b>\$890,000</b>	<b>\$1,740,000</b>	<b>\$6,500,000</b>	<b>\$5,500,000</b>

## PARKS DEVELOPMENT 2023-24 PROPOSED BUDGET OBJECTIVES

### Mayor & Department Supported Objectives

1. **Gig Harbor Sports Complex Phase 1B Design, Permitting, and Construction.** The City has been proceeding with developing a sports complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the sports complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current project phase consists of two sub-phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and an RCO grant. Phase 1B is the City's portion of the complex and includes pickleball, bocce ball, multiple playgrounds, multiple pavilions, and a natural turf open space. Phase 1B requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project was initiated in 2022 with construction beginning either at the end of 2022 or early in 2023.

#### **2023-24 Expense Summary**

Design and Permitting	\$150,000
Construction (Contract/Testing/Change Order Auth.)	\$5,100,000
<b>Total</b>	<b>\$5,250,000</b>

#### **2023-24 Funding Summary**

RCO LWCF Grant	\$300,000
Hospital Benefit Zone Fund	\$4,400,000
Park Impact Fees	\$550,000
<b>Total</b>	<b>\$5,250,000</b>

2. **Public Works Operations Center – Building Construction.** Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a public works construction contract in 2022. Construction of the building will begin in 2023 and the City will furnish the new building in 2023.

**2023-24 Expense Summary**

Design and Permitting	\$300,000
Construction (Contract/Testing/Change Order Auth.)	\$3,900,000
<b>Total</b>	<b>\$4,200,000</b>

**2023-24 Funding Summary**

Parks Capital	\$1,050,000
Streets Capital	\$1,050,000
Water Capital	\$1,680,000
Storm Capital	\$420,000

3. **Gig Harbor North Trails.** The City's 2022 PROS Plan identifies the siting and construction of various trails in Gig Harbor North. The City currently has three areas of vacant undeveloped lots that mostly consist of native vegetation. These areas include the Harbor Hill Open Space and the "Old Burnham Properties" (north of the intersection of Burnham Drive and Wood Hill Drive). This objective would provide for the design and permitting associated with the develop and enhance native trails on these existing City Park properties and in coordination with private owners, to include the Peninsula School District.

**2023-24 Expense Summary**

Design and Permitting	\$150,000
<b>Total</b>	<b>\$150,000</b>

**2023-24 Funding Summary**

General Fund	\$150,000
<b>Total</b>	<b>\$150,000</b>

4. **Cushman Trail Connection to Harborview Drive.** In 2009 the City, in conjunction with Pierce County Parks, constructed Phase 2 of the Cushman Trail from Grandview Street to 96<sup>th</sup> Street. Since construction of Cushman Trail Phase 2 the City, along with the morning Rotary, the Downtown Waterfront Alliance, and multiple individuals, have considered and requested a connection trail between the Donkey Creek Park area and Cushman Trail. Due to topographic and critical area constraints, the City and its partners have considered multiple locations and trail cross sections. Now that the City has acquired conservation property between Harborview Drive and Cushman Trail just north of the City's Wastewater Treatment Plant, there is opportunity for a new and improved location for this proposed connection trail. This objective will design and permit the Cushman Trail connection.

**2023-24 Expense Summary**

Design and Permitting	\$200,000
<b>Total</b>	<b>\$200,000</b>

**2023-24 Funding Summary**

General Fund	\$200,000
<b>Total</b>	<b>\$200,000</b>

5. **Crescent Creek Park – Master Plan and Phase 1A Conceptual Design, and Construction.** 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 Crescent Creek Park. The momentum of the planning effort will go into the immediate implementation of Phase 1A improvements.

**2023-24 Expense Summary**

Professional Services Contract for Master Planning Efforts	\$130,000
Design and Permitting of Phase 1A Improvements	\$35,000
Construction (Contract/Testing/Change Order Auth.)	\$60,000
<b>Total</b>	<b>\$225,000</b>

**2023-24 Funding Summary**

Hospital Benefit Zone Fund	\$225,000
<b>Total</b>	<b>\$225,000</b>

6. **Shaw Park Analysis and Remediation.** Shaw Park is located on Borgen Boulevard between the Heron's Key development and the planned commercial village on Harbor Hill Drive and was partially constructed by private developer under a development agreement that lacked park specifications. The resulting first phase of the Park is flat terrain that was stripped of topsoil as part of the adjacent site development projects. The combination of poor soils and the lack of a working drainage system has made it impossible to maintain vegetation or natural turf at the Park. At this time, the only amenity there is a cement plaza close to Borgen Boulevard with benches and donated outdoor musical equipment from the Gig Harbor Rotary Club. This proposed objective would perform a site analysis, provide specifications to improve soils and drainage, and then complete the construction of the proposed improvements.

**2023-24 Expense Summary**

Site Analysis and Design	\$30,000
Construction (Contract/Testing/Change Order Auth.)	\$65,000
<b>Total</b>	<b>\$95,000</b>

**2023-24 Funding Summary**

Hospital Benefit Zone Fund	\$95,000
<b>Total</b>	<b>\$95,000</b>

7. **Skansie Netshed Improvements.** The City of Gig Harbor purchased the Skansie Property in 2002 with the intent of expanding public access to the City's waterfront. The City eventually separately leased both the existing Skansie Residence and the wooden Skansie Netshed to two separate non-profit organizations to provide opportunities to the public for educational programming. The City has leased the Skansie Netshed to multiple non-profit organizations with the current lease expiring in December 2035. The City repainted and reroofed the Netshed in 2004 and then later rehabilitated the foundation and flooring on which the Netshed sits. The Netshed is again in need of repainting and reroofing. Additionally, based on two separate reports, the Netshed requires structural improvements. The City completed the design and permitting of these improvements then awarded a construction contract in 2022. This objective proposes to complete the structural repairs, siding repairs, repaint the exterior of the building, and re-roof the building. The City will also review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements.

**2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$300,000
<b>Total</b>	<b>\$300,000</b>

**2023-24 Funding Summary**

Hospital Benefit Zone Fund	\$300,000
<b>Total</b>	<b>\$300,000</b>

8. **Cushman Trail Phase 5A Scoping and Value Engineering Study.** The City completed the Cushman Trail Phase 5 Planning Study in May 2020. This Study concluded the project should be divided into reasonably size sub-sections due to the otherwise significant cost to design and construct the entire Phase 5 route identified in the Planning Study. This proposed objective would prepare for project implementation by completing the scoping for the Phase 5A limits then performing a value engineering study for the Cushman Trail crossing at Borgen Boulevard, including a cost estimate.

**2023-24 Expense Summary**

Professional Services Contract	\$85,000
<b>Total</b>	<b>\$85,000</b>

**2023-24 Funding Summary**

General Fund	\$85,000
<b>Total</b>	<b>\$85,000</b>

9. **Gig Harbor Sports Complex Phase 2 and 3 Scoping and Conceptual Design.** In 2018 the City completed the master planning process for the Gig Harbor Sports Complex. The master plan identified three separate phases for implementing the development of the Sport Complex. Phase 1 consists of two lit, synthetic turf fields and an adjacent recreational area, and association parking. Phase 1 is under design based on a collaborative effort between the City and the YMCA. Phase 2 primarily consists of rehabilitating the City's existing Peninsula Light Fields by converting them from natural turf to synthetic turf and identifying any additional site improvements. This proposed objective would develop a detailed scope of work then complete a conceptual design for the Phase 2 work, including a cost estimate.

**2023-24 Expense Summary**

Professional Services Contract	\$120,000
<b>Total</b>	<b>\$120,000</b>

**2023-24 Funding Summary**

General Fund	\$120,000
<b>Total</b>	<b>\$120,000</b>

10. **Commercial Fishing Homeport Design, Permitting, and Construction.** In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Res. 949 in 2013 and, soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, that included upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6-year CIP. The upland development was completed in 2018. This proposed objective will complete the design and permit effort then initiate a construction contract for the new float system for the commercial fishing homeport at Ancich Park.

**2023-24 Expense Summary**

Design and Permitting	\$30,000
Construction (Contract/Testing/Change Order Auth.)	\$3,170,000
<b>Total</b>	<b>\$3,200,000</b>

**2023-24 Funding Summary**

Hospital Benefit Zone	\$300,000
Port of Tacoma Funding	\$200,000
Commercial Fishing Operators Donation	\$200,000
Capital Development - REET	\$1,300,000
Capital Improvement - REET	\$1,200,000
<b>Total</b>	<b>\$3,200,000</b>

**Removed Objectives**

**Veteran's Memorial Phase 2 Improvements.** The City acquired the Veteran's Memorial Park property in 2003 under the conceptual name of Westside Park. In 2007, the City developed a two-phased master plan for the Park. All of the Phase 1 work was completed in 2009. Then in 2020 the City performed work on portion of Phase 2 of the plan. This proposed objective further develops the Phase 2 plans and requires three distinct tasks. The first task is to update the Park site plan to accommodate a roller slide as proposed for the site in 2020. The second task requires a consultant to perform conceptual design and permitting for the trail system surrounding the Park. The third task would purchase and install the roller slide and required trail system. The trail will demonstrate an all-inclusive design and include amenities for all ages to enjoy the unique terrain and vegetation overlooking the park.

**2023-24 Expense Summary**

Site Plan Development	\$20,000
Design and Permitting	\$40,000
Construction (Contract/Testing/Change Order Auth.)	\$350,000
<b>Total</b>	<b>\$410,000</b>

**2023-24 Funding Summary**

General Fund	\$410,000
<b>Total</b>	<b>\$410,000</b>



**WATER DIVISION  
6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST**

The projects provided in the Water Division 6-year CIP list below is based on the proposed 2023-24 Budget objectives (Obj #) and the CIP identified in the City's adopted 2018 Water System Plan (WSP). This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
WD-1	Public Works Operations Center Building – Water Capital Share	\$1,680,000					
WD-2	Shurgard Water Tank Recoating		\$550,000				
WD-3	Emergency Water Intertie - Canterwood Blvd	\$482,000					
WD-4	Gig Harbor North Sports Complex Water Main	\$84,000					
WD-5	Well 9 & PRV Station	\$505,000	\$1,595,000		\$2,350,000		
WD-6	Soundview Dr. Asbestos-Cement Watermain Replacement	\$600,000	\$2,350,000				
WD-7	Public Works Operations Decant Facility	\$20,000	\$30,000				
	Vernhardson St. Water Main Installation to Burnham Dr.			\$614,000	\$675,000		
	Olympic Dr./Hollycroft St. Water Main Installation			\$68,000			
	Shurgard Tank to Soundview Dr. Water Main Improvements			\$106,000			
	Shurgard East Tee Water Main Improvements			\$194,000			
	Tank Recoatings (Various)			\$888,000		\$957,000	
	Olympic Village Loop Water Main Improvements			\$269,000			

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
	Deer Creek Lane Water Main Improvements			\$63,000			
	Conjunctive Supply Strategy			\$200,000			
	Asbestos Cement Water Line Replacement Program					\$2,575,000	
	Water System Plan Update						\$600,000
<b>Annual Totals =</b>		<b>\$3,371,000</b>	<b>\$4,525,000</b>	<b>\$2,402,000</b>	<b>\$3,025,000</b>	<b>\$3,532,000</b>	<b>\$600,000</b>

## WATER DIVISION 2023-24 PROPOSED BUDGET OBJECTIVES

### Mayor & Department Supported Objectives.

1. **Public Works Operations Center – Building Construction.** Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building.

#### **2023-24 Expense Summary**

Building Equipment and Furnishings	\$300,000
Construction (Contract/Testing/Change Order Auth.)	\$3,900,000
<b>Total</b>	<b>\$4,200,000</b>

#### **2023-24 Funding Summary**

Parks Capital Fund	\$1,050,000
Streets Capital Fund	\$1,050,000
Water Capital Fund	\$1,680,000
Storm Capital Fund	\$420,000
<b>Total</b>	<b>\$4,200,000</b>

2. **Shurgard Water Tank Recoating.** This project will repaint the exterior and interior of the City's Shurgard water tank. Engineering Staff will assemble the contract documents and manage the construction. **\$550,000**

#### **2022 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$550,000
<b>Total</b>	<b>\$550,000</b>

#### **2022 Funding Summary**

Water Capital Fund	\$550,000
<b>Total</b>	<b>\$550,000</b>

3. **Emergency Water Intertie – Canterwood Blvd.** Complete the design then construct the water main (approximately 1,600 LF) along Canterwood Blvd between St. Anthony's hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency.

**2022 Expense Summary**

Design and Permitting	\$20,000
Construction (Contract/Testing/Change Order Auth.)	\$462,000
<b>Total</b>	<b>\$482,000</b>

**2022 Funding Summary**

Water Capital Fund	\$482,000
<b>Total</b>	<b>\$482,000</b>

4. **Gig Harbor North Sports Complex Water Main.** This project will provide a redundant water main and will be designed by Engineering Division Staff and installed by Operations Division Staff.

**2022 Expense Summary**

Materials	\$84,000
<b>Total</b>	<b>\$84,000</b>

**2022 Funding Summary**

Water Capital Fund	\$84,000
<b>Total</b>	<b>\$84,000</b>

5. **Well #9 (11944 Olympus Way) Development and Water Rights Processing.** In accordance with the City's 2018 Water System Plan, the City is proposing to develop Well #9 in the Gig Harbor North area adjacent to the City's Gig Harbor North water tank as a redundant groundwater supply system. Once Well #9 is on-line it will mitigate the need for additional standby (emergency) storage in storage tanks. This improvement is consistent with the City's operational goals of investing in its supply sources to make for a more redundant and reliable system. The City will also begin working with the Washington State Department of Ecology to obtain water rights for Well #9.

**2022 Expense Summary**

Design and Permitting	\$450,000
Water Rights Processing	\$55,000
Construction (Contract/Testing/Change Order Auth.)	\$1,595,000
<b>Total</b>	<b>\$2,100,000</b>

**2022 Funding Summary**

Water Capital Fund	\$2,100,000
<b>Total</b>	<b>\$2,100,000</b>

6. **Soundview Drive Asbestos-Cement Watermain Replacement.** This project would resolve a series of operational issues for the water system in Soundview Drive while also removing all the aging and soft asbestos cement watermain within Soundview Drive. This project would also suspend any work on the

pedestrian crossing at Hunt Street until such time the watermain replacement work was completed.

#### **2023-24 Expense Summary**

Design and Permitting	\$600,000
Construction (Contract/Testing/Change Order Auth.)	\$2,350,000
<b>Total</b>	<b>\$2,950,000</b>

#### **2023-24 Funding Summary**

Water Capital Fund	\$2,950,000
<b>Total</b>	<b>\$2,950,000</b>

7. **Public Works Operations Decant Facility.** Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vector waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District.

#### **2023-24 Expense Summary**

Consultant Contract for Design and Permitting	\$120,000
Construction (Contract/Testing/Change Order Auth.)	\$250,000
<b>Total</b>	<b>\$370,000</b>

#### **2023-24 Funding Summary**

Pierce County Flood Control Zone District Opportunity Fund	\$220,000
Water Capital Fund	\$50,000
Storm Capital Fund	\$100,000
<b>Total</b>	<b>\$370,000</b>

**WASTEWATER DIVISION  
6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST**

The projects provided in the Wastewater Division 6-year CIP list below is based on the proposed 2023-24 Budget objectives (Obj #) and on the CIP identified in the City's adopted 2018 Wastewater Comprehensive Plan (WWCP). This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
WW-1	Inflow and Infiltration Repairs	\$175,000					
WW-2	Lift Station 2A (Bogue View Platform) Generator Replacement	\$90,000					
WW-3	Lift Station 14 (Wagner Wy) Improvements	\$100,000	\$200,000				
WW-4	Lift Station 1 (Crescent Creek Park) Improvements	\$65,000	\$200,000				
WW-5	Stinson Avenue Slip Lining	\$40,000					
WW-6	Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control	\$200,000					
WW-7	Influent Screen Replacements in the Headworks Building	\$315,000					
WW-8	Lift Station 5 (Harborview Dr. Ferry Landing Area) Basin Improvements	\$800,000	\$2,600,000				
WW-9	Reuse and Reclamation Study - Phase 2		\$116,000				
WW-10	Wastewater Treatment Plant VFD Replacement	\$54,000					
	Lift Station 3A Jockey Pump Replacement			\$200,000			
	Harborview Dr Gravity Main Bypass			\$110,000			

Continued on the next page

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
	N. Harborview Dr Gravity Main Improvements			\$250,000	\$1,100,000		
	Lift Station Flow Meter Installations			\$59,000	\$60,500	\$62,000	\$63,500
	Lift Station 13 (SR-302/Purdy Dr.) Improvements			\$470,000			
	Lift Station 8 (Harbor Country Dr.) Improvements			\$100,000	\$1,026,000		
	Harborview Dr Gravity Main Improvements (Stinson to Westshore Marina)				\$300,000	\$1,700,000	
	Lift Station 16 (McCormick Ridge) Improvements				\$75,000		
	Lift Station 10 (56th St./36th Ave.) Improvements					\$117,000	
	Lift Station 11 (38th Ave./48th St.) Improvements						\$107,000
	Lift Station 17 (Skansie Ave/89th St) Design and Construction					\$500,000	\$2,500,000
<b>Annual Totals =</b>		<b>\$1,839,000</b>	<b>\$3,116,000</b>	<b>\$1,189,000</b>	<b>\$2,561,500</b>	<b>\$2,379,000</b>	<b>\$2,670,500</b>

**WASTEWATER DIVISION  
2023-24 PROPOSED BUDGET OBJECTIVES**

**Mayor & Department Supported Objectives**

1. **Inflow and Infiltration Repairs of Manholes and Pipelines.** As our underground collection system ages, the potential for leaks and failures increase. These failures use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system.

**2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$175,000
<b>Total</b>	<b>\$175,000</b>

**2023-24 Funding Summary**

Wastewater Capital Fund	\$175,000
<b>Total</b>	<b>\$175,000</b>

2. **Lift Station 2A (Bogue Viewing Platform) Generator Replacement.** Replace the existing generator with a new generator and associated transfer switch.

**2023-24 Expense Summary**

Materials	\$90,000
<b>Total</b>	<b>\$90,000</b>

**2023-24 Funding Summary**

Wastewater Capital Fund	\$90,000
<b>Total</b>	<b>\$90,000</b>

3. **Lift Station 14 (Wagner Way) Improvements.** Lift Station 14 was scheduled to be recoated in 2019. Recent failures of the piping in the station will result in complete piping replacement. If the pipe replacement occurs prior to the recoating, then the coatings would be damaged. The decision was made to postpone the coating until the pipe rehab had taken place. This would make the pipe rehab and the recoating a single project. Both projects would require bypasses and would be significantly more expensive if completed as separate projects. The repairs would also include a new level control to replace the current probe that is continually fouled by grease and flushables, which requires regular hands-on maintenance.



**2023-24 Expense Summary**

Design and Permitting	\$100,000
Construction (Contract/Testing/Change Order Auth.)	\$200,000
<b>Total</b>	<b>\$300,000</b>

**2023-24 Funding Summary**

Wastewater Capital Fund	\$300,000
<b>Total</b>	<b>\$300,000</b>

- 4. Lift Station 1 (Crescent Creek Park) Rehabilitation.** This lift station mostly consists of original equipment since its construction in 1974. This objective will replace existing pumps, electrical and mechanical equipment.

**2023-24 Expense Summary**

Design and Permitting	\$65,000
Construction (Contract/Testing/Change Order Auth.)	\$200,000
<b>Total</b>	<b>\$265,000</b>

**2023-24 Funding Summary**

Wastewater Capital Fund	\$265,000
<b>Total</b>	<b>\$265,000</b>

- 5. Stinson Slip Lining Sewer Main.** This work will coincide with a proposed 2023-24 Public Works Contract for storm pipe slip lining repair that Staff intends to design in-house and bid using the Small Public Works roster. The sewer main slip lining work will reduce I&I by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired.

**2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$40,000
<b>Total</b>	<b>\$40,000</b>

**2023-24 Funding Summary**

Wastewater Capital Fund	\$40,000
<b>Total</b>	<b>\$40,000</b>

- 6. Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control.** The current centrifuge operation at the City's Wastewater Treatment Plant (WWTP) contributes a high proportion of ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will

likely be a reduction in power costs for reduced blower and centrifuge runtime.

#### **2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$200,000
<b>Total</b>	<b>\$200,000</b>

#### **2023-24 Funding Summary**

Wastewater Capital Fund	\$200,000
<b>Total</b>	<b>\$200,000</b>

- 7. Influent Screen Replacements in the Headworks Building.** The replacement of two influent screens at the wastewater treatment plant is necessary at this time. The current screens are failing and are not reliable.

#### **2023-24 Expense Summary**

Material Acquisition	\$225,000
Installation	\$90,000
<b>Total</b>	<b>\$315,000</b>

#### **2023-24 Funding Summary**

Wastewater Capital Fund	\$315,000
<b>Total</b>	<b>\$315,000</b>

- 8. Lift Station 5 (Harborview Dr. Ferry Landing Area) Basin Improvements.** The City's existing Lift Station 5 is located along the shoreline of Gig Harbor bay adjacent to residential houses in the 2800 block of Harborview Drive. During extreme high tides a portion of Lift Station 5 is submerged. This improvement project will decommission the existing lift station then renovate the sewer basin by installing grinder pumps to serve some of the residences that currently flow by gravity to Lift Station 5. The project would also include constructing approximately 500 feet of a new gravity sewer main that will collect and convey sewage from outlying parcels served by Lift Station 5 to the City's wastewater treatment plant.

#### **2023-24 Expense Summary**

Design and Permitting	\$800,000
Construction (Contract/Testing/Change Order Auth.)	\$2,600,000
<b>Total</b>	<b>\$3,400,000</b>

#### **2023-24 Funding Summary**

Wastewater Capital Fund	\$3,400,000
<b>Total</b>	<b>\$3,400,000</b>

- 9. Reuse and Reclamation Study – Phase 2.** Continue the development of a feasibility

report to refine previous reuse and reclaimed water studies to explore specific recharge sites and reuse locations, sources of recharge water, as well as other potential benefits that may result from generating reclaimed water.

**2023-24 Expense Summary**

Professional Services Contract	\$116,000
<b>Total</b>	<b>\$116,000</b>

**2023-24 Funding Summary**

Wastewater Capital Fund	\$116,000
<b>Total</b>	<b>\$116,000</b>

- 10. Wastewater Treatment Plant VFD Replacement.** The Wastewater Treatment Plant currently has 5 VFD units that require replacement as recommended by manufacturer. One of the VFDs is limited because of an internal failure. The other 4 VFDs will offer more flexibility and safer operation with the new air header that will be installed for the Puget Sound Nutrient General Permit. Installation to be completed by Wastewater staff.

**2023-24 Expense Summary**

Material Acquisition	\$54,000
<b>Total</b>	<b>\$54,000</b>

**2023-24 Funding Summary**

Wastewater Capital Fund	\$54,000
<b>Total</b>	<b>\$54,000</b>

- 11. 38<sup>th</sup> Ave Dry Sewer Design and Construction.** As part of the City's 38<sup>th</sup> Ave Phase 2 project the City is proceeding with designing and permitting a dry gravity sewer main along 38th Avenue from 56<sup>th</sup> Street to 60<sup>th</sup> Street.

**2023-24 Expense Summary**

Design and Permitting	\$27,500
Construction	\$500,000
<b>Total</b>	<b>\$527,500</b>

**2023-24 Funding Summary**

Wastewater Capital Fund	\$527,500
<b>Total</b>	<b>\$527,500</b>

**STORM WATER DIVISION  
6-YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) LIST**

The projects provided in the Storm Division 6-year CIP list below is based on the proposed 2023-24 Budget objectives (Obj #) and the CIP identified in the City's adopted 2018 Stormwater Comprehensive Plan (SCP). This version of the 6-year CIP list includes updated proposed project funding allocation across the next six years and does not include projects that have already been completed.

Obj #	Project Name	Project Funding Allocation					
		2023	2024	2025	2026	2027	2028
SW-1	Public Works Operations Center Building – Storm Water Capital Share	\$420,000					
SW-2	Storm Pipe Slip Lining	\$170,000					
SW-3	North Creek Culvert Replacement	\$800,000	\$500,000	\$5,000,000	\$5,000,000		
SW-4	Burnham Drive Culvert Replacement	\$2,500,000					
SW-5	Outfalls to Marine Waters - Upgrades	\$65,000	\$85,000				
SW-6	Public Works Operations Decant Facility	\$100,000	\$220,000				
	Crescent Creek Culvert Replacement					\$1,200,000	\$8,000,000
	50th St Culvert Replacement						\$350,000
	Stinson Ave Stormwater Replacement and Extension					\$500,000	
	Pipeline Upgrade Program			\$36,000	\$37,000	\$38,000	\$39,000
	Stormwater Comprehensive Plan Update					\$300,000	
<b>Annual Totals =</b>		<b>\$4,055,000</b>	<b>\$805,000</b>	<b>\$5,036,000</b>	<b>\$5,037,000</b>	<b>\$2,038,000</b>	<b>\$8,389,000</b>

## STORM WATER DIVISION 2023-24 PROPOSED BUDGET OBJECTIVES

### Mayor & Department Supported Objectives

1. **Public Works Operations Center – Building Construction.** Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019, completed the building design in 2021, and awarded a construction contract in 2022. Construction of the building will continue into 2023 then the City will furnish the new building in 2023.

#### **2023-24 Expense Summary**

Building Equipment and Furnishings	\$300,000
Construction (Contract/Testing/Change Order Auth.)	\$3,900,000
<b>Total</b>	<b>\$4,200,000</b>

#### **2023-24 Funding Summary**

Parks Capital Fund	\$1,050,000
Streets Capital Fund	\$1,050,000
Water Capital Fund	\$1,680,000
Storm Capital Fund	\$420,000

2. **Storm Pipe Slip Lining.** Perform the slip lining of two storm pipes in the City right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. In-house design and small public works contract for construction.

#### **2023-24 Expense Summary**

Surveying Contract	\$15,000
Construction (Contract/Testing/Change Order Auth.)	\$155,000
<b>Total</b>	<b>\$170,000</b>

#### **2023-24 Funding Summary**

Storm Capital Fund	\$170,000
<b>Total</b>	<b>\$170,000</b>

3. **North Creek Culvert Replacement – Design and Permitting.** Based on the outcome of the 2022 North Creek Culvert Feasibility Study, this objective will complete the design and permitting of the North Creek Culvert replacement project.

**2023-24 Expense Summary**

Design and Permitting	\$1,300,000
<b>Total</b>	<b>\$1,300,000</b>

**2023-24 Funding Summary**

Storm Capital Fund	\$1,300,000
<b>Total</b>	<b>\$1,300,000</b>

4. **Burnham Dr. Culvert Replacement at 96<sup>th</sup> Street.** This project was bid and awarded in 2022 with construction anticipated to begin in 2023. This work will complete the construction of a replacement storm cross culvert in Burnham Drive south of 96<sup>th</sup> Street. This work requires a new fish-passable culvert and is planned to be performed as part of the Burnham Dr. Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102).

**2023-24 Expense Summary**

Construction (Contract/Testing/Change Order Auth.)	\$2,500,000
<b>Total</b>	<b>\$2,500,000</b>

**2023-24 Funding Summary**

Storm Capital Fund	\$2,500,000
<b>Total</b>	<b>\$2,500,000</b>

5. **Outfalls to Marine Waters – Upgrades.** Per the City's NPDES Stormwater Permit, the City has completed an inventory of all City stormwater outfalls. In 2023 City Staff, with the possible support of a consultant, will verify operational responsibilities and generate a prioritized list of capital improvement program to correct or replace the deficient outfalls and a maintenance plan for all stormwater outfalls. This objective may also include funding for maintenance of at least one outfall, depending on Staff capacity. Consultant support with survey and environmental reports with in-house staff or small public work completion. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District.

**2023-24 Expense Summary**

Consultant Contract for Design and Permitting	\$65,000
Construction (Contract/Testing/Change Order Auth.)	\$85,000
<b>Total</b>	<b>\$150,000</b>

**2023-24 Funding Summary**

Storm Capital Fund	\$150,000
<b>Total</b>	<b>\$150,000</b>

6. **Public Works Operations Decant Facility.** Gig Harbor currently has an agreement

with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vector waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting new decant facility for construction in 2023 at the existing Public Works Operations Center site. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District.

**2023-24 Expense Summary**

Consultant Contract for Design and Permitting	\$120,000
Construction (Contract/Testing/Change Order Auth.)	\$250,000
<b>Total</b>	<b>\$370,000</b>

**2023-24 Funding Summary**

Pierce County Flood Control Zone District Opportunity Fund	\$220,000
Water Capital Fund	\$50,000
Storm Capital Fund	\$100,000
<b>Total</b>	<b>\$370,000</b>

**EXHIBIT B  
SALARY SCHEDULES**

**2023 Executive Positions (Exempt)**

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
City Administrator	\$165,116	\$173,372	\$182,040	\$191,142	\$200,700
City Attorney	\$151,319	\$158,885	\$166,829	\$175,171	\$183,929
Chief of Police	\$142,418	\$149,539	\$157,016	\$164,867	\$173,110
Finance Director	\$133,517	\$140,193	\$147,202	\$154,563	\$162,291
Public Works Director	\$133,517	\$140,193	\$147,202	\$154,563	\$162,291
Community Development Director	\$133,517	\$140,193	\$147,202	\$154,563	\$162,291
Human Resources Director	\$127,108	\$133,463	\$140,137	\$147,143	\$154,501
Police Lieutenant	\$127,108	\$133,463	\$140,137	\$147,143	\$154,501
Assistant City Attorney	\$104,143	\$109,350	\$114,818	\$120,559	\$126,586
City Clerk	\$95,687	\$100,471	\$105,495	\$110,770	\$116,308
Human Resources Analyst	\$80,286	\$84,300	\$88,515	\$92,941	\$97,588

**2023 Non-Represented Non-Supervisory Personnel**

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Assistant City Clerk	\$79,213	\$81,787	\$84,446	\$87,190	\$90,024	\$92,949	\$95,970	\$99,089
Human Resources Assistant	\$54,168	\$55,928	\$57,746	\$59,623	\$61,561	\$63,561	\$65,627	\$67,760

**2022 Police Personnel (Local 117) \*Currently under Negotiations\***

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5
Police Sergeant	\$104,196	\$109,404	\$114,876	\$120,624	
Police Officer	\$78,900	\$82,836	\$86,976	\$91,332	\$95,892

**2023 Supervisor Unit (Local 313)**

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
City Engineer	\$108,797	\$112,333	\$115,984	\$119,753	\$123,645	\$127,664	\$131,813	\$136,097
Information Systems Manager	\$108,797	\$112,333	\$115,984	\$119,753	\$123,645	\$127,664	\$131,813	\$136,097
Building Official / Fire Marshal	\$104,164	\$107,549	\$111,045	\$114,654	\$118,380	\$122,227	\$126,200	\$130,301
Parks Manager	\$96,598	\$99,737	\$102,979	\$106,326	\$109,781	\$113,349	\$117,033	\$120,837
Principal Planner	\$96,598	\$99,737	\$102,979	\$106,326	\$109,781	\$113,349	\$117,033	\$120,837
Tourism & Communications Director	\$94,223	\$97,285	\$100,447	\$103,712	\$107,082	\$110,562	\$114,156	\$117,866
Court Administrator	\$93,505	\$96,544	\$99,682	\$102,921	\$106,266	\$109,720	\$113,286	\$116,968
Public Works Superintendent	\$93,020	\$96,043	\$99,165	\$102,387	\$105,715	\$109,151	\$112,698	\$116,361
Wastewater Superintendent	\$93,020	\$96,043	\$99,165	\$102,387	\$105,715	\$109,151	\$112,698	\$116,361

**2023 New/Reclassified Positions \*Wages Pending\***

Job Title	Steps TBD
Engineering Project Manager	
Housing, Health & Human Services Manager	
NPDES Coordinator - Stormwater	
Risk & Safety Officer	
Water Operator Series	
Wastewater Lead Operator	
Wastewater Operator Series	



**2023 Non-Supervisory Personnel (Local 117)**

<b>Job Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
Senior Engineer	\$98,239	\$101,432	\$104,728	\$108,132	\$111,646	\$115,275	\$119,021	\$122,889
Associate Engineer	\$90,850	\$93,803	\$96,851	\$99,999	\$103,249	\$106,604	\$110,069	\$113,646
Project Engineer	\$90,850	\$93,803	\$96,851	\$99,999	\$103,249	\$106,604	\$110,069	\$113,646
Senior Accountant	\$90,618	\$93,563	\$96,604	\$99,744	\$102,985	\$106,332	\$109,788	\$113,356
Senior Planner	\$90,565	\$93,508	\$96,547	\$99,685	\$102,925	\$106,270	\$109,724	\$113,290
Infrastructure Systems Engineer	\$81,730	\$84,386	\$87,129	\$89,960	\$92,884	\$95,903	\$99,020	\$102,238
Assistant Building Official / Fire Marshal	\$80,084	\$82,687	\$85,374	\$88,149	\$91,014	\$93,971	\$97,026	\$100,179
Field Supervisor	\$80,084	\$82,687	\$85,374	\$88,149	\$91,014	\$93,971	\$97,026	\$100,179
Construction Supervisor	\$80,084	\$82,687	\$85,374	\$88,149	\$91,014	\$93,971	\$97,026	\$100,179
Senior Wastewater Operator	\$75,397	\$77,847	\$80,377	\$82,990	\$85,687	\$88,472	\$91,347	\$94,316
GIS Coordinator	\$73,772	\$76,170	\$78,645	\$81,201	\$83,840	\$86,565	\$89,378	\$92,283
Payroll / Benefits Administrator	\$73,572	\$75,963	\$78,432	\$80,981	\$83,613	\$86,330	\$89,136	\$92,033
Associate Planner	\$72,462	\$74,817	\$77,249	\$79,759	\$82,351	\$85,028	\$87,791	\$90,644
Construction Inspector	\$70,699	\$72,997	\$75,369	\$77,819	\$80,348	\$82,959	\$85,655	\$88,439
Building Inspector / Plans Reviewer	\$70,699	\$72,997	\$75,369	\$77,819	\$80,348	\$82,959	\$85,655	\$88,439
Code Enforcement Officer	\$69,644	\$71,907	\$74,244	\$76,657	\$79,149	\$81,721	\$84,377	\$87,119
Executive Assistant	\$69,644	\$71,907	\$74,244	\$76,657	\$79,149	\$81,721	\$84,377	\$87,119
Mechanic	\$68,367	\$70,589	\$72,883	\$75,252	\$77,697	\$80,223	\$82,830	\$85,522
Wastewater Operator	\$67,449	\$69,641	\$71,904	\$74,241	\$76,654	\$79,145	\$81,718	\$84,373
Engineering Technician	\$66,899	\$69,073	\$71,318	\$73,636	\$76,029	\$78,500	\$81,051	\$83,685
Building Maintenance Technician	\$66,362	\$68,519	\$70,746	\$73,045	\$75,419	\$77,870	\$80,401	\$83,014
Information Systems Assistant	\$65,444	\$67,571	\$69,767	\$72,034	\$74,376	\$76,793	\$79,288	\$81,865
Wastewater Operator in Training (OIT)*	\$65,326							
Wastewater Collection Systems Tech II	\$63,088	\$65,138	\$67,255	\$69,441	\$71,698	\$74,028	\$76,434	\$78,918
Assistant Planner	\$62,889	\$64,933	\$67,043	\$69,222	\$71,472	\$73,795	\$76,193	\$78,669
Permit Coordinator	\$62,889	\$64,933	\$67,043	\$69,222	\$71,472	\$73,795	\$76,193	\$78,669
Finance Technician	\$61,317	\$63,310	\$65,367	\$67,492	\$69,685	\$71,950	\$74,288	\$76,703
Utility Billing Technician	\$61,317	\$63,310	\$65,367	\$67,492	\$69,685	\$71,950	\$74,288	\$76,703
Planning Technician	\$61,000	\$62,983	\$65,029	\$67,143	\$69,325	\$71,578	\$73,904	\$76,306
Administrative Assistant	\$59,626	\$61,564	\$63,565	\$65,631	\$67,764	\$69,966	\$72,240	\$74,588
Community Development Assistant	\$59,626	\$61,564	\$63,565	\$65,631	\$67,764	\$69,966	\$72,240	\$74,588
Public Works Assistant	\$59,626	\$61,564	\$63,565	\$65,631	\$67,764	\$69,966	\$72,240	\$74,588
Judicial Specialist	\$56,461	\$58,296	\$60,191	\$62,147	\$64,167	\$66,252	\$68,405	\$70,628
Property & Evidence Technician	\$56,133	\$57,957	\$59,841	\$61,786	\$63,794	\$65,867	\$68,008	\$70,218
Police Services Specialist	\$51,564	\$53,240	\$54,970	\$56,757	\$58,601	\$60,506	\$62,472	\$64,503
Court Clerk	\$50,866	\$52,519	\$54,226	\$55,988	\$57,808	\$59,687	\$61,627	\$63,629
Custodian	\$50,687	\$52,334	\$54,035	\$55,791	\$57,605	\$59,477	\$61,410	\$63,406
Public Works Clerk	\$50,656	\$52,302	\$54,002	\$55,757	\$57,569	\$59,440	\$61,372	\$63,367
Community Development Clerk	\$50,656	\$52,302	\$54,002	\$55,757	\$57,569	\$59,440	\$61,372	\$63,367
Laborer	\$48,133	\$49,697	\$51,312	\$52,980	\$54,702	\$56,480	\$58,315	\$60,211

\*OIT is an automatic progression into WWTP Operator once employee receives Group 1 Certification.

<b>Job Title</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
Maintenance Technician	\$59,179	\$61,102	\$63,088	\$65,139	\$67,256	\$69,441	\$71,698	\$74,028	\$76,434	\$78,918

The part-A1:K104es agree to continue the combination of Maintenance Technician I and II ranges. Employees will not be able to exceed the mid-range of this classification until they have been with the City for at least 5 years and have achieved goals, licenses and/or certifications. This classification requires CDL Class B license with a Tanker Endorsement. Employees who do not have the required license must obtain it within 18 months.