

# **Gig Harbor City Council Meeting**

**March 10, 2014  
5:30 p.m.**



**AGENDA FOR  
GIG HARBOR CITY COUNCIL MEETING  
Monday, March 10, 2014 – 5:30 p.m.**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**CONSENT AGENDA:**

1. Approval of City Council Minutes Feb. 24, 2014.
2. Correspondence / Proclamations: a) Pierce County Reads.
3. Liquor License Action: a) Special Occasion Liquor License – Kiwanis Club; b) Assumption – Gateway to India.
4. Receive and File: a) Minutes of City Council Retreat Feb. 22, 2014; b) Minutes of Operations Committee Feb. 20, 2014.
5. Employee Safety and Accident Prevention Plan Updates.
6. Resolution No. 953 – Addition of a Netshed to the Historic Register.
7. Resolution No. 954 - Contributing to Local Government Investment Pool.
8. Approval of Payment of Bills Mar. 10, 2014: Checks #74836 through #74954 in the amount of \$632,994.60.
9. Approval of Payroll for the month of February: Checks #7225 through #7241 and direct deposits in the amount of \$353,011.03.

**PRESENTATIONS:** Proclamation for Pierce County Reads – Joy Kim.

**OLD BUSINESS:**

**NEW BUSINESS:**

1. First Reading of Ordinance – Biennial Budget.
2. Public Hearing and First Reading of Ordinance – Budget Amendment.
3. Public Hearing and First Reading of Ordinance – Rust Street Vacation.

**STAFF REPORT:**

1. Denny Richards, City Administrator – updates.
2. Karen Scott, Marketing Director – “Go West Summit.”

**PUBLIC COMMENT:**

**MAYOR’S REPORT / COUNCIL COMMENTS:**

Lodging Tax Advisory Committee Revenue Update.

**ANNOUNCEMENT OF OTHER MEETINGS:**

1. Boards and Candidate Review Committee: Wed. Mar 12<sup>th</sup> at 4:00 p.m.
2. Finance / Safety Committee: Mon. Mar 17<sup>th</sup> at 4:00 p.m.
3. Planning/Building Committee: Special Meeting Mon. Mar 17<sup>th</sup> at 5:30 p.m.
4. Operations Committee: Thu. Mar 20<sup>th</sup> at 3:00 p.m.
5. Intergovernmental Affairs Committee: Mon. Mar 24<sup>th</sup> at 4:00 p.m.
6. Council Worksession – Hospital Benefit Zone following the 3/24 City Council meeting.
7. Please see additional meeting notices on city website.

**ADJOURN:**

## MINUTES OF GIG HARBOR CITY COUNCIL MEETING – February 24, 2014

**PRESENT:** Councilmembers Malich, Ekberg, Arbenz, Perrow, Lovrovich, Payne, Kadzik and Mayor Guernsey.

**CALL TO ORDER:** 5:30 p.m.

**PLEDGE OF ALLEGIANCE:**

### **CONSENT AGENDA:**

1. Approval of City Council Minutes Feb. 10, 2014.
2. Correspondence / Proclamations: a) Law Day Proclamation.
3. Liquor License Action: a) Special Occasion Liquor License – Kiwanis.
4. Receive and File: a) 2013 Annual Fire Inspection Report – PCFPD #5; b) Minutes from workstudy session with Tacoma-Pierce County Economic Development Board c) Minutes from Boards and Candidate Review Committee – February 18, 2014.
5. Emergency Management Agreement – PCDEM.
6. Summer Sounds Contracts.
7. Eddon Boat Building – Second Amendment to Lease for Gig Harbor BoatShop.
8. SR16/Burnham/Borgen Interchange Wetland Monitoring-Year Five / Consultant Services Contract.
9. Ancich Waterfront Park Structural Inspection and Assessment Contract.
10. Appointments to Parks Commission.
11. Appointments to Salary Commission.
12. Gig Harbor Downtown Waterfront Alliance Agreement.
13. Civic Center Roof Repair – Small Public Works Contract Award.
14. Jerisich Dock Extension Project – Construction Bid Award.
15. Well No. 11 Final Design – Consultant Services Contract.
16. Cushman Trail Phase 4 Project Constructability Review – Consultant Services Contract.
17. Resolution No. 952 – Surplus I.T. Property.
18. Approval of Payment of Bills Feb. 24, 2014: Checks #74725 through #74835 in the amount of \$215,214.56.

**MOTION:** Move to adopt the Consent Agenda as presented.  
**Ekberg / Kadzik** – five voted yes. Councilmembers Kadzik and Lovrovich abstained from the vote as they serve on the Downtown Waterfront Alliance Board of Directors.

### **PRESENTATIONS:**

1. Gig Harbor Police Department / American Legion Post 236 - Gordon Aleshire – Year End Awards. Chief Davis presented the Yearly Awards for Support Staff of the Year to Chaplain Roger Roth and Officer of the Year to Detective Michael Cabacungan. He gave a brief overview of their activities and praised each for their service and contribution to the department and the community as a whole.

The next awards were presented by American Legion Commander Ken Christiansen and Adjutant Officer Gordon Aleshire. Commander Christiansen read the American Legion Award for Outstanding Public Service to the Community awarded this year to Detective Cabacungan. He said that the American Legion normally does not have an award for Support Staff, but the Post feels it is necessary in order to honor Chaplain Roger Roth of the Gig Harbor Police Department a commendation for outstanding public service.

2. Law Day Proclamation – Stacy Colberg. Court Administrator Stacy Colberg provided an overview of the efforts to promote the upcoming Law Day on May 1<sup>st</sup>. She described a poster and essay contest for area students with the theme of “American Democracy and the Rule of Law – Why Every Vote Matters.” She explained that the intent is to get kids interested in law and invited the public to participate in the upcoming events. Mayor Guernsey presented Ms. Colberg with the signed proclamation.

3. Gig Harbor Downtown Waterfront Alliance. Geary Glein, President, first presented the mission and principals of the Downtown Waterfront Alliance. He then gave a brief overview of their activities and accomplishments both in 2013 and more recently and a preview of the plans for 2014.

#### **OLD BUSINESS:**

1. Second Reading of Ordinance No.1285 – Adoption of Interim Regulations Regarding Separation of Marijuana Related Retail Establishments. Senior Planner Lindsey Sehmel presented this second reading of this 12-month ordinance to adopt interim regulations for a 2,500 ft. separation requirement for marijuana retailers licensed by the state.

**MOTION:** Move to adopt Ordinance No. 1285 as presented.  
**Kadzik / Perrow** – unanimously approved.

#### **NEW BUSINESS:**

1. Ballot for Pierce Transit Board of Commissioners. City Clerk Molly Towslee presented this request from Pierce Transit for City Council to cast a vote for the vacant position on the Board of Commissioners.

Councilmember Payne asked former Councilmember Derek Young if he knew the candidate and if he had any recommendations.

Derek Young, 4316 32<sup>nd</sup> Ave Ct. NW. Mr. Young said Nancy was the person who ran against him for the position. She has a lengthy career in military logistics and shows up fairly regularly. His said the reason he was hoping for someone from Gig Harbor to serve is because Steilacoom represents such a small portion of the system.

**MOTION:** Move to cast a vote for Nancy Henderson, Town of Steilacoom, to fill an unexpired term on the Board of Commissioners for Pierce Transit.  
**Payne / Kadzik** – unanimously approved.



**STAFF REPORT:**

City Administrator Denny Richards reported on several items:

1. Marketing Director Karen Scott is busy with the "Go West Summit" which involves hosting 60 tour operators for a tour of the History Museum and Heritage Distillery today, and then returning back for dinner in one of four places tomorrow. This effort will help put Gig Harbor in the spotlight as a tourism destination.
2. He thanked staff for the recent snow removal efforts.
3. The overflow at the lift station in Purdy was dealt with quickly and efficiently.
4. Administrator Richards offered congratulations to Detective Cabacungan and Chaplain Roth for their awards.
5. Permits have been issued and efforts will begin to clear diseased trees on the corner of Grandview and Stinson to address liability concerns. The city will keep an eye on the clearing project to make sure there are no problems. The owners have submitted a request to build a residence on the site and so the area will be cleared further and more will come down and the property is developed.

Public Works Director Jeff Langhelm reported that a vessel sunk in the harbor on February 18<sup>th</sup> at Lucas Landing Marina. It was an older, 27 foot fiberglass boat with a mostly empty gas fuel tank. Emergency response was immediate and the boat was brought back up and the spillage contained. Cleanup has already begun.

**PUBLIC COMMENT:**

**MAYOR'S REPORT / COUNCIL COMMENTS:**

Pierce County Regional Council General Assembly - Update. Mayor Guernsey reported that Councilmember Perrow, Planning Director Jennifer Kester, and she attended the meeting. She said it was a chance to come together to hear Ken Greenburg talk about making cities and towns more livable. She said what was most interesting is the Puyallup Pavillion, which is an all-purpose building adjacent to Pioneer Park and across from city hall.

Councilmember Kadzik said he attended a wedding reception at the pavilion, and it is an amazing, multi-functional building that serves the community very well.

There was a technical malfunction and the video of the pavilion could not be shown on the overhead screen.

Mayor Guernsey then reported on her trip to Joint Base Lewis McChord to

Councilmember Payne announced the upcoming community meeting to discuss the growing coyote population in the downtown core area. Members from WestSound Wildlife Shelter are putting on the presentation.

**ANNOUNCEMENT OF OTHER MEETINGS:**

1. Eddon Park Beach Restoration and Art Unveiling – Ribbon Cutting Ceremony: Fri. Feb 28<sup>th</sup> at 3:00 p.m.
2. Joint City Council / Planning Commission Meeting: Mon. Mar 3<sup>rd</sup> 5:30 p.m.
3. City Council Meeting: Mon. Mar 10<sup>th</sup> at 5:30 p.m.
4. Please see city website for additional meeting information.

**ADJOURN:**

**MOTION:** Move to adjourn at 6:15 p.m.  
**Ekberg / Perrow** – unanimously approved.

CD recorder utilized: Tracks 1002 – 1018

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Jill Guernsey, Mayor

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Molly Towslee, City Clerk

## PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

**WHEREAS**, Pierce County READS seeks to engage, involve, and connect people throughout Pierce County; and

**WHEREAS**, Pierce county READS is the largest community reading event in the county, when people read an award-winning book, participate in free events, join with groups to discuss the book, and attend a free event to meet the nationally known, best-selling author on April 25<sup>th</sup>, 2014, at 7 p.m.; and

**WHEREAS**, the Pierce County Library is offering this community-wide program in collaboration with numerous community partners; and

**NOW, THEREFORE**, I, Jill Guernsey, Mayor of the City of Gig Harbor, do proclaim March 2nd through April 25<sup>th</sup> as

### ***Pierce County READS***

*in recognition of Pierce County Library System and The News Tribune's Pierce County READS, sponsored by KeyBank Foundation, The McGavick Conference Center at Clover Park Technical College, and Pierce County Library Foundation. The Mayor and City Council invite all citizens of Gig Harbor to join us in this special observance.*

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**Mayor Jill Guernsey, City of Gig Harbor**

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**Date**

WASHINGTON STATE LIQUOR CONTROL BOARD - License Services  
3000 Pacific Ave SE - P O Box 43075  
Olympia WA 98504-3075

TO: MAYOR OF GIG HARBOR

February 27, 2014

SPECIAL OCCASION #: 093484

GIG HARBOR KIWANIS FOUNDATION  
PO BOX 1491  
GIG HARBOR WA 98335

DATE: MAY 31, 2014

TIME: 7 PM TO 10 PM

PLACE: GIG HARBOR YACHT CLUB - 8209 STINSON AVE, GIG HARBOR

CONTACT: MELANI JOYAL, 206-719-6751

SPECIAL OCCASION LICENSES

- \* \_\_\_ Licenses to sell beer on a specified date for consumption at a specific place.
- \* \_\_\_ License to sell wine on a specific date for consumption at a specific place.
- \* \_\_\_ Beer/Wine/Spirits in unopened bottle or package in limited quantity for **off** premise consumption.
- \* \_\_\_ Spirituous liquor by the individual glass for consumption at a specific place.

If return of this notice is not received in this office within 20 days from the above date, we will assume you have no objections to the issuance of the license. If additional time is required please advise.

- |  |           |          |
|--|-----------|----------|
| 1. Do you approve of applicant?  | YES _____ | NO _____ |
| 2. Do you approve of location?   | YES _____ | NO _____ |
| 3. If you disapprove and the Board contemplates issuing a license, do you want a hearing before final action is taken? | YES _____ | NO _____ |

<u>OPTIONAL CHECK LIST</u>	<u>EXPLANATION</u>	YES _____	NO _____
LAW ENFORCEMENT	_____	YES _____	NO _____
HEALTH & SANITATION	_____	YES _____	NO _____
FIRE, BUILDING, ZONING	_____	YES _____	NO _____
OTHER:	_____	YES _____	NO _____

If you have indicated disapproval of the applicant, location or both, please submit a statement of all facts upon which such objections are based.

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DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMIONERS OR DESIGNEE



NOTICE OF LIQUOR LICENSE APPLICATION

RETURN TO: WASHINGTON STATE LIQUOR CONTROL BOARD
License Division - 3000 Pacific, P.O. Box 43075
Olympia, WA 98504-3075
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: www.liq.wa.gov
DATE: 2/21/14

TO: MOLLY TOWSLEE, CITY CLERK

RE: ASSUMPTION
From SINGH, SURINDER PAL
Dba GATEWAY TO INDIA

APPLICANTS:

GATEWAY TO INDIA L.L.C.

SINGH, SURINDER PAL
1971-01-22

SINGH, SYLVIA
(Spouse) 1964-05-13

SINGH, CHIRANJIV
1972-01-21

SINGH, GINA L
(Spouse) 1972-03-25

License: 081255 - 1U County: 27
UBI: 603-344-353-001-0001
Tradename: GATEWAY TO INDIA
Loc Addr: 6565 KIMBALL DR STE 102
GIG HARBOR WA 98335-1269
Mail Addr: 2603 6TH AVE
TACOMA WA 98406-7204

Phone No.: 253-552-5022 SURINDER P SINGH

Privileges Applied For:
SPIRITS/BR/WN REST SERVICE BAR

As required by RCW 66.24.010(8), the Liquor Control Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you need information on SSN, contact our CHRI Desk at (360) 664-1724.

- 1. Do you approve of applicant ? YES NO
2. Do you approve of location ? YES NO
3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? YES NO
4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based.

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE

**Gig Harbor City Council Retreat  
February 22, 2014  
History Museum**

Members Present: Mayor Guernsey and City Councilmembers Ekberg, Arbenz, Malich, Perrow, Lovrovich, Payne, and Kadzik.

The group went through the agenda discussing the following:

1. Communication:

Although some of the following are already provided to Councilmembers, this is a list so staff will know that Councilmembers consider them helpful:

- Quarterly financial report that in general tells how we are doing w/r/to the budget is appreciated;
- Development highlights report: Councilmembers appreciate seeing the number of new residential/commercial applications and ask that we keep it up to date. Keep report simple.
- Review the format for this report and perhaps we can simplify it (and save staff time).
- Councilmembers like to be able to respond intelligently when citizens mention placards that they have seen around town, or ask about recent tree cutting. If something significant happens (i.e., large tree cutting); send a short email to Councilmembers and let them know.
- Planning Dept handouts are good and Councilmembers think that more would be appreciated by the public and save staff time in answering questions.
- Monthly report to Council: add to website as has good info.
- Council meetings: want to hear more from Denny during staff reports. Like what is mentioned at Thursday Chamber breakfast.
- Planning staff agenda emails with attachments: please summarize attachments so don't have to open attachment to see that meeting is being cancelled.
- Councilmembers want more info regarding Public & Parks projects. Send out 2014 PW Capital Work Plan for 2014 and ask Council what else, if anything, they would like to see.

2. Council Committees:

- Please send meeting dates in appointment format so Councilmembers can accept onto their calendars.
- New: Economic Development Committee; will need to prepare an ordinance.
- Minutes on website need to be kept current and easily accessible. Q: how do we find minutes of Council Committees?
- Email all agendas to all Councilmembers; packets too.

3. Boards & Commissions

- Councilmembers want to know when vacancies arise or are about to arise. \*let's talk about ways to communicate this to Councilmembers (i.e., monthly email with chart
- Planning Commission: no residence requirement but preference is that members be within UGA per unstated policy (Steve – history)
- Councilmembers would like all boards and commission members to be within UGA.

- No automatic reappointment to boards and commissions
  - Parks Commission: expand to 7? Ask Jeff Langhelm and Parks Commission.
  - Always advertise when opening becomes or will become available, even if additional spots become available.
  - Email all agendas to all Councilmembers; packets too.
  - Applications for boards and commissions: at closing date email applications to all Councilmembers.
  - Councilmembers want boards and commissions yearly work plans to be approved by appropriate Council Committee:
  - Operations & Public Projects Council Committee to approve work plans for Arts and Parks Commission.
  - Planning & Building Council Committee to approve Planning Commission and Design Review Board work plan.
  - Econ Development Committee (once in effect) to approve LTAC work plan.
  - Joint Council/boards and commissions meetings:
    - Planning Commission & DRB: 2/per year
    - LTAC: 1/year
    - Arts: 1/year
    - Parks Commission: 1/year
  - Work plans for boards and commissions: Councilmembers recognize need to be specific when asking boards and commissions to take on various issues. For example, consider a Council work-study session before giving issue to Parks Commission.
  - Arts Commission:
  - Recommendation re artwork in Parks needs to go thru Parks Commission.
  - Remove programs/grants from Arts Commission” To Do” list.
  - Consider reducing size, ask Arts Commission their thoughts
  - Streetscapes: recommendation needs to go thru DRB (benches, trashcans, streetlights, etc).
4. Appointment of Dept Directors
- Councilmembers want to be asked their thoughts before hiring occurs.
5. Econ Dev Manager/Deputy City Administrator position
- Transition/temp/test drive
  - Revisit needs in budget process
6. Council meetings
- Councilmembers want to know when microphones are “hot” and mentioned light on front of microphone that they think used to work but burned out?
  - Ad-hoc committee to review needs/design of Council Chambers: Councilmembers Kadzik, Malich, Mayor Guernsey, City Administrator and Court Administrator
  - Podium placement, screens, etc. are issues
  - Work study sessions:
    - Ask PenMet Parks to address partnerships

7. Tools/equipment to help Councilmembers
  - Councilmembers would like Kay to contact them individually and discuss their needs and then have Kay do work study session.
8. Non-profit support
  - Pre-budget retreat: when is that usually held?
9. Grants
  - IGAC wants to see list of what we are pursuing
  - Ditto regarding legislation
10. Use of City Property/Parks
  - Rahna Lovrovich will work with Jeff re policy for structures in Parks.
  - Eddon House: Councilmembers want to let BoatShop use it for document research in short term and want to know what it would take to use it as a community rental long term.





## OPERATIONS & PUBLIC PROJECTS COMMITTEE MEETING

**DATE of MEETING:** February 20, 2014

**TIME:** 3:00 p.m.

**LOCATION:** Public Works Conference Room

**MEMBERS PRESENT:** Councilmembers Ekberg and Malich

**STAFF PRESENT:** City Administrator Denny Richards, Public Works Director Jeff Langhelm, City Engineer Steve Misiurak, WWTP Supervisor Darrell Winans, PW Operations Supervisor Marco Malich, Asst. City Clerk Maureen Whitaker, and Mayor Guernsey by phone.

**SCRIBE:** Maureen Whitaker

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### 1. WASTEWATER TREATMENT PLANT EXPANSION - PHASE 2 DESIGN UPDATE.

#### DISCUSSION POINTS

The Phase 2 expansion is divided into two phases:

2A: New laboratory and operations building that includes long-term file retention storage;

2B: Mechanical building that consists of UV disinfection and a vactor waste facility.

Darrell Winans and Steve Misiurak reported that the plans and specifications for the lab and operations building are at 90% completion and will go out to bid and constructed this summer. The lab and operations building will be constructed where the old Harbor History Museum (log building) is currently.

Funding is through a Public Works Trust Fund low interest loan in the amount of \$4.8M and utility funds for a total amount of \$6M as reflected in the adopted 2014 Budget.

Traffic impacts were discussed. Darrell stated that there may be momentary interruptions to motorists but there should not be any significant impacts. The three stalls of parking in front of the wastewater treatment plant may be utilized for a construction trailer due to the limited amount of lay down space on the site.

#### RECOMMENDATION/COMMENTS

Councilmember Malich expressed concerns about traffic impacts and temporarily losing the parking stalls in front of the treatment plant.

### 2. POINT FOSDICK SIDEWALK EXTENSION PRELIMINARY PLAN LAYOUT.

#### DISCUSSION POINTS

Steve Misiurak stated that a consultant services contract was approved by City Council at the February 10<sup>th</sup> meeting for design and permitting. The design will include pervious sidewalks on both sides of Point Fosdick

between the limits of Harbor Country Drive and Briarwood. Improvements include a bio swale, landscaping, and underground conduit and junction boxes for future street lighting. The project will be constructed this summer. The majority of the construction management will be performed by city staff.

Jeff Langhelm further discussed Peninsula Light's need for clearance for their power lines and poles to accommodate future 30-ft. luminaries (streetlights). The roadway classification requires that the luminaries must be 30-ft. There was a brief discussion about the need for undergrounding the power lines.

There was discussion about making all of Point Fosdick 30 mph. Steve Misiurak reported that this roadway and other areas in the city are scheduled to have a speed study.

The bid documents will include construction for the west side of Point Fosdick with a bid additive for the east side. It depends on how the bids come in whether there is available budget to construct sidewalks on both sides. Councilmember Ekberg suggested that a crosswalk may be needed if sidewalks are only constructed on one side.

Councilmember Malich asked why the project did not plan for a future 4-lane roadway to accommodate future development with the growing population resulting in an increase in traffic. He expressed concern that this sidewalk work could potentially need to be redone. Jeff Langhelm stated that the city's 20-year traffic projection does not show the need for four lanes and there is insufficient right of way to include a future four-lane roadway. The right of way abuts the single-family residences along Point Fosdick.

Steve Misiurak stated that the next step is to take this project to the community via an Open House.

#### RECOMMENDATION/COMMENTS

Councilmember Malich requested planning now for a 4-lane roadway and narrowing up of the sidewalks to accommodate roadway widths. Councilmember Ekberg suggested a crosswalk be installed if only sidewalks on the westside are constructed.

### 3. PERSONNEL UPDATES.

#### DISCUSSION POINTS

Jeff Langhelm and Marco Malich discussed updates to city staff:

*Construction Inspector:* This is a new position in the 2014 Budget. Kyle Neiman was hired to take this position, which left a vacancy for a Maintenance Technician.

*Maintenance Technician:* One new position was approved in the 2014 Budget. Brandon Wickens and Connor Most are two recent hires and worked as Summer Hires in the past. One replaced Kyle Neiman's vacancy and the other filled the position that was approved in the budget. Currently there is one position remaining to be hired that will replace an Maintenance Technician that no longer works for the city. Since the layoffs in 2010, the city is still down two Maintenance Tech positions from the original 19, including Marco.

*Public Works Administrative Assistant in Engineering:* Mareé George was hired to take Jamie Chunn's position. Mareé previously worked for a federal contractor and brings a wealth of experience to the position.

*Public Works Clerk:* Melinda Bouillon replaced Peggy Wright who replaced Finance Technician Robin Magee. Melinda was part of the staff layoffs in 2010.

*Temporary Summer Hires:* Marco Malich reported that he is currently working on this and described the benefits of rehiring some previous summer help.

**RECOMMENDATION/COMMENTS**

None.

**4. PARKS UPDATE.**

**DISCUSSION POINTS**

Jeff Langhelm provided an update of the city's park properties:

*Jerisich Dock Float Extension Project:* This project includes the replacement of the aging pump-out system and expansion of the existing float. The Construction contract goes before City Council for award on Feb. 24<sup>th</sup>.

*Maritime Pier:* The project is completed. The year round pump out facility is fully operational. A recently formed committee is looking at other options for use. Councilmember Malich asked for clarification on the use of the dock to unload. The policy is if the public drives down to the pier, keys and insurance are required, otherwise people are free to load and unload without keys and insurance.

*Skansie Net Shed:* The construction is complete, which included replacement of all the pilings and the repair of the exterior decking. Light fixtures will be installed. The Coastal Heritage Alliance is handling the interior renovations.

Councilmember Malich asked if the public would be allowed to walk outside on the decking. Jeff Langhelm said that they could, but fencing would need to be installed. Councilmember Malich expressed concern that the fencing would affect the overall historical character of the building.

*Skansie Brothers Park:* The geese continue to be nuisance. Several humane attempts have been tried to deter them. Public Works is currently considering the use of a remote control small car-like device to chase them away. Contacting a local dog group is also under consideration. Jeff stated that whatever action is used must fall in line with the Department of Fish and Wildlife.

*Ancich Net Shed and Jerkovich Piers:* It is necessary to have a structural analysis performed to determine how structurally sound the piers are. Grants will be applied for this spring. Currently there is a gate with signage at the Jerkovich Dock and the analysis may determine that it cannot be driven on.

*Eddon Boat Ribbon Cutting:* Scheduled for Friday, Feb. 28<sup>th</sup> at 3:00 p.m.

*Eddon Boat:* The boom and mast on the pier will be constructed and will soon be under review in the Building Department. The project was permitted through the original site plan. The Gig Harbor BoatShop is funding the improvements.

*Marine Railways at Eddon Boat:* A requirement for the marine railways requires a contaminant requires a contaminant basin be built with a pump that is tied into the sanitary sewer system.

*Adjacent Property to Eddon Boat:* The Department of Ecology is scheduled to be onsite on Feb. 28<sup>th</sup>. The city is currently waiting for the Phase 2 Environmental Assessment.

*Trail between Austin Estuary and Donkey Creek Park:* The trail is wet and needs a 4-inch pipe installed on the upland side.

*Harbor Hill Park:* A conceptual plan for soccer fields has been informally received. Other uses will be looked at when the design work slows down. Jeff stated that the city is trying to vet all options and will go through the process again, hopefully utilizing the Planning staff, which will result in a cost savings.

*Jerisich Fire Line:* The system has been updated and transferred from a wet to a dry system, which has been problematic. Pressure testing revealed some leaks, which have been corrected and today it passed inspection when pumped up to 200 psi for 4 hours.

*Play Structure at Crescent Creek Park:* The city crew is doing what they can there. The site is wet and the crew had to stop work for two weeks due to the rain.

*Wood Carving Structure at Crescent Creek Park:* In order to install permanent railing around the carving, it would require a Shoreline Substantial Development permit. Public Works would like to install temporary fencing that is similar to cedar rail fencing until the permitting process is finalized.

*Ball Fields at Crescent Creek Park:* The pilot field reservations program is underway for spring baseball. There are few reservations remaining.

*Cushman Trail Phase 3 (96<sup>th</sup> to Burnham):* The plans and specifications are now at 100% completion. Milestones: NEPA and federal Right of Way certification have been approved.

*Cushman Trail Phase 4 (Burnham to Borgen):* Plans and specifications are at 90% completion. The city is currently in the Right of Way certification process for this phase. Jeff stated that Steve Misiurak has worked hard to achieve approval as the city's Right of Way Certification manager from WSDOT on the behalf of the federal government.

*KLM Park:* The surface on the basketball court will finished this spring. There have been no reports of vandalism lately.

**Meeting adjourned at 3:50 p.m.**

Respectively submitted,

*Maureen Whitaker*



**Business of the City Council  
City of Gig Harbor, WA**

**Subject: Safety and Accident  
Prevention Plan Policy**

**Proposed Council Action:**

Adopt the Updated Safety and Accident  
Prevention Plan Policy

**Dept. Origin:** Administration  
**Prepared by:** Mary Ann McCool, HR Analyst  
**For Agenda of:** **March 10, 2014**  
**Exhibits:** SAAPP Policy – 12 pages.

	Initial & Date
<b>Concurred by Mayor:</b>	<u>MA 3.3.14</u>
<b>Approved by City Administrator:</b>	<u>MA 3/3/14</u>
<b>Approved as to form by City Atty:</b>	<u>NA</u>
<b>Approved by Finance Director:</b>	<u>MA 3/3/14</u>
<b>Approved by Department Head:</b>	_____

Expenditure	Amount	Appropriation
Required \$0	Budgeted N/A	Required N/A

**INFORMATION / BACKGROUND**

As part of the City of Gig Harbor’s mission to ensure that City services are delivered safely, efficiently, and effectively, the City’s Safety and Accident Prevention Plan Policy must be periodically reviewed to ensure updates to the program are included and adopted to maintain a safe and healthy workplace for all employees.

The updates to the plan include some housekeeping updates to the verbiage in the first twelve pages, as well as the addition of language to clarify accident investigation procedures. All changes are outlined in red on the attached pages of the SAAPP policy.

The adoption of this update will ensure continued compliance with the policies already required by OSHA, WISHA and the Department of Labor and Industries.

**FISCAL CONSIDERATION**

None.

**BOARD OR COMMITTEE RECOMMENDATION**

The Finance / Safety Committee considered the policy on October 13, 2013, and recommended it be forwarded to the full Council for adoption.

**RECOMMENDATION / MOTION**

**Move to:** Adopt the Updated Safety and Accident Prevention Policy.



*"Dedicated to public service through  
teamwork and respect for our community."*

# CITY OF GIG HARBOR SAFETY AND ACCIDENT PREVENTION PLAN

June 28, 2011 Update: March 2014

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## COMMITMENT TO SAFETY

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The personal safety and health of each employee within the City of Gig Harbor is of primary importance. We are committed to the protection of our employees and property from accidental loss by developing a Safety and Accident Prevention Plan. Management will ensure the implementation of this plan by dedicating time and resources to comply with all present and future safety & health codes and regulations. ~~We want~~Our goal is for each employee to have a safe, productive and injury-free work setting every day.

In fulfilling this commitment, we will provide and maintain a safe and healthful work environment. We will strive to eliminate any foreseeable hazards, which may result in personal injuries/illnesses, fires, security losses, and damage to property.

All activities will be conducted in accordance with the Department of Occupational Safety and Health/Washington Industrial Safety and Health Administration (DOSH/WISHA) requirements. The City will provide adequate training, proper equipment and develop safe work procedures and practices to assure all activities will be performed safely and efficiently.

~~Management has The-the~~ responsibility for implementing this policy. ~~is Management's.~~ However, the City of Gig Harbor expects its staff and supervisory personnel to share and champion these goals. Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch-monitor employees for unsafe actions and take prompt action to eliminate any hazards. They are trained ~~and-expected-to-be~~ leaders, who are expected to model good safety practices through dedicated support and setting a proper example by showing dedication and support in compliance with all policies, laws, rules & regulations, and good practice. ~~In~~ addition, all employees are responsible for performing their jobs in accordance with the established facility safety rules, regulations and procedures.

~~We encourage all-E~~employees are encouraged to continually be committed to our goals, to show leadership by setting good examples and to actively participate in identify ways to make the City of Gig Harbor a safer place to work.

A copy of this document and related appendices, will be issued to department directors and division managers.



## SAFETY AND HEALTH RESPONSIBILITIES (WAC 296-800-110)

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### Management Responsibilities

All leaders-managers and supervisors should create an atmosphere that clearly demonstrates to employees that safety is a vital part of their personal and professional activities. Leaders are responsible for implementing systems and programs that convey the City's safety philosophy to employees.

- ◆ Assumes the responsibility for the safety and health program and ensures that the program remains successful and effective in practice.
- ◆ Reports a fatality or in-hospitalization of any employee within 8 hours to the nearest Department of Labor and Industries office. (1-800-4BE SAFE)
- ◆ Make certain that a city wide Safety Committee is formed and is carrying out its responsibilities as described in this program.
- ◆ Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
- ◆ Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
- ◆ Make sure that incidents are fully investigated and corrective action is taken to prevent the hazardous conditions or behaviors from happening again.
- ◆ Insure that a record of injuries and illnesses is maintained and posted as described in this program.
- ◆ Set a good example by following established safety rules and attending required training.
- ◆ Make subcontractors aware of the importance of complying with the City's contractor site safety program.
- ◆ Safety performance is included in each employee's as well as each manager's performance appraisal process each year.
- ◆ Acknowledge and reward safe practices.

### Supervisor Responsibilities

- ◆ Ensure that each employee you supervise has received an initial orientation of the Accident Prevention Program **before** beginning work.
- ◆ Make certain that each employee you supervise is competent or receives training on safe operation of equipment or tasks **before** starting work on that equipment or project.
- ◆ Take care that each employee receives required personal protective equipment (PPE) **before** starting work on a project requiring PPE.
- ◆ Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
- ◆ Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.

- ◆ Set a good example for employees by following safety rules and attending required training.

## **SAFETY AND HEALTH RESPONSIBILITIES continued**

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- ◆ Investigate all incidents in your area and report your findings to management.
- ◆ Talk to management about changes to work practices or equipment that will improve employee safety.
- ◆ Enforce all safety rules.

### **Employee Responsibilities**

The health and safety of each employee is a **major-primary** responsibility. All employees share this obligation. Employees should treat safety as one of their most important job responsibilities, watching for potential hazards, and thinking about what could go wrong before it goes wrong. Employee's safety responsibilities:

- ◆ Observe and comply with all safety signs, rules, and regulations described in this program.
- ◆ Recognize that the City of Gig Harbor has a drug and alcohol free work policy and not come to work impaired.
- ◆ Report all on the job injuries promptly.
- ◆ Identify, correct or report potential or unsafe conditions.
- ◆ Report all near-miss incidents to your supervisor promptly.
- ◆ Incorporate safe practices into all activities.
- ◆ Attend & participate in safety meetings.
- ◆ Always use personal protective equipment (PPE) in good working condition where it is required.
- ◆ Do not remove or defeat any safety device or safeguard provided for employee protection.
- ◆ Operate equipment safely. Do not operate equipment you are not trained for or qualified to operate.
- ◆ Report all equipment damage or failure to your supervisor immediately.
- ◆ Feel free to talk to management about problems that affect your safety or working conditions.
- ◆ Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.



## GENERAL SAFETY RULES

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The following are general safety rules and regulations that have been established to help make the City of Gig Harbor a safe and efficient place to work. Failure to comply with these rules ~~will~~may result in disciplinary action. Report all injuries or incidents to your Supervisor immediately (within 8 hours), regardless of severity, including ergonomic/cumulative trauma issues.

1. Any unsafe act or condition must be reported immediately to your supervisor.
2. Always use proper body mechanics when lifting.
3. Use good housekeeping practices in and around workstations. Keep debris, cords, loose paper, etc. off the floor.
4. Keep drawers of desks and file cabinets closed when not in use. Only one drawer or file cabinet should be open at a time in order to prevent tipping over.
5. Shelves will be stacked in a way that prevents heavy objects from falling off. Do not overload shelves!
6. Keep aisle ways and fire extinguishers clear of blockage and equipment.
7. Do not place broken or sharp objects in the waste paper containers.
8. Alcohol, weapons, and illegal drugs are not allowed on the property.
9. Smoking is not permitted in any building.
10. All secondary chemical containers, such as cleaning bottles and fuel or solvent containers must be labeled clearly with the name of the material and appropriate hazard warnings.
11. Food and beverages are not allowed in work areas where hazardous chemicals are in use.
12. Horseplay, scuffling, fighting, etc. is prohibited.
13. Aisles and emergency exits must not be blocked for any reason.

Violation of the above listed safety guidelines may lead to corrective action and/or disciplinary action.

## NEW EMPLOYEE ORIENTATION

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The Supervisor must orient new employees to on the job health and safety requirements, including those who are new to a location, as they relate to the job being performed. This must take place before the employee is allowed to do the work.

### Components of Orientation

- ◆ Total description of the City's Accident Prevention Program.
- ◆ Safety programs, policies and rules applicable to the job
- ◆ Recognizing hazards of the workplace.
- ◆ Procedures on how to report hazards and accidents.
- ◆ Proper lifting techniques and use of available lift aids.
- ◆ Ergonomics in the office and operations.
- ◆ Use of tools, equipment, and procedures necessary to carryout work assignments safely and efficiently.
- ◆ Housekeeping procedures.
- ◆ Fire protection and emergency evacuation, including who is on the fire evacuation team and actions to take in the event of a fire alarm.
- ◆ Locations, types, and use of fire extinguishers.
- ◆ Emergency numbers.
- ◆ First Aid kit locations and training.
- ◆ Driver training (if driving city vehicle on a regular basis).
- ◆ Purpose and techniques for use of any personal protective equipment required on the job.

## REPORTING EMPLOYMENT SAFETY HAZARDS

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Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor/first aid injury log posted on the safety bulletin board located outside the break room at the Civic Center, at the City Shop, and at the Wastewater Treatment Plant. The employee must use an "Employee's Accident Report Form", (*Appendix A*) to report more serious injuries.

### **Industrial Injury Reporting Procedures:**

**Note:** An employee who has an on-the-job injury must follow the steps below:

1. Immediately notify your supervisor of the injury or accident.
2. Seek medical attention, as needed.
3. Complete any necessary paperwork.

### **The Supervisor will:**

1. Investigate a serious injury or illness using procedures in the "Accident Investigation" section next.
2. Complete an "Accident Investigation Report" form. (*Appendix B*)
3. Give the "Employee's Report" and the "Accident Investigation Report" to the Risk Manager / Safety Officer.

### **The Risk Manager / Safety Officer will:**

1. Determine from the Employee's Report, Accident Investigation Report, and any L&I claim form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
2. Enter a recordable incident within six days after the company becomes aware of it.
3. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
4. Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the Safety Committee for review, along with an updated Incident Report Log.

The Safety Committee will review the log for trends and may decide to conduct a separate investigation of any incident.

**The Risk Manager / Safety Officer** will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.



## **REPORTING EMPLOYMENT SAFETY HAZARDS continued**

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- ◆ Return to Work/Time Loss Certification. The injured employee must take this form to his/her physician. The form must be completed by the physician and returned to the employee's supervisor within two (2) business days of receiving it from the physician.
- ◆ Modified Work Form. If your doctor says you are unable to report for work the following day under regular status, the following "Modified Work Form" (*Appendix C*) must be completed by the physician and returned to the employee's supervisor.

### **Reporting Hazards**

Take immediate action to correct any unsafe condition, piece of equipment, or work practice. If you, or a co-worker, cannot correct the unsafe condition, protect the area and report it to your supervisor.

### **Report to your Supervisor**

- ◆ Unsafe work practices.
- ◆ Unsafe working conditions.
- ◆ Accidents of all kinds including vehicle accidents.
- ◆ Near misses.

## ACCIDENT INVESTIGATION PROCEDURES

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All accidents and near misses should be investigated/reviewed by a supervisor. If appropriate, an investigation should be conducted by the supervisor. The seriousness of the accident will determine the extent of the investigation. The purpose of the investigation is to produce factual information that leads to corrective action in order to prevent further accidents from occurring.

### Who conducts the investigation?

- ◆ Immediate Supervisor
- ◆ One Safety Committee Member
- ◆ One Management Representative

### Investigation Procedures

The investigation should take place as soon as possible after the incident. Following are a list of procedures that encompass a thorough investigation report:

- ◆ Report the accident
- ◆ Arrival at the scene
- ◆ Gather information
  - Preserve Evidence
  - Interview Witnesses
  - Take Photos
  - Draw Sketches
- ◆ Find root causes
- ◆ Determine corrective actions
- ◆ Provide recommendations
- ◆ Write a report – the immediate supervisor will be responsible for writing the report.

All accident investigations should result in some kind of change or control. Recommendations for change/control should include:

- ◆ Engineering control/changes-encompassing those actions that include physical changes to the work environment.
- ◆ Administrative control/changes-include procedural, operating or training procedures.

The Safety Committee will review accident investigation reports to ensure corrections have been made.

## SAFETY COMMITTEE (WAC296-800-130)

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Implementing an effective Safety and Accident and Illness Prevention Program can guard against prevention lower the risk of unpredictable occurrences. But for a viable safety program to function well it requires everyone, both employer and employee, working together. A means utilized to involve all personnel in the safety efforts is the organization and active function of the Safety Committee. The Safety Committee becomes the communication link between management and employees.

### PURPOSE AND FUNCTION

The primary purpose of the Safety Committee is to assist Executive Staff in the operational review of the City of Gig Harbor Safety Plan. Specific responsibilities include:

- A. Oversight and risk assessment of:
  - 1. Facilities: *are they maintained in a manner that protects the lives and insures the physical safety of personnel, customers and volunteers?*
  - 2. Departments: *are they equipped and operated so as to sustain them as safe, secure, and sanitary? Are hazards minimized?*
  - 3. Periodic inspections of premises and equipment: *do they detect unsafe and unhealthful conditions and practices and are appropriate corrective measures taken?*
  - 4. Security: *does this program address concerns regarding visitors and personnel? Is follow-up appropriate?*
  - 5. Emergency Preparedness & Fire Safety: *is the City prepared and is appropriate corrective action taken?*
  - 6. Hazardous Materials and Waste Management: *are evaluations conducted that seek to identify problems, failures, and user errors? Are appropriate corrective actions taken?*
- B. Development, review and maintenance of safety plan policies and procedures.
- C. Provide recommendations regarding safety responsibilities to Department Directors and Managers.
- D. Promotion of ongoing educational programs that involve and inform all levels of management and employees regarding safety and health practices.
- E. Review information on employee accidents relative to cause, preventability and appropriateness of corrective action. Review accident trends and, if indicated, make recommendations for changes in procedures
- F. Evaluate and respond to employee safety suggestions.
- G. Performance of an annual written evaluation of the Plan's effectiveness.



## **SAFETY COMMITTEE continued**

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### **II. COMPOSITION**

The City of Gig Harbor Safety Committee will be comprised of the following:

Risk Manager / Safety Officer

Human Resource Analyst

One representative from the Police Department

One representative from the Public Works Department (PW Safety Officer)

One representative from the Wastewater Treatment Plant

One representative from the Planning or Building Department

The representatives listed above with the exception of the Risk Manager/Safety Officer shall be elected or appointed by fellow employees in March of each year. All terms shall be for one year.

If a vacancy occurs, it shall be filled as quickly as possible for the remainder of the term.

The Safety Committee shall elect its own Chairperson in March of each year from the Committee membership exclusive of the Risk Manager/Safety Officer. The Chairperson will serve for a period of one year. As part of his or her official duties, the Chairperson will ensure that all legal requirements are met.

### **III. ORGANIZATION/MEETINGS**

The Safety Committee is an advisory committee to the Mayor and City Council and reports to the City Administrator.

The Committee will determine the time, date and location of each meeting as well as the frequency of the meetings. Meetings shall not exceed one hour except by majority vote.

As a minimum, each Safety Committee meeting agenda will include the following:

- a. Review of safety and health inspection reports received since the previous meeting to determine how to initiate corrective and/or preventive action(s) or identified unsafe work practices or conditions.
- b. Evaluation of employee accident investigations since the previous meeting to determine proper identification and correction of unsafe conditions.
- c. Evaluation of the City's Accident Prevention Program and preparation of written recommendations for submission to the City Administrator.
- d. Document attendance.



**Business of the City Council  
City of Gig Harbor, WA**

**Subject:** Historic Ancich-Quigg (aka Ivanovich) Netshed listing on the Gig Harbor Register of Historic Places

**Proposed Council Action:** Approve Resolution #953 listing the historic Ancich-Quigg (akalvanovich) Netshed on the Gig Harbor Register of Historic Places

**Dept. Origin:** Administration

**Prepared by:** Lita Dawn Stanton *LDS*  
Historic Preservation Coordinator

**For Agenda of:** March 10, 2014

**Exhibits:** DRB Findings  
Resolution

Initial & Date

**Concurred by Mayor:**

*JG 3/5/14*

**Approved by City Administrator:**

*R 3/5/14*

**Approved as to form by City Atty:**

**Approved by Finance Director:**

*[Signature] 3/5/14*

**Approved by Department Head:**

\_\_\_\_\_

Expenditure	Amount	Appropriation
Required \$ -0-	Budgeted \$ -0-	Required \$ -0-

**INFORMATION / BACKGROUND**

The City's Shoreline Master Program recognizes the importance of preserving the physical, aesthetic and social components embodied in the netsheds. *It the goal of the City of Gig Harbor to encourage the preservation and adaptive reuse of historic netsheds in Gig Harbor Bay recognizing their historic and cultural importance to Gig Harbor's commercial fishing industry.* (SMP Chapter 7, 7.16)  
In 2006, Ordinance No. 1070 identified 17 remaining netsheds within the Waterfront Residential (WR), Waterfront Millville (WM), and Waterfront Commercial (WC) Districts of Gig Harbor. The Ancich-Quigg historically recognized as the Ivanovich Netshed is on that list. After careful review and in consideration of exterior alterations to the structure for adaptive reuse, the Design Review Board recommends that the Ancich-Quigg netshed be added to the City's Register of Historic Places.

**FISCAL CONSIDERATION**

none

**BOARD OR COMMITTEE RECOMMENDATION**

On February 13, 2014, the Design Review Board reviewed the historic Ancich-Quigg netshed application and recommended that it be added to the Gig Harbor Register of Historic Places.

**RECOMMENDATION / MOTION**

**Move to:** Approve Resolution #953 listing the historic Ancich-Quigg (akalvanovich) Netshed on the Gig Harbor Register of Historic Places.

**RESOLUTION NO. 953**

**A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO HISTORIC PRESERVATION, DESIGNATING THE ANCICH-QUIGG (AKA IVANOVICH) NETSHED FOR INCLUSION IN THE CITY'S REGISTER OF HISTORIC PLACES, IMPOSING CONTROLS UPON THE QUIGG NETSHED BUILDING, UNDER CHAPTER 17.97 OF THE GIG HARBOR MUNICIPAL CODE.**

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WHEREAS, Patrick D. and Kathleen A. Quigg are the owners of record of the parcel located at 3617 Harborview Drive in Gig Harbor, Washington, Pierce County Assessor's parcel number 0221053042 (the "Property"); and

WHEREAS, on February 13, 2014, Patrick D. and Kathleen A. Quigg requested that the Property be added to the City's Registry of Historic Places; and

WHEREAS, the Historic Preservation Code, Chapter 17.97 of the Gig Harbor Municipal Code, establishes a procedure for the designation and preservation of structures and areas having historical, cultural, architectural, archaeological engineering or geographic importance; and

WHEREAS, pursuant to GHMC Section 17.97.040(B)(3), the Design Review Board of the City, after a public meeting on February 13, 2014, voted to recommend approval of the nomination of the netshed and pier located on the property described below as a historic landmark, transmitted its decision to the City Council for consideration, and recommended that the same be approved by the City Council; and

WHEREAS, it appears that the netshed and pier located on the property is an outstanding example of the City's cultural, artistic, social, architectural, and historic heritage; and

WHEREAS, such designation would safeguard the heritage of the City as represented by those buildings which reflect significant elements of the city's history to foster civic and neighborhood pride in the beauty and accomplishments of the past; provide a sense of identity based on the city's history; stabilize and improve the aesthetic and economic viability of the site; enhance the City's attraction of tourists and visitors; and promote the use of the historic buildings for education and cultural stimulation; and

WHEREAS, based upon said findings, the City Council believes that it would be in the best interest of the City to so designate the property described below as a historic landmark and place it on the Gig Harbor Register of Historic Places;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GIG HARBOR:

**Section 1. Designation.** Pursuant to the provisions of Chapter 17.97 of the Gig Harbor Municipal Code, the Council of the City of Gig Harbor hereby approves the designation of the following property as a historic landmark and places said property on the Gig Harbor Register of Historic Places:

**ANCICH NETSHED**

The real property located at 3617 Harborview Drive, Gig Harbor, Washington 98335, Assessor Parcel Number 0221053042 which includes the netshed and pier as shown on attached Exhibit "A" and legally described as:

Section 05 Township 21 Range 02 Quarter 33 : COM AT SW COR LOT 7 TH E 564.36 FT N 01 DEG 13 MIN E 1241.2 FT TO ML TH N 75 DEG 00 MIN W 56.92 FT TO POB TH S 01 DEG 13 MIN W 120 FT M/L TO N LI OF OLD B H CO RD TH N 72 DEG 42 MIN W 51.78 FT N 01 DEG 13 MIN E 120 FT M/L TO SD ML TH S 75 DEG 00 MIN E 51.76 FT TO POB TOG/W TDLDS ABUTT

Situate in the City of Gig Harbor, County of Pierce, State of Washington;

based upon satisfaction of the following standards of GHMC 17.97.040, the property:

1. Is associated with events that have made a significant contribution to the broad patterns of national, state or local history;
2. Embodies the distinctive architectural characteristics of a type, period, style, or method of design or construction, or represents a significant and distinguishable entity whose components may lack individual distinction;
4. Exemplifies or reflects special elements of the city's cultural, special, economic, political, aesthetic, engineering, or architectural history;

**Section 2. Historic Registry (HR).** The Planning Director is hereby instructed to effectuate the necessary changes to the Zoning Map of the City in accordance with the designation established by this resolution.

**Section 3. Controls.** A Certificate of Appropriateness must be obtained from the Design Review Board pursuant to GHMC Section 17.97.050 before the owners may make alterations or changes to the exterior of the netshed structure.

PASSED by the City Council and approved by the Mayor of the City of Gig Harbor this 10<sup>th</sup> day of March, 2014.

CITY OF GIG HARBOR

\_\_\_\_\_  
JILL GUERNSEY, MAYOR

ATTEST/AUTHENTICATED:

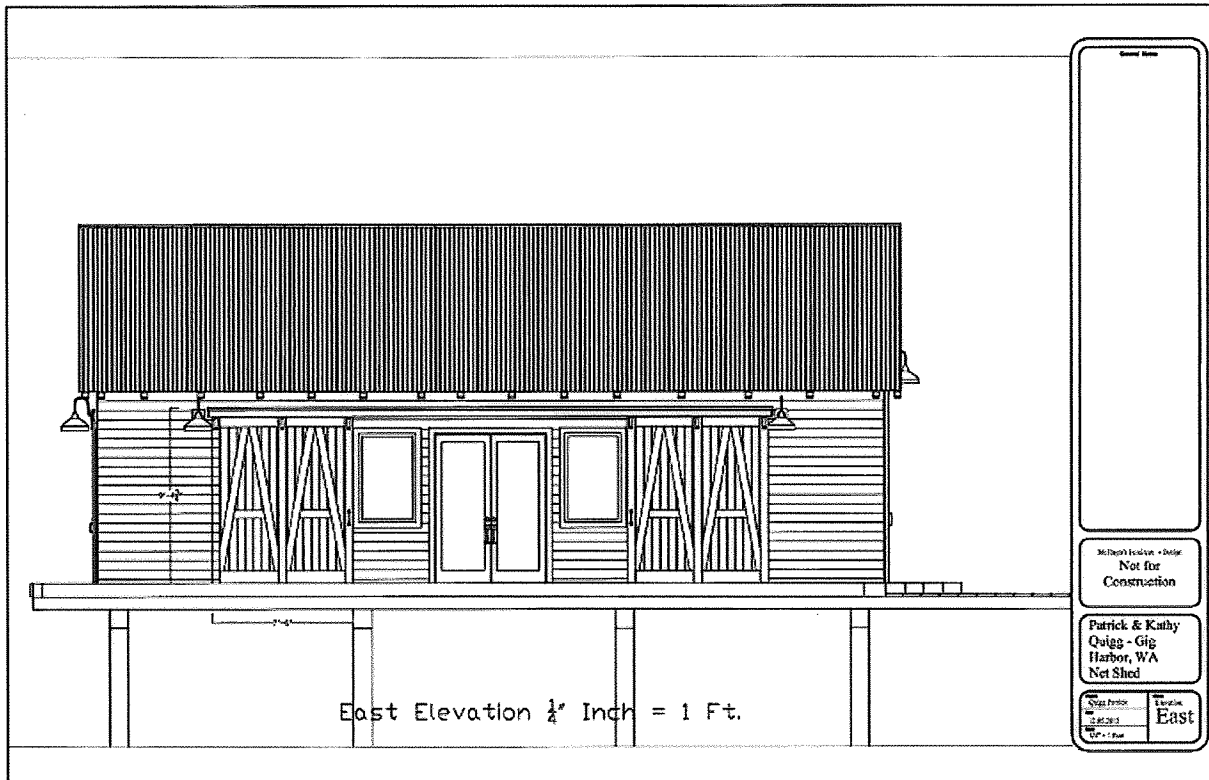
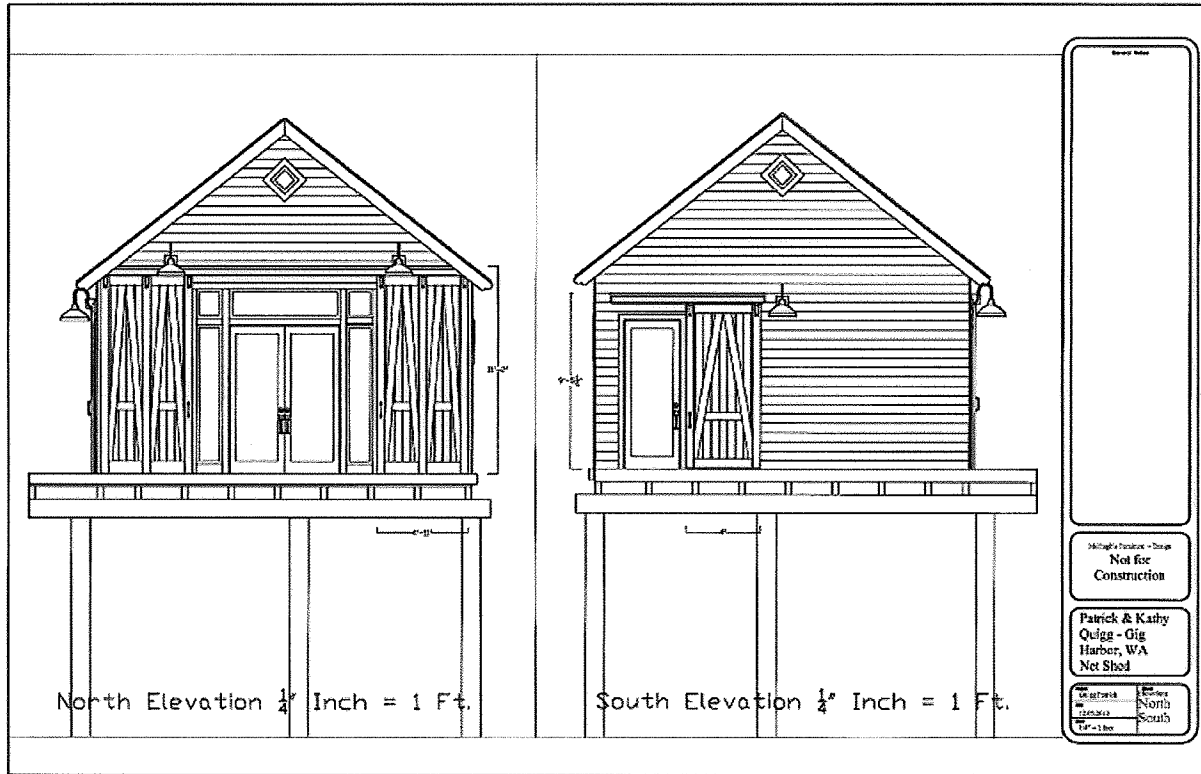
\_\_\_\_\_  
MOLLY TOWSLEE, City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

\_\_\_\_\_  
Angela G. Summerfield

FILED WITH THE CITY CLERK: 02/26/14  
PASSED BY THE CITY COUNCIL: 03/10/14  
RESOLUTION NO: 953

**EXHIBIT A**





**NOTICE OF RECOMMENDATION**  
**CITY OF GIG HARBOR DESIGN REVIEW BOARD**  
**PL-HR 13-0001**

**TO:** Patrick D. & Kathleen A. Quigg  
1831 Bel Aire Ave  
Aberdeen, Washington 98520

**FROM:** Lita Dawn Stanton, Historic Preservation

**DATE:** February 18, 2014

**RE:** PL-HR 13-0001 – Ancich-Quigg (aka Ivanovich) Netshed

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Having reviewed the above referenced application at its meetings of February 13, 2014, the City of Gig Harbor Design Review Board (DRB) has made the following findings and recommendation to the Gig Harbor City Council under the specific requirement of the Gig Harbor Municipal Code GMHC 17.97. Section 17.97.040.

**Findings and Meeting Notes:** The application to add the Ancich-Quigg (aka Ivanovich) Netshed to the City's Register of Historic Places was reviewed by the Design Review Board. Staff reported that the sliding barn doors represented in the elevation drawings had not yet been installed but that delivery was expected within 2 weeks. DRB Chair Filand commented on the superior choice of wood siding materials, its' horizontal orientation and care in detailing but asked the client to explain their rationale for choosing vinyl vs. wood windows. Filand asked about the wide trim at the gabled ends where most netsheds have minimal to none. Filand also questioned the beveled rafter ends vs. the historic rough cut design consistent with netsheds along the waterfront. Quigg's representative David Boe responded that since nearly all of the vinyl openings (windows and doors) would be covered by the characteristic sliding barn doors, vinyl was a tighter and more weather-resistant material for waterfront use. The trim was installed in order to provide structural strength on the gabled ends at the roofline, and the "bullnose radius" treatment of the rafter-ends was done as a weather-proofing solution: straight cuts are less weather-resistant and the rounded edges were seen as consistent with historic boat-building finish-work. There was some discussion regarding the change of roofing materials from composition to a standing seam metal roof. Staff noted that most existing netsheds have composition roofing. Many of the netsheds have corrugated metal but it is no

longer approvable under current Design Review standards. Questions were asked about permit timing for the project and work that began before the DRB review. Staff explained the unusual circumstances including the client's desire for allowances that only became available after recent passage of the Shoreline Master Program. After some discussion, Filand made a motion that was unanimously approved by the Design Review Board. Since this is one of only three netsheds now on the Register, the DRB requested that in addition to siding materials, let the record show that sliding barn-style doors are an important element that contributes to the visual character of the netsheds and that this feature should be preserved whenever netsheds are repaired, upgraded or remodeled.

**Recommendation:** The Design Review Board recommends that City Council approve the proposed request to list the Ancich-Quigg Netshed (aka Ivanovich Netshed) to the Gig Harbor Register of Historic Places conditioned upon the installation of the sliding barn doors as depicted in the application package. (Installation is expected before the DRB's recommendation is forwarded to City Council on March 10, 2014.)

Darrin Filand, Chairman  
Design Review Board



Date 03/04/2014.

cc: Planning File

M:\HISTORIC REGISTER\LIST OF PROPERTIES\ANCICH-QUIGG NETSHED\RESOLUTION AND FINDINGS\FINDINGS.docx





**Business of the City Council  
City of Gig Harbor, WA**

**Subject: Local Government Investment Pool (LGIP) new prospectus and updated resolution**

**Proposed Council Action:**

Pass resolution authorizing investment of City Funds in the Local Government Investment Pool

**Dept. Origin:** Finance  
**Prepared by:** David Rodenbach  
**For Agenda of:** **March 10, 2014**  
**Exhibits:** Resolution, Prospectus & Transaction Authorization Form

Initial & Date

**Concurred by Mayor:** *[Signature]* 2/26/14  
**Approved by City Administrator:** *[Signature]* 2/25/14  
**Approved as to form by City Atty:** *[Signature]* PER EMAIL  
**Approved by Finance Director:** *[Signature]* 2/25/14

Expenditure Required	Amount Budgeted	Appropriation Required
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**INFORMATION / BACKGROUND**

The Local Government Investment Pool (LGIP) is a voluntary investment vehicle operated by the State Treasurer. Over 530 local governments have participated in the pool since it was started in 1986 to provide safe, liquid, and competitive investment options for local government pursuant to RCW 43.250.

The LGIP lets local governments use the State Treasurer's resources to safely invest their funds while enjoying the economies of scale available from a \$7-11 billion pooled fund investment portfolio.

LGIP's investment objectives are, in priority order: 1) safety of principal, 2) maintaining adequate liquidity to meet cash flows, and 3) providing a competitive interest rate relative to other comparable investment alternatives. LGIP offers 100% liquidity to its participants.

Due to recent changes to its prospectus, the state treasurer's office is requiring an updated resolution.

**FISCAL CONSIDERATION**

The city has invested with the LGIP for at least the last 20 years. The LGIP provides a safe, yet liquid investment vehicle for city funds

As of February 19, 2014 the city has a balance of approximately \$17.3 million in the LGIP.

**RECOMMENDATION / MOTION**

**Move to: Pass resolution authorizing investment of City Funds in the Local Government Investment Pool.**

**RESOLUTION NO. 954**

**A RESOLUTION OF THE CITY OF GIG HARBOR,  
WASHINGTON, AUTHORIZING INVESTMENT OF CITY OF  
GIG HARBOR MONIES IN THE LOCAL GOVERNMENT  
INVESTMENT POOL.**

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WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, the City of Gig Harbor, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the Gig Harbor City Council, the "governing body" or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

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

Section 1. The City Council hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

Section 2. The City has approved the Local Government Investment Pool Transaction Authorization Form (Form) as completed by the Finance Director and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

Section 3. The City designates David Rodenbach, Finance Director, the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

Section 4. This delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

Section 5. The Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

Section 6. The City acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor this 10th day of March, 2014.

APPROVED:

\_\_\_\_\_  
JILL GUERNSEY, MAYOR

ATTEST/AUTHENTICATED:

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MOLLY TOWSLEE, CITY CLERK

FILED WITH THE CITY CLERK: 02/26/14  
PASSED BY THE CITY COUNCIL: 03/10/14  
RESOLUTION NO. 954

LOCAL GOVERNMENT INVESTMENT POOL  
TRANSACTION AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will replace the previous form.

Name of Entity: City of Gig Harbor	Mailing Address:
Fax Number: 253-851-8563	3510 Grandview Street
E-mail Contact: rodenbachd@cityofgigharbor.net	Gig Harbor, WA 98335

Do you wish to have your monthly LGIP statements faxed to the number listed above?

**Please note** – if you choose to receive statements via fax, you will not receive another copy via U.S. mail.

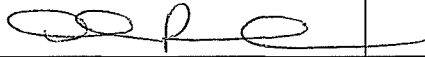
YES, please fax statements       No, please send statements via U.S. mail

Bank account where funds will be wired when a withdrawal is requested.

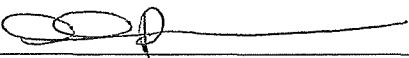
(Note: Funds **will not** be transferred to any account other than that listed).

Bank Name: Columbia Bank
Branch Location: Gig Harbor, WA
Bank Routing Number: 125 108 272
Account Number: 7000590757
Account Name: City of Gig Harbor

Persons authorized to make deposits and withdrawals for the entity listed above.

Name	Title	Signature	Telephone Number
David Rodenbach	Finance Director		253-853-7610

By signature below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

	Finance Director	3/16/2011
<i>(Authorized Signature)</i>	<i>(Title)</i>	<i>(Date)</i>
David Rodenbach	rodenbachd@cityofgigharbor.net	253-853-7610
<i>(Print Authorized Signature)</i>	<i>(E-mail Address)</i>	<i>(Telephone number)</i>

Any changes to these instructions must be submitted in writing to the Office of the State Treasurer. Please mail this form to the address listed below:

OFFICE OF THE STATE TREASURER  
LOCAL GOVERNMENT INVESTMENT POOL  
PO BOX 40200  
OLYMPIA, WA 98504-0200  
FAX: (360) 902-9044

Date Received: ___ / ___ / ___
Fund Number: _____
<i>(for LGIP use only)</i>

State of Washington    )  
County of \_\_\_\_\_) ss.

Signed or attested before me by \_\_\_\_\_  
Dated this \_\_\_ day of \_\_\_\_\_, 20\_\_.

SEAL OR STAMP

\_\_\_\_\_  
*Signature of Notary*  
\_\_\_\_\_  
*Typed or printed name of Notary*  
Notary Public in and for the State of Wash.  
My appointment expires: \_\_\_\_\_

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LOCAL GOVERNMENT  
INVESTMENT POOL

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**Prospectus**

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January 2014



*James L. McIntire*

*Washington State Treasurer*

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## I. The LGIP

The Local Government Investment Pool (the "LGIP") is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the "State Treasurer") for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the "LGIP-MMF" or the "Fund"). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

### FUND SNAPSHOT

The table below provides a summary comparison of the Fund's investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of November 1, 2013)	Bank Deposits US Treasury bills Repurchase agreements US Government agency obligations	

### Fees and Expenses

**Administrative Fee.** The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants' earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.



**Local Government Investment Pool-MMF  
Operating Expenses by Fiscal Year (in Basis Points)**

	2006	2007	2008	2009	2010	2011	2012	2013
<i>Total Operating Expenses</i>	<i>1.12</i>	<i>0.96</i>	<i>0.84</i>	<i>0.88</i>	<i>0.64</i>	<i>0.81</i>	<i>0.68</i>	<i>0.87</i>

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$800,000.

Fund Assets	\$6.0 bn	\$8.0 bn	\$10.0 bn
Total Operating Expenses (in Basis Points)	1.33	1.0	.80

**Portfolio Turnover:** The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

## II. Local Government Investment Pool – Money Market Fund

### Investment Objective

The LGIP-MMF will seek to effectively maximize the yield while maintaining liquidity and a stable share price of \$1.

### Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP-MMF will not be an SEC-registered money market fund and will not be required to follow SEC Rule 2a-7. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

### Principal Risks of Investing in the LGIP-Money Market Fund

**Counterparty Credit Risk.** A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

**Interest Rate Risk.** The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

**Liquidity Risk.** Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

**Management Risk.** Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

**Issuer Risk.** The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

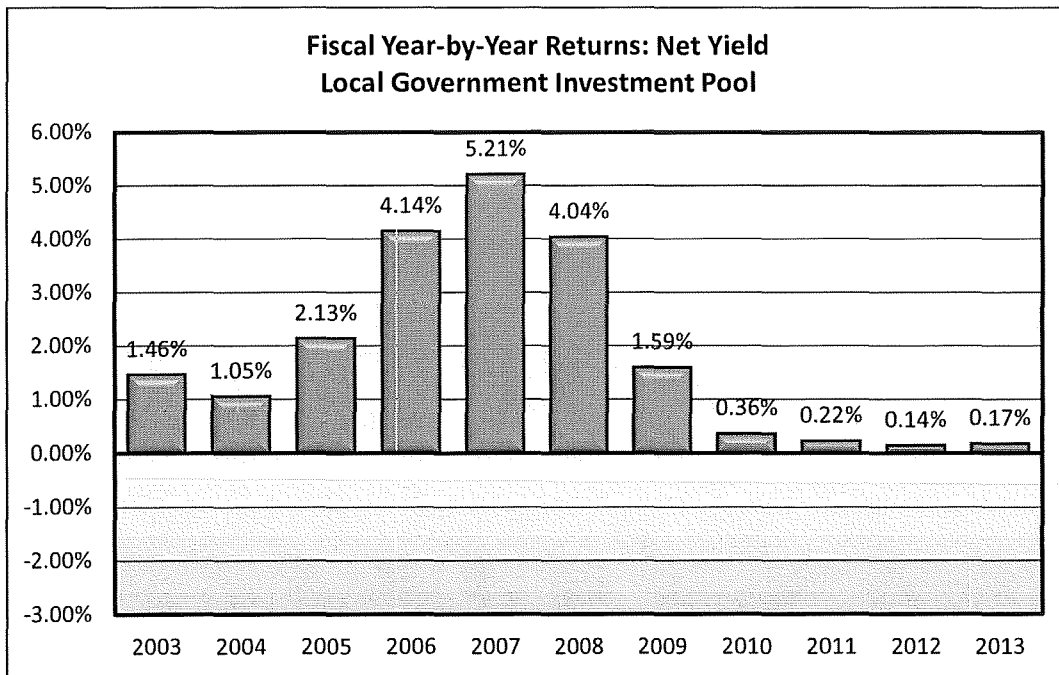
**Securities Lending Risk and Reverse Repurchase Agreement Risk.** The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

**Risks Associated with use of Amortized Cost.** The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

**An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.**

## Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at [www.tre.wa.gov](http://www.tre.wa.gov) or by calling the LGIP toll-free at 800-331-3284.



**Local Government Investment Pool-Money Market Fund**

**Average Accrued Net Yield**

<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
0.17%	0.19%	.52%	1.94%

**Transactions: LGIP-MMF**

**General Information**

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

**Valuing Shares**

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund's NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

#### **Transaction Limitation**

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

#### **Contributions**

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds transfer to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers to the State Treasurer. Failure to wire funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely wire will be assessed to the account of the pool participant responsible.

**Notice.** To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

**Pricing.** Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

#### **Withdrawals**

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to wire funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

**Notice.** In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

**Pricing.** Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

**Suspension of Withdrawals.** If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

## Earnings and Distribution

### LGIP-MMF Daily Factor

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

### LGIP-MMF Actual Yield Factor

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

#### **Dividends**

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

#### **Distribution**

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

#### **Monthly Statements and Reporting**

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.

### **III. Management**

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

**Administrator and Transfer Agent.** The State Treasurer will serve as the administrator and transfer agent for the Fund.

**Custodian.** A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

### **IV. Miscellaneous**

#### **Limitation of Liability**

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

**Amendments**

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: [www.tre.wa.gov](http://www.tre.wa.gov).

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

**LGIP-MMF Contact Information**

Internet: [www.tre.wa.gov](http://www.tre.wa.gov) Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail:

Office of the State Treasurer  
Local Government Investment Pool  
PO Box 40200  
Olympia, Washington 98504  
FAX: 360-902-9044



**Business of the City Council  
City of Gig Harbor, WA**

**Subject: Biennial Budget**

**Proposed Council Action:**

Adopt ordinance establishing a biennial budget for the City of Gig Harbor

**Dept. Origin:** Finance  
**Prepared by:** David Rodenbach  
**For Agenda of:** March 10, 2014  
**Exhibits:** Ordinance

Initial & Date

**Concurred by Mayor:** *GR 2/26/14*  
**Approved by City Administrator:** *R 2/25/14*  
**Approved as to form by City Atty:** *PER EMAIL*  
**Approved by Finance Director:** *DR 2/25/14*

Expenditure Required	Amount Budgeted	Appropriation Required
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**INFORMATION / BACKGROUND**

Budgeting for a two-year biennium has been permitted for Washington cities since 1985. Currently 36 cities are using biennial budgeting. Biennial budgeting would be advantageous to the city mostly because it would save the time and effort invested in the budget process every other year. Time savings would be realized by finance and department staff preparing the budget materials, and for the council, which reviews the materials and eventually adopts a budget. Another advantage for the use of a biennial budget is the longer perspective it gives the city in its budgetary planning.

The required steps for passing a biennial budget are much the same as those for an annual budget; therefore, there would be minimal changes to the City's budget process.

**FISCAL CONSIDERATION**

The concept of a two-year appropriation is straightforward. Rather than a twelve-month window during which the appropriated funds can be legally spent, a biennium provides for a twenty-four month window. The two-year budget provides an opportunity to widen the planning horizon and allow more long-term thinking to be part of the financial plan that the budget represents. The ordinance to use a biennial budget must be adopted at least six months prior to the start of the biennium, and; the biennium must start on an odd-numbered year.

The mid-biennium review and modification must occur no sooner than eight months after the start (September 1) or later than the end of the first year of the biennium (December 31). The purpose of the review is to make adjustments to the budget, essentially a tune up, and is not intended to become another complete budget process in itself.

**RECOMMENDATION / MOTION**

**Move to:** Adopt Biennial Budget Ordinance after a second reading.



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A BIENNIAL BUDGET PROCESS AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.**

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WHEREAS, pursuant to Chapter 35A.34 RCW, the City of Gig Harbor, Washington is authorized to adopt a biennial fiscal budget; and

WHEREAS, the City Council has determined that it would be efficient to adopt a biennial fiscal budget process for the City; and

WHEREAS, the beginning of a biennial budget process for cities, pursuant to Chapter 35A.34, must begin on an odd-numbered year; now, therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ORDAINS AS FOLLOWS:

Section 1. The City of Gig Harbor hereby adopts a fiscal biennial budget process as authorized pursuant to Chapter 35A.34 RCW, as now or hereafter amended.

Section 2. 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 3. Effective Date. This Ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor, this \_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF GIG HARBOR

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

ATTEST/AUTHENTICATED:

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Molly M. Towslee, City Clerk

APPROVED AS TO FORM:  
Office of the City Attorney

---

Angela G. Summerfield

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED:  
EFFECTIVE DATE:  
ORDINANCE NO:



**Business of the City Council  
City of Gig Harbor, WA**

**Subject:** Public Hearing and first reading of ordinance amending the 2014 budget

**Proposed Council Action:**  
Adopt ordinance amending the 2014 budget after the second reading

**Dept. Origin:** Finance

**Prepared by:** David Rodenbach, Finance Director

**For Agenda of:** March 10, 2014

**Exhibits:** Ordinance and Job Description  
Initial & Date

**Concurred by Mayor:** *5/11 3.5.14*  
**Approved by City Administrator:** *12 3/4/14*  
**Approved as to form by City Atty:** by e-mail  
**Approved by Finance Director:** *CR 3/4/14*

Expenditure Required	See below	Amount Budgeted	0	Appropriation Required	See below
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**INFORMATION / BACKGROUND**

This budget amendment creates a Deputy City Administrator/Economic Development Manager position. This position will assist the City Administrator with management of the City.

Economic development will be one of the main duties for this new position. The economic development function would work with local and regional interests to secure high-wage businesses that could locate in appropriate city commercial and light industrial planning areas within the UGA. Such tasks are usually longitudinal in nature with multiple years of case development required to secure desirable businesses.

The recommended budget amendment to the 2014 General Fund Administrative Departmental budget is as follows:

Department	Original Appropriation	Amended Appropriation	Increase/ (Decrease)
Administration/Finance	\$1,671,650	\$1,791,650	\$120,000
Ending Fund Balance	\$1,089,026	\$ 969,026	(\$120,000)

**FISCAL CONSIDERATION**

The funding for this budget amendment will be taken from the budgeted ending fund balance.

**RECOMMENDATION / MOTION**

Adopt the ordinance amending the 2014 budget.

**ORDINANCE NO.**

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

---

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

**WHEREAS**, over the years the City's economic base shifted from industries such as fishing and forestry toward a local service economy of retail facilities and small specialty businesses; and

**WHEREAS**, over time the primary source of income which drove the local economy was off the Peninsula where most of the employment base was located; and

**WHEREAS**, reversing this trend contributes to more localized jobs and increased overall economic well-being; and

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

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

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

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

**WHEREAS**, the duties and responsibilities of such a position necessitate support and assistance to and by the City Administrator;

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

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

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

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

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

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

<b>Fund/Department</b>	<b>Original Appropriation</b>	<b>Amended Appropriation</b>
Administration/Finance	\$1,671,650	\$1,791,650
Ending Fund Balance	\$1,089,026	\$ 969,026

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

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

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

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

CITY OF GIG HARBOR

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

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:  
Office of the City Attorney

\_\_\_\_\_

FILED WITH THE CITY CLERK: 03/ /14  
PASSED BY THE CITY COUNCIL: 03/ /14  
PUBLISHED: 03/ /14  
EFFECTIVE DATE: 03/ /14  
ORDINANCE NO:

**Exhibit A**

POSITION	2014 RANGE	
	Minimum	Maximum
City Administrator	9,980	12,475
<u>Deputy City Administrator/Econ. Dev. Mgr.</u>	<u>8,773</u>	<u>10,966</u>
Chief of Police	8,705	10,882
Public Works Director	8,135	10,169
Finance Director	8,051	10,064
Police Lieutenant	7,107	8,884
City Engineer	7,078	8,847
Information Systems Manager	7,078	8,847
Planning Director	7,078	8,847
Police Sergeant	7,026	8,041
Building & Fire Safety Director	7,021	8,777
Senior Engineer	6,621	8,276
City Clerk	6,364	7,956
Tourism Marketing Director	6,351	7,939
Public Works Superintendent	6,270	7,838
Wastewater Treatment Plant Supervisor	6,270	7,838
Senior Accountant	6,108	7,635
Senior Planner	6,103	7,629
Court Administrator	5,987	7,484
Associate Engineer	5,823	7,279
Assistant Building Official/Fire Marshall	5,758	7,198
Field Supervisor	5,396	6,745
Construction Supervisor	5,396	6,745
Police Officer	5,115	6,393
Senior WWTP Operator	5,081	6,352
Payroll/Benefits Administrator	4,894	6,118
Human Resources Analyst	4,889	6,111
Associate Planner	4,885	6,106
Construction Inspector	4,764	5,956
Planning / Building Inspector	4,764	5,956
Wastewater Treatment Plant Operator	4,546	5,683
Engineering Technician	4,507	5,634
Mechanic	4,449	5,561
Information Systems Assistant	4,411	5,514
Assistant City Clerk	4,375	5,469
Executive Assistant	4,375	5,469
Special Projects Coordinator	4,375	5,469
WWTP Collection System Tech II	4,251	5,315
Maintenance Technician	3,416	5,315
Assistant Planner	4,238	5,298
Permit Coordinator	4,238	5,298
Building Assistant	4,019	5,023
Planning Assistant	4,019	5,023
Public Works Assistant	4,019	5,023
Finance Technician	3,983	4,979
Lead Court Clerk	3,844	4,806
Police Services Specialist	3,475	4,344
Court Clerk	3,429	4,286
Custodian	3,416	4,269
Public Works Clerk	3,413	4,267
Planning/Building Clerk	3,413	4,267

## **DEPUTY CITY ADMINISTRATOR/ECONOMIC DEVELOPMENT MANAGER**

### **Nature of Work:**

This is a highly responsible administrative and managerial position. The employee in this position assists the City Administrator with management of the City, including assisting with supervision of all department heads, ensuring compliance with applicable federal, state and city ordinances and laws. Assists the City Administrator with oversight of activities of all City departments and offices and renders direct assistance to the Mayor and City Council in the planning, organization, and administration of all municipal government functions. The incumbent develops and maintains effective and cooperative working relationships with elected, administrative, and program officials to ensure the efficient operation of City government.

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

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

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

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

Reports directly to the City Administrator and indirectly to the Mayor. Assists the Mayor and City Administrator in advising and furnishing leadership to civic organizations regarding specific issues affecting the City's welfare.

Assists the City Administrator in overseeing, coordinating, and managing the activities of all City departments and offices in carrying out the requirements of ordinances, laws, rules and regulations, and policies of the City.

Reports regularly to the Mayor/City Administrator concerning the status of projects and functions of the various City departments and offices.

Assists the City Administrator in advising and reporting to the Mayor and City Council on immediate as well as emerging municipal issues and problems.

Assists the City Administrator in the preparation of the Council agenda, including furnishing pertinent documents, reports and briefings as needed.



Deputy City Administrator/Economic Development Manager  
Page 2

Develops, maintains, and implements the City's short and long-term economic development goals, strategies, and policies.

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

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

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

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

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

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

As designated by the Mayor, serves as the City liaison to the Chamber of Commerce, Downtown Waterfront Alliance, Tacoma Pierce County Economic Development Board, and other advisory boards and agencies in furthering the City's economic development goals.

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

Prepares, administers and monitors economic development budget and economic development contracts; assists the City Administrator in the preparation of the City budget.

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

Other duties as assigned.

### **Knowledge, Abilities, and Skills**

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

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

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

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

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

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

Deputy City Administrator/Economic Development Manager  
Page 3

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

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

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

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

Effectively represents the City in potentially adversarial or stressful situations.

Exercises individual initiative and discretion, including confidential matters.

Accurately analyzes problems and adopt an effective course of action.

Attends evening and early morning meetings as necessary.

Effective interpersonal, teamwork and customer service skills.

#### **Physical Demands and Work Environment**

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

#### **Qualifications Required.**

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



**Business of the City Council**  
**City of Gig Harbor, WA**

**Subject:** Public Hearing & First Reading of Ordinance Vacating a Portion of Rust Street

**Proposed Council Action:**

Option A:  
Consider adoption of ordinance vacating portion of Rust Street and approve on second reading.

Option B:  
Adopt on first reading ordinance vacating a portion of Rust Street (Requires a vote of at least 5 Council members).

**Dept. Origin:** Public Works

**Prepared by:** Jeff Langhelm P.E.  
Public Works Director

**For Agenda of:** March 10, 2014

**Exhibits:** Petition Request, Location map, Vicinity map, Checklist, Ordinance

	Initial & Date
<b>Concurred by Mayor:</b>	<u>SL 3/5/14</u>
<b>Approved by City Administrator:</b>	<u>R 3/4/14</u>
<b>Approved as to form by City Atty:</b>	Via email
<b>Approved by Finance Director:</b>	N/A
<b>Approved by Department Head:</b>	<u>JDL 3/4/14</u>

Expenditure Required	\$0	Amount Budgeted	\$0	Appropriation Required	\$0
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**INFORMATION/BACKGROUND**

The City received a letter from Thornton Surveying representing Mr. Stanley Stearns, trustee of Colvos Trust, located at 9509 North Harborview Drive (parcel no. 2260000171) petitioning the City to vacate a 30 foot wide portion of Rust Street in accordance with GHMC 12.14.002.

At the February 10, 2014 Council meeting, Council approved Resolution 951 setting the public hearing date and first reading of this Ordinance at this March 10, 2014 Council Meeting.

The Right-of-Way proposed for vacation along Rust Street is situated in the Town Of Artena Plat recorded August 20, 1890. This portion of Rust Street lies within a Non-User Statute area as described in GHMC 12.14.018C. All City departments have reviewed the proposed street vacation. A City sewer utility easement will be required and is described in the Exhibits provided with the Ordinance.

These portions of rights-of-way were platted in Pierce County in 1890 and were not opened or improved by 1905, therefore both portions of right-of-way automatically were vacated by operation of law in 1896. The city's ability to open these portions of Rust Street are barred by lapse of time. The city has no interest in the streets, except for an 8-inch sewer line running along Rust street. In order to ensure that this portion of Rust Street is placed on tax rolls and the ownership is formally recorded, the property owner has requested that the city vacate the street under GHMC 12.14.

**POLICY CONSIDERATIONS**

The Right-of-Way proposed for vacation is surplus to the city's needs, and the city does not have any plans for improving this Right-of-Way proposed for vacation.

**FISCAL CONSIDERATION**

The processing fee has been paid in accordance with GHMC 12.14.004.

**RECOMMENDATIONS**

Move to adopt on first reading ordinance vacating a portion of Rust Street (Requires a vote of at least 5 Council members).



THORNTON  
LAND SURVEYING, INC.

8803 State Highway 16  
PO Box 249  
Gig Harbor, WA 98335  
T 253 858 8106  
F 253 858 7466  
thorntonls.com

09 October, 2013

Mr. Willie Hendrickson  
Engineering Technician  
3510 Grandview Street  
Gig Harbor, WA 98335

RE: Vacation of portion of Rust Street right-of-way

Dear Mr. Hendrickson,

This letter serves as an official request to vacate a 30-foot wide strip of Rust Street abutting my property at 9509 Harborview Drive in the City of Gig Harbor. This right-of-way along with my property was created from the plat called "The Town of Artna" in book 5 of plats at page 68 in Pierce County, Washington. This portion of Rust Street abutting my property at parcel number 2260000171 has never been used as street, nor has it been constructed.

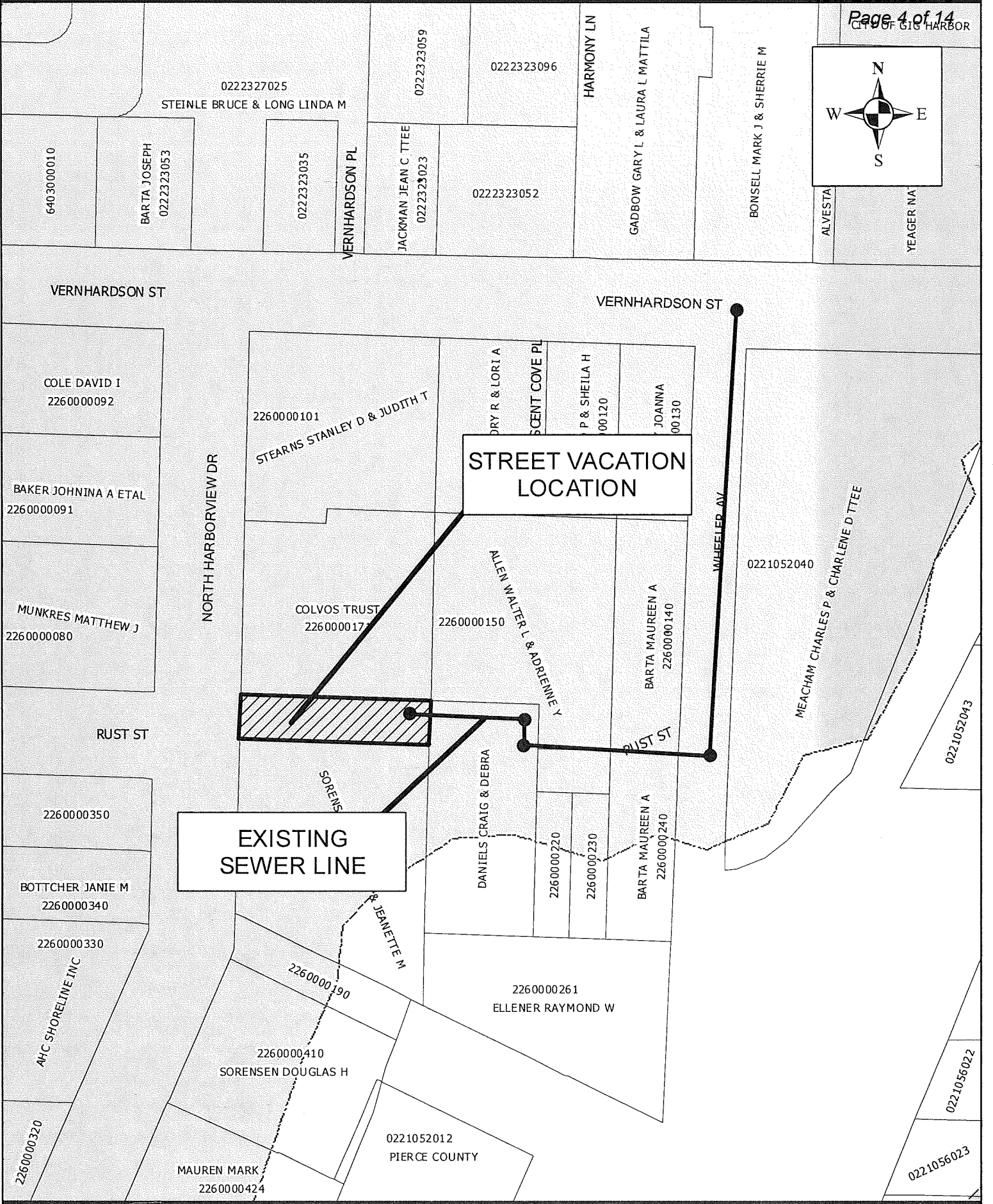
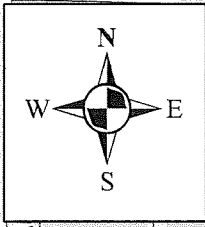
Under the City of Gig Harbor's Municipal Code 12.14.018.C, which sites the "vacations of streets and alleys subject to 1889-90 Laws of Washington, Chapter 19, Section 32 (Non-user statute)", that portion of Prentice Avenue & Sutherland Street right-of-way's abutting my parcel has adversely, by operation of law, become mine legally since these right-of-way's were never opened nor used for their original purpose.

In light of this information, I wish to request that portion of Rust Street abutting my property be vacated. See attached drawings depicting the original location of the subject portion of Rust Street right-of-way in relation to my parcel.

Thank you for your assistance.

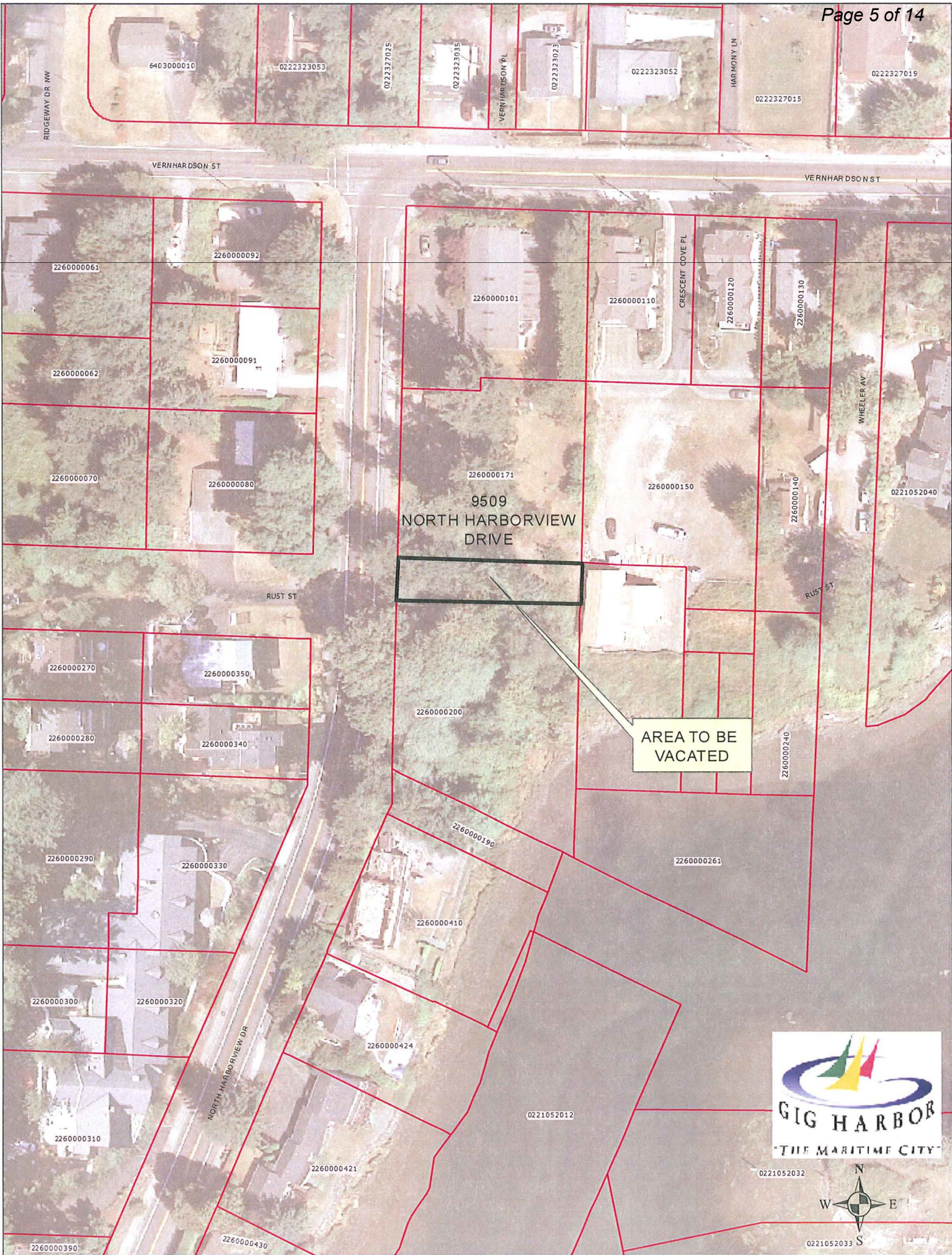
Sincerely,

Stanley Stearns,  
Trustee of Colvos Trust



RUST STREET VACATION  
LOCATION MAP





9509  
NORTH HARBORVIEW  
DRIVE

AREA TO BE  
VACATED







**VACATION OF STREETS AND ALLEYS**

**GIG HARBOR MUNICIPAL CODE CHAPTER 12.14**

Name: Colvos Trust – Stanley Stearns Date: 3/10/2014

Site address: 9509 North Harborview Drive

Parcel Number: 9815000050

**OWNER REQUIREMENTS**

- ✓ The petition or resolution shall be filed with the city clerk, and the petition shall be signed by the owners of more than two-thirds of the property abutting upon the part of such street or alley sought to be vacated. [GHMC § 12.14.002 (c)].
- ✓ Nonrefundable payment to the City of a pre-hearing fee of \$150.00, to defray the administrative cost incurred in processing such vacation petitions [GHMC § 12.14.004 (a)].
- ✓ Legal description prepared by a Licensed Surveyor of area to be vacated [GHMC § 12.14.002 (b)].
- ✓ Location map showing surrounding street network, existing utilities, and adjacent properties labeled with ownership, site addresses, and parcel numbers.
- ✓ Site map prepared by a Licensed Surveyor showing the existing property and street vacation areas with dimensions (using bearings and distances), calculated square footage, two-foot contours, existing easements, wetlands and trails or other relevant information.
- ✓ Compensation to the City for vacation if applicable [GHMC § 12.14.018]. Compensation not required if qualified under the Non-user Statute [GHMC § 12.14.018 (c)].

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**CITY REVIEW**

- ✓ Determine Non-user Statute application. YES
- ✓ Verify all information provided in the petition, legal description, location map, and site map. YES
- ✓ Describe topography and vegetation (forested, cleared, etc.) using GIS aerial and digital camera photos of site. TREES AND BUSHES
- ✓ Verify existing utilities or call One Call Locate to determine what utilities are on the property. SEWER SERVICE LINE TO PARCEL.
- ✓ Determine proposed vacation's consistency with City of Gig Harbor Comprehensive Plan (i.e. transportation element). NO IMPACTS
- ✓ Determine current extent of public use of area proposed to be vacated as a Prescriptive Easement. NO CURRENT PUBLIC USE
- ✓ Determine possible retention for future public uses: Roadway, water, sewer, storm drainage, parking facilities, parks, view areas, and access to waterfront. NO FUTURE PUBLIC USE



**VACATION OF STREETS AND ALLEYS**  
**GIG HARBOR MUNICIPAL CODE CHAPTER 12.14**  
**PAGE 2**

- ✓ Develop history of area proposed to be vacated including when area was purchased, dedicated, or otherwise acquired. NON-USER STATURE – TOWN OF ARTENA – 1890
- ✓ Will this street vacation land lock abutting parcels - NO
- ✓ Determine compensation for vacation as described in GHMC § 12.14.018 if applicable. NONE
- ✓ Verify payment of pre-hearing \$150 fee and \$500 appraisal fee. \$150 PAID - \$500 NOT REQ'D
- ✓ Prepare aerial vicinity map. YES
- ✓ Prepare Council Resolution. YES
- ✓ Post notices of Public Hearing. YES
- ✓ Determine hearing date. YES
- ✓ Legal Review CITY ATTORNEY APPROVED

AFTER RECORDING RETURN TO:

The City of Gig Harbor  
Attn: City Clerk  
3510 Grandview St.  
Gig Harbor, WA 98335

**WASHINGTON STATE COUNTY AUDITOR/RECORDER'S INDEXING FORM**

**Document Title(s) (or transactions contained therein):**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY GIG HARBOR, WASHINGTON,  
VACATING A PORTION OF RUST STREET ABUTTING 9509 NORTH HARBORVIEW  
DRIVE

**Grantor(s) (Last name first, then first name and initials)**

City of Gig Harbor

**Grantee(s) (Last name first, then first name and initials)**

Colvos Trustee, Stanley Stearns, Trustee

**Legal Description (abbreviated: i.e., lot, block, plat or section, township, range)**

Section 5, Township 21, Range 2 East

**Assessor's Property Tax Parcel or Account number:** 2260000171

**Reference number(s) of documents assigned or released:** \_\_\_\_\_

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY GIG HARBOR, WASHINGTON, VACATING A PORTION OF RUST STREET ABUTTING 9509 NORTH HARBORVIEW DRIVE.**

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WHEREAS, Mr. Stanley Stearns, Trustee of Colvos Trust, petitioned the City to vacate a 30-foot wide portion of Rust Street, which abuts their property at 9509 North Harborview Drive, Gig Harbor, Washington, under the nonuser statute, RCW 36.87.090 and GHMC Section 12.14.018(C); and

WHEREAS, the portion of street subject to the vacation petition was platted in the Town of Ardena, recorded in the records of Pierce County on August 20, 1890; and

WHEREAS, in 1890, this street was in unincorporated Pierce County; and

WHEREAS, the portion of Rust Street subject to the vacation petition was not included in any street that was opened or improved within five years after the original platting in 1890; and

WHEREAS, under RCW 36.87.090, any county road which remained unopened for public use for five years after platting was vacated by lapse of time; and

WHEREAS, the City's street vacation procedures for streets subject to the nonuser statute eliminates the cloud on the title created by the plat, because the street has already vacated by lapse of time and operation of law; and

WHEREAS, in the 1970's, the City installed utilities on a portion of the unopened right of way benefitting the subject property and the City desires to retain an easement for such utilities; and

WHEREAS, after receipt of the street vacation petition, the City Council passed Resolution No. 951 initiating the procedure for the vacation of the referenced street and setting a hearing date; and

WHEREAS, after the required public notice had been given, the City Council conducted a public hearing on the matter on March 10, 2014, and at the conclusion of such hearing determined that the aforementioned Right-of-Way vacated by operation of law and lapse of time; Now, Therefore,

THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ORDAINS  
AS FOLLOWS:

Section 1. The City Council finds that the unopened portion of the platted Rust Street Right-of-Way described in Mr. Stearns street vacation petition has vacated by lapse of time and operation of law under RCW 36.87.090. The vacated portion of Rust Street, lying west of and perpendicular to North Harborview Drive, abutting parcel number 2260000171 at 9509 Peacock Hill Avenue is legally described in Exhibit A attached hereto and incorporated by this reference, and further, is shown on the survey map attached hereto as Exhibit B and incorporated herein. In addition, the property owner agrees to the City's retention of an easement for the utilities and grants the same as described on Exhibit A and depicted in Exhibit B.

Section 2. The City has the authority to adopt a vacation ordinance to formally remove the cloud on the title of the referenced Right-of-Way area. This street vacation ordinance does not affect any existing rights, including any the public may have acquired in the Right-of-Way since the street was vacated by operation of law.

Section 3. The City Clerk is hereby directed to record a certified copy of this ordinance with the office of the Pierce County Auditor after the property owner signs the acknowledgment below before a notary public.

Section 4. This ordinance shall take effect five days after passage and publication as required by law.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor this 10th day of March, 2014.

CITY OF GIG HARBOR

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

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:  
Office of the City Attorney:

\_\_\_\_\_  
Angela G. Summerfield

FILED WITH THE CITY CLERK: 3/10/14  
PASSED BY THE CITY COUNCIL: 3/10/14  
PUBLISHED: \_\_\_\_\_  
EFFECTIVE DATE: \_\_\_\_\_  
ORDINANCE NO. \_\_\_\_\_

**[Acknowledgment on following page.]**



**EXHIBIT A  
LEGAL DESCRIPTION**



8803 State Highway 16  
PO Box 249  
Gig Harbor, WA 98335  
T 253 858 8106  
F 253 858 7466  
thorntonls.com

**PROPOSED  
LEGAL DESCRIPTION**

RIGHT-OF-WAY THAT WILL ATTACH BY OPERATION OF LAW TO COLVOS TRUST ADJOINER FOLLOWING VACATION OF A PORTION OF RUST STREET, GIG HARBOR, WASHINGTON, BEING A PORTION OF THE NORTHWEST QUARTER OF SECTION 5, TOWNSHIP 21 NORTH, RANGE 2 EAST, W.M., IN PIERCE COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

THAT PORTION OF THE NORTH HALF OF RUST STREET (FORMERLY WALNUT STREET) PER THE PLAT OF THE TOWN OF ARTENA, RECORDED IN VOLUME 5 OF PLATS AT PAGE 68, UNDER AUDITOR'S FILE NUMBER 30921, RECORDS OF PIERCE COUNTY, WASHINGTON, ADJACENT TO AND ABUTTING LOTS 17 THROUGH 20, INCLUSIVE, IN BLOCK 4 OF SAID PLAT.

RESERVING A SANITARY SEWER EASEMENT TO THE CITY OF GIG HARBOR, BEING THE NORTH 15.00 FEET OF THE EAST 20.00 FEET OF THAT PORTION OF AFORESAID RUST STREET ADJACENT TO AND ABUTTING LOTS 17 THROUGH 20, INCLUSIVE, IN BLOCK 4 OF AFORESAID PLAT OF THE TOWN OF ARTENA.





EXHIBIT B  
SURVEY MAP

