

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, September 9, 2024 - 5:30 PM
Council Chambers

This meeting may also be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. Please see the public comment & decorum section at the end of this agenda for information on options for making public comments.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

Before we begin this council meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of their people, the original inhabitants of the Gig Harbor area.

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. City Council Minutes: August 12 and August 15, 2024
2. Approval of Vouchers: Check Numbers 106663 through 106781 and ACH payments in the amount of \$2,314,011.11 and Check Numbers 106782 through 106904 and ACH payments in the amount of \$811,389.16.
3. Approval of Payroll: Check Numbers 8523 through 8526 and direct deposit transactions in the total amount of \$624,610.90.

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. Department Updates

BUSINESS ITEMS

1. Professional Services Contract Amendment #1 for Peacock Hill Half Street Improvements

Suggested Motion: Move to authorize the mayor to execute Professional Services Contract Amendment #1 with 3J Consulting Inc in an amount not to exceed \$195,110.20.

- a. Staff Report: Associate Engineer Chloe Wiser
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

2. Resolution 1321 Establishing City Fees

Suggested Motion: Move to approve Resolution 1321.

- a. Staff Report: City Clerk Josh Stecker
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

3. Resolution 1320 Opposing the Passage of Washington State Ballot Initiative 2117 Concerning Carbon Tax Credit Trading

Suggested Motion: Move to approve Resolution 1320.

- a. Staff Report: City Clerk Josh Stecker
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

4. First Reading of Ordinance 1530 Codifying the Transportation Benefit District and Imposing an Additional Sales and Use Tax of One-Tenth of One Percent for the Purpose of Financing the Costs Associated with the District

Suggested Motion: None.

- a. Staff Report: City Clerk Josh Stecker
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

5. Selection of Representative to Pierce Transit Board

Suggested Motion: Move to select a nominee to the Pierce Transit Board

- a. Staff Report: City Clerk Josh Stecker
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN

PUBLIC COMMENT & DECORUM

The city council desires to allow a maximum opportunity for public comment. However, the business of the city must proceed in an orderly, timely manner. The purpose of a council meeting is to conduct the city's business.

Oral comments may be made in person or by remote connection using the Zoom meetings platform. All persons giving oral public comment will be asked to state their name and whether or not they reside within Gig Harbor city limits. Commenters may verify if their home address is in city limits by visiting <https://www.gigharborwa.gov/451/City-Limits> or by consulting the city limits maps located on the podium or in the back of Council Chambers.

Speakers will be allotted 3 minutes per individual, unless revised by the mayor. In-person comments shall be made from the microphone. Anyone making "out of order" comments may be subject to removal from the meeting.

Public comment may be made remotely via Zoom or by phone during designated portions of the meeting. To speak during the meeting, press the raise hand button near the bottom of your Zoom window or press *9 on your phone. Please refrain from raising your hand until the mayor has announced that she has opened the public comment portion of the meeting. Your name or the last three digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press *6 to unmute yourself. All speakers will have up to three minutes to speak.

Instead of making oral comments, written comments may be submitted to the city council at mayorandcouncil@gigharborwa.gov.

All remarks shall be addressed to the council as a body and not to any specific councilmember. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any councilmember, the mayor, or any member of the staff or the public.

There will be no demonstrations during or at the conclusion of any public comment.

These guidelines are intended to promote an orderly system of holding public meetings, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

ADA accommodations can be provided upon request. Those requiring special accommodations should contact the city clerk at cityclerk@gjgharborwa.gov or (253) 853-7613 at least 24 hours prior to the meeting.

MINUTES
GIG HARBOR CITY COUNCIL MEETING
Monday, August 12, 2024 - 5:30 PM
Council Chambers

CALL TO ORDER/ROLL CALL Mayor Markley called the meeting to order at 5:30 p.m. Councilmembers Coronado, Henderson, Lykins, Rodenberg, Storset, and Woock were present. Councilmember Barber was excused.

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

CHANGES TO THE AGENDA

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

MOTION: Move to approve the consent agenda (Henderson/Lykins).

VOTE: Unanimously approved.

1. **City Council Minutes: July 11, July 22, and July 25, 2024**
2. **Approval of Vouchers: Check numbers 106552 through 106662 and ACH payments in the amount of \$1,058,536.73.**
3. **Approval of Payroll: Check numbers 8519 through 8522 and direct deposit transactions in the amount of \$620,175.72.**
4. **Professional Services Contract Amendment #1 for Olympic Right Turn Lane**
5. **Confirmation of Appointment of Stephanie Killilea to the Arts Commission (Term expiring March 31, 2026)**
6. **Confirmation of Appointment of Jon Ashlock and Darrin Filand to the Design Review Board (Terms Expiring June 30, 2027)**

MAYOR'S REPORT Mayor Markley reported on the remaining Summer Sounds concerts and provided an update on the city's Comprehensive Plan update process.

CITY ADMINISTRATOR'S REPORT City Administrator Katrina Knutson reported on the Sports Complex Phase 1B progress, background checks on two new police officers, and a new job description for an Administrative Lieutenant.

1. **Department Updates**

BUSINESS ITEMS

1. **Facility Use Agreement - GH Canoe & Kayak Team for use of Skansie Park** Parks Manager Jennifer Haro presented the agreement. Alyson Mrozinski provided public comment.

MOTION: Move to authorize the mayor to approve the facility use agreement for Gig Harbor Canoe & Kayak Racing Team at Skansie Brothers Park (Henderson/Woock).

VOTE: Unanimously approved.

2. **Professional Services Contract with Cascadia Consulting Group, Inc., for Assistance in Development of a Climate Change and Resiliency Chapter for the Comprehensive Plan** Principal Planner Robin Bolster-Grant introduced the agreement.

MOTION: Move to authorize the mayor to execute a Professional Services Contract for assistance in the development of a Climate Change and Resiliency Chapter for the Comprehensive Plan between the City of Gig Harbor and Cascadia Consulting Group, Inc. in the amount not to exceed \$175,000.00 (Woock/Henderson).

VOTE: Unanimously approved.

3. **Resolution 1319 Adopting Budget and Financial Policies** City Clerk Josh Stecker introduced the resolution.

MOTION: Move to approve Resolution 1319 (Lykins/Storset).

VOTE: Unanimously approved.

4. **Professional Services Contract Amendment #5 – Burnham Drive Improvements Phase 1A** Public Works Director Jeff Langhelm introduced the contract amendment.

MOTION: Move to authorize the mayor to execute Amendment #5 to the Professional Services Contract with David Evans and Associates for design efforts to add artistic finish to the concrete barrier on the new bridge in an amount not to exceed \$15,517.18

(Henderson/Lykins).

VOTE: Unanimously approved.

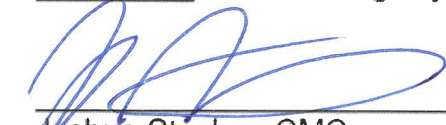
PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS Councilmember Woock reported an upcoming Jeni Listens event on August 13 and the proposed Kroger merger. Councilmember Lykins reported on the reception for Minerva Scholarship recipients. Councilmember Henderson thanked police and public works staff for hosting the National Night Out event.

ANNOUNCEMENT OF UPCOMING MEETINGS

1. **Upcoming City Meetings**

ADJOURN The meeting adjourned at 6:12 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, August 15, 2024 – 3:00 p.m.
Civic Center Community Rooms A/B or Zoom

CALL TO ORDER / ROLL CALL Mayor Markley called the meeting to order at 3:01 p.m. Councilmembers Barber, Coronado, Henderson, Storset, and Woock were present. Councilmember Lykins arrived at 3:03 p.m. Councilmember Rodenberg was excused.

DISCUSSION ITEMS

1. **Sheetz v. El Dorado County: Implications on Impact Fees** – City Attorney Daniel Kenny provided council with an update on impact fees.
2. **Fee Schedule Update** – City Clerk Joshua Stecker reviewed the proposed changes to the city's fee schedule and answered questions. The fee schedule will come before council at a regular meeting for consideration for adoption.

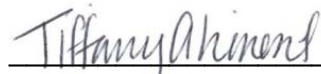
Council was supportive of fees being set at full cost recover to the city.

At 4:05 p.m., council took a 7-minute break. Council returned from break at 4:12 p.m.

3. **Transportation Benefit District Funding** – City Clerk Joshua Stecker reviewed the proposed changes to the Transportation Benefit District funding to increase the tax by 0.1% and allow those funds to be used for any transportation project or need, including maintenance.
4. **North Harborview Drive Bridge Naming** – City Clerk Joshua Stecker reviewed the options contained in the agenda bill and answered questions.

Council expressed support for installing a plaque on a pylon near or on the bridge explaining former Mayor Hunter's contribution to the project but will support any decision made by Mayor Markley.

ADJOURN The meeting adjourned at 4:56 p.m.



Tiffany Aliment
Assistant City Clerk



DEPARTMENT UPDATES

Wednesday, September 4, 2024

A TWICE-MONTHLY SUMMARY FROM YOUR CITY OF GIG HARBOR LEADERSHIP TEAM

These department updates are an effort to increase our internal and external communication initiatives, to provide the mayor and city councilmembers with the information they need to serve the public and make informed decisions, and just as importantly, to share citywide information and updates with all staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to communications@gigharborwa.gov.

ADMINISTRATION

City Administrator Katrina Knutson

Upcoming Leadership Retreat: The leadership team will hold its all-day retreat on Wednesday, September 11. This annual retreat provides an important opportunity for team members to foster collaboration, strategic thinking, and innovation. Retreats also help to strengthen relationships among team members, enhancing communication and trust. These are essential to providing effective leadership and to help ensure the success of all city staff. We look forward to providing a recap of the retreat in the next Department Updates.

Lodging Tax Grant Applications Received: The deadline for applying for lodging tax funding was August 30. The city received 11 applications totaling just under \$320,000 in funding requests. We estimate that there is approximately \$160,000 available in funding for 2025.

This year's list:

Applicant	Event/Activity	Requested
GH Canoe and Kayak Racing Team	Paddlers Cup/Narrows Challenge	\$15,500.00
GH Film Festival	Film Festival	\$25,000.00
GH Kiwanis	Veterans Day Celebration	\$5,000.00
Permission to Start Dreaming Foundation	Prayer Breakfast & Race for a Soldier	\$40,000.00
Peninsula Schools Education Foundation	2025 Monster Dash 5K Fun Run	\$6,000.00
Asia Pacific Cultural Center	Korean Chuseok Festival	\$10,200.00
Key Peninsula Farm Council	Key Peninsula Farm Tour	\$8,000.00
Downtown Waterfront Association	Operations	\$75,000.00
GH BoatShop	Operations	\$35,000.00
Harbor History Museum	Operations	\$70,000.00
Harbor WildWatch	Operations	\$30,000.00

The lodging tax advisory committee will meet on September 12 to review the applications and make its recommendations on how much funding to give each applicant. Council will review these recommendations and make the final determination on funding by the end of the year.

August Legal Aid Pop-ups: The Housing, Health, and Human Services (H3) Program Manager, in partnership with Tacomaprobono Community Lawyers, hosted two legal aid pop-ups. Each event had a great turn out. Many residents were able to speak with legal aids to find a solution or receive direction in their legal matter. The next legal aid pop-ups are Tuesday, September 10 from 4-6pm and Monday, September 16 from 10a-noon.

Faith Leaders Gathering: The H3 program manager assisted the mayor in hosting the quarterly Faith Leaders Gathering meeting. This quarter's meeting focused on affordable housing. There were guest presenters from SSHA3P (South Sound Housing Affordability Program) in attendance and representatives from Bethlehem Baptist Church shared their experience with faith organizations and affordable housing. The conversation was robust and allowed for everyone to learn something new about affordable housing.

St Anthony's Team Meeting: In a continued effort to build relationships and partnerships in the community, the H3 program manager met with the hospital team that most often works with people experiencing crisis (homelessness, accessibility issues, safety, etc.). The goal was to learn the team's processes, as well as ways in which the city can partner in support of these amazing hospital personnel.

COMMUNITY DEVELOPMENT

[Interim Community Development Director Jeff Wilson](#)

The Planning Division is conducting public meetings with the planning commission every Thursday to review draft revisions and updates to the comprehensive plan. This plan serves as the city's key policy document for managing growth and shaping the city's vision over the next 20 years. Community engagement is essential to ensure the plan aligns with residents' aspirations. For participation details, please contact the Planning Division at 253-851-6170. Further information on the update process is also available on the [Comp Plan Update webpage](#).

We are also in the process of assessing the current processing times for development permits. This evaluation aims to prepare a recommendation for the city council to establish permit processing goals for implementation in 2025, in accordance with state legislative requirements.

PLANNING

The planning commission will discuss the Capital Facilities, Essential Facilities, and Utilities Elements at its September 5 meeting. The draft elements, as well as the updated meeting schedule, can be found on our [Comp Plan Update webpage](#).

A new [Transportation Survey](#) has been created to determine community interest and support for a variety of long-range transportation projects. We will include this link on our Periodic Update webpage, Facebook page, and in a message to everyone on our mailing list. Please help us get the word out!

Over the next week we will be revising the Current Planning Projects list on the [Planning Division homepage](#) to better reflect those projects of interest to the community.

BUILDING & FIRE PREVENTION

The Building Division was pleased to issue permits for several new projects this past month, including those for the Harbor Dance Studio on Kimball, renovations at Discovery Village, and the replacement of the Pitt Dock Marina. Completed projects include the fire damage repair at Half Time Sports Saloon, three new spray booths for Gig Harbor Boat Works, For the Love of Spice's new location on Harborview, Whisker Wellness (a new feline clinic on Olympic), and three new homes on Sandin Lane (11 more to go!).

In total, the division received 38 new applications, issued 40 permits, and closed out 35.

CODE ENFORCEMENT

We received 13 Code Compliance Requests for the month of August. Requests included public nuisances, zoning code violations, signs, and work without permits. There are 24 active cases all in various stages of investigation.

Prior to the election on August 6, we conducted sign sweeps and removed 157 unpermitted or misplaced temporary signs. As we get closer to November, we will conduct more temporary sign enforcement.

COURT

Court Administrator Stacy Colberg

Misdemeanor Crimes: There are two classes of misdemeanor crimes - misdemeanors and gross misdemeanors. In Washington, misdemeanor crimes carry a potential jail sentence of ninety days or less. Gross misdemeanors are more serious and carry a potential jail sentence of less than a year. The most serious crimes are called felonies and are punishable by more than a year of confinement in a state prison. There are deadlines or statute of limitations for filing criminal charges. Gross misdemeanors may not be prosecuted more than two (2) years after the date of the alleged crime and one (1) year for misdemeanors. Examples of gross misdemeanors are Theft 3rd Degree (up to a \$750 value), Driving Under the Influence of Drugs or Alcohol (DUI), and Assault 4th Degree. Simple misdemeanor examples are Driving with a Suspended License (DWLS), Criminal Trespass, and Disorderly Conduct.

According to the Washington State Administrative Office of the Courts, "criminal cases are brought by the government against individuals or corporations accused of committing a crime. The government makes the charge because a crime is considered an act against all of society. The prosecuting attorney prosecutes the charge against the accused person (defendant) on behalf of the government (plaintiff). The prosecution must prove to the judge or jury that the defendant is guilty beyond a reasonable doubt." So often we hear alleged victims in a criminal case tell the court they want to drop the charges, but that decision is up to the prosecuting attorney.

There are 14 district and municipal courts in Pierce County and hundreds more statewide. Data from the Administrative Office of the Courts shows that seven out of eight cases filed in all the state's courts are filed at the municipal or district court level, not including parking infractions. Over two million cases are filed annually in district and municipal courts.

FINANCE

Finance Director Dave Rodenbach

Sales Tax Revenues: 2024 sales tax distributions continue to be soft. Currently, we are down 1% from August year-to-date sales tax distributions. The July distribution (representing May 2024 transactions) was 2.7% less than July 2023 and the August distribution (representing June 2024 transactions) was down 0.4% from August 2023. One percent of 2023 sales taxes is about \$86,000.

HUMAN RESOURCES

Human Resources Director Shannon Costanti

ADVANCE YOUR CAREER

Are you looking to grow in your career? There are a variety of opportunities currently available throughout the city. [Take a look](#) and apply today! If you know someone who would be a great fit, please be encouraged to tell them about it!

Position	Type	Status
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Seasonal Worker	FT	Continuous
Seasonal Worker	FT	Lester Swinney started 8/26
Public Works Assistant	FT	Closed - selection pending

ITS

Information Technology Services Manager Keith Smith

No updates this week but stay tuned!

POLICE

Police Chief Kelly Busey

Staffing: Officer Blackwell is nearing the end of his field training program and should be ready to start patrolling on his own in early October. Officer Castro continues to progress through his training and we hope to have him out there soon. One additional lateral-entry candidate is in the background investigation phase, and we hope to bring additional good news soon.

Hoax Call: On August 28, one of our officers was contacting a subject who had a possible outstanding felony warrant when a separate call came out of a kidnapping that had just occurred at a

nearby location. The officer had to abandon the effort to contact the subject with the warrant to respond to the high priority call. Responding officers quickly realized that this was a diversionary phone call, likely placed by a friend of the subject with the warrant to interrupt his potential arrest. This type of thing doesn't happen very often, but we are always aware of the potential. We are looking at the details of this case to see if we can follow up on the phone call.

Race for a Soldier: We have been working with the organizers of the Race for a Soldier to plan the road closures and security surrounding this annual event. This year's course is a bit shorter and will not impact Soundview Drive or Olympic Drive. It will utilize a portion of the Cushman Trail, so the impacts on the community will be a bit less. This event has always been very professionally run and we don't expect any problems this coming Sunday during the race.

PUBLIC WORKS

Public Works Director Jeff Langhelm

Water Operations Updates: (1) The routine valve exercising and hydrant maintenance has been completed. (2) The water department's SCADA computer has been officially moved from the old Shop building to the new Operations Building. We want to provide a BIG thank you and shout out to Keith for helping to get this done!

Streets and Storm Updates: (1) Crews completed the repairs to storm manholes on Canterwood Blvd. Shout out to our Police Department for working with Public Works and keeping the guys safe while completing this work! (2) Crews completed the pavement repairs on 38th Ave prior to school starting.

Parks and Grounds Updates: (1) Summer pruning has begun of plants around the city. (2) Crews continue to work to stay ahead of the mowing. (3) We are working on adding more seasonal/temporary workers to our crew to help keep up with our maintenance through the end of summer and into early fall.

Update on Civic Center HVAC Upgrades: The construction phase of the HVAC upgrade project at the Civic Center has begun. The contractor, McDonald-Miller, and their sub-contractors have moved onsite with equipment and materials. They will be at the Civic Center throughout the next several months. The majority of their work will begin in Building B (center building) then move to Building C (Police Department), and finally Building A (Engineering and Community Development).

A Fond Farewell to Eli: Eli Heen has notified us he will be leaving employment with the city by mid-September. Eli has been a very valuable member of the Public Works team and has always provided great customer service, whether that is for the many internal or external customers he supports.

PenMet Discussions: City staff has been holding meetings over the last several months with senior staff at PenMet Parks to discuss possible partnership ideas to benefit city residents, as well as PenMet taxpayers. Over the summer, PenMet recreation staff toured city parks facilities to see if any of them could potentially be used for programming. Discussions will continue this fall now that the busy summer recreation season is over for PenMet. Stay tuned for more information.

New Conservation Property: As of August 28, the city now owns a new phase of the txʷaalqəł Conservation Area. The 11.4-acre parcel, north of Phase 2, was purchased without any city funds, thanks to a Pierce County Conservation Futures grant and fundraising by Robyn Denson's Gig Harbor and Key Peninsula Land Fund. The Great Peninsula Conservancy, a nonprofit out of Bremerton, did all the legwork and negotiations with the property owners. This property brings the Conservation Area up to nearly 52 acres of mature forest that will be permanently preserved. Eventually, the city will need to open trails to the public, which we are proposing as part of the 2025-2026 budget.

Adam Tallman Park Tree Work: After being closed for a while due to dangerous trees, city crews have been working and a tree service has been hired to complete work at Adam Tallman Park. The trails can soon be opened back up – likely later in September.

Capital Improvement Project Status Updates: For the most recent updates on the city's design and construction projects, see our online [CIP StoryMap](#).



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: September 9, 2024

SUBJECT: Professional Services Contract Amendment #1 for Peacock Hill Half Street Improvements

SUBMITTED BY: Associate Engineer Chloe Wiser

DEPARTMENT: Public Works

PHONE: (253) 853-8182

SUGGESTED MOTION: Move to authorize the mayor to execute Professional Services Contract Amendment #1 with 3J Consulting Inc in an amount not to exceed \$195,110.20.

BACKGROUND INFORMATION: This proposed design contract amendment addresses the need to both include a right of way (ROW) consultant in the design process and to design a new city water transmission main along the project corridor.

The city has received 30% design from the consultant, which includes walls and streetlights that will directly abut the right of way line. For maintenance access and to complete the ROW corridor width requirements, 5-10 ft of property will be acquired from 9 property owners along the project boundary. The ROW subconsultant has advised the city that to acquire temporary construction easements (TCEs) is approximately 70% of the cost to outright purchase the ROW. Staff believes it is in the city's best interest to purchase ROW to complete the additional roadway section in lieu of TCEs despite the additional cost.

Additionally, the city's Water System Plan identifies a capital project to add a new, redundant transmission main to serve the city's water system in the area of Woodworth Avenue. This transmission main project is a variation in the Water System Plan of Project ID N-03. This new main will serve as a transmission main only and will have no water services connected to the new main. The proposed transmission main will connect Apollo Way to Ringold Street. Additional survey will be required for this design. Completing this transmission main work in conjunction with the sidewalk project will be an overall cost savings since the city was already preparing to reconstruct the same portion of Peacock Hill Avenue associated with the half-width street improvement project.

FISCAL CONSIDERATION: The City's 2023-24 Budget includes \$750,000 to complete the design of the Peacock Hill Half-Street Improvements. Additionally, the proposed 2025 Water Capital Budget will include an estimated request of \$100,000 to complete the design of the transmission main. Sufficient funds currently exist in the 2024 Water Capital fund to pay for the proposed transmission main design work. If approved, the total contract amount will be amended to \$620,090.30, from \$424,980.10.

Expenditure Required: \$ 195,110.20	Amount Budgeted: \$ 750,000	Appropriation Required: \$ 0
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ATTACHMENTS:

1. 2024-08-12_Agenda Bill_PSC Amendment 01 for Peacock Hill Half-Street Improvements_Final
2. CSP-2325 Contract Amendment #1_09-09-24

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities



**City of Gig Harbor
City Council Meeting Agenda Bill**

Meeting Date: August 26, 2024

SUBJECT: Professional Services Contract Amendment #1 for Peacock Hill Half Street Improvements

SUBMITTED BY: Chloe Wiser, Associate Engineer

DEPARTMENT: Public Works/Engineering

PHONE: 253-853-8182

SUGGESTED MOTION: Approve and authorize the Mayor to execute Professional Services Contract Amendment #1 with 3J Consulting Inc in an amount not to exceed \$195,110.20.

BACKGROUND INFORMATION: This proposed design contract amendment addresses the need to both include a right of way (ROW) consultant in the design process and to design a new city water transmission main along the project corridor.

The city has received 30% design from the consultant, which includes walls and streetlights that will directly abut the right of way line. For maintenance access and to complete the ROW corridor width requirements, 5-10 ft of property will be acquired from 9 property owners along the project boundary. The ROW subconsultant has advised the city that to acquire temporary construction easements (TCEs) is approximately 70% of the cost to outright purchase the ROW. Staff believes it is in the city's best interest to purchase ROW to complete the additional roadway section in lieu of TCEs despite the additional cost.

Additionally, the city's Water System Plan identifies a capital project to add a new, redundant transmission main to serve the city's water system in the area of Woodworth Avenue. This transmission main project is a variation in the Water System Plan of Project ID N-03. This new main will serve as a transmission main only and will have no water services connected to the new main. The proposed transmission main will connect Apollo Way to Ringold Street. Additional survey will be required for this design. Completing this transmission main work in conjunction with the sidewalk project will be an overall cost savings since the city was already preparing to reconstruct the same portion of Peacock Hill Avenue associated with the half-width street improvement project.

FISCAL CONSIDERATION: The City's 2023-24 Budget includes \$750,000 to complete the design of the Peacock Hill Half-Street Improvements. Additionally, the proposed 2025 Water Capital Budget will include an estimated request of \$100,000 to complete the design of the transmission main. Sufficient funds currently exist in the 2024 Water Capital fund to pay for the proposed transmission main design work. If approved, the total contract amount will be amended to \$620,090.30, from \$424,980.10.

Expenditure Required: \$ 195,110.20	Amount Budgeted: \$ 750,000	Appropriation Required: \$ 0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Professional Services Contract Amendment with Exhibits A and B.

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

**FIRST AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
3J CONSULTING INC.**

THIS FIRST AMENDMENT is made to that certain Professional Services Contract dated February 14, 2024 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and 3J Consulting Inc, an Oregon corporation organized under the laws of the State of Oregon (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the design of the Olympic Right Turn Lane and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the scope of work to be performed by the Consultant and to amend the amount of compensation paid by the City;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

1. Scope of Work. Section 1 of the Agreement is further amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed **One Hundred Ninety-five Thousand One Hundred Ten Dollars and Twenty Cents, (\$195,110.20)** as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of **\$620,090.30**.

3. Duration of Work. Section 3 of the Agreement remains unchanged.

[Remainder of page intentionally left blank]

EXCEPT AS EXPRESSLY MODIFIED BY THIS AMENDMENT, ALL TERMS AND CONDITIONS OF THE AGREEMENT SHALL REMAIN IN FULL FORCE AND EFFECT.

IN WITNESS WHEREOF, the parties have executed this Agreement on _____.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A – SCOPE OF WORK

Contract Amendment 1.0 – Right-of-Way & Water Main Additional Services

Contract Statement of Work

Delivery Schedule and Summary of Estimate for Services

CSP-2325

PEACOCK HILL AVENUE (HALF-STREET IMPROVEMENTS)

City of Gig Harbor

Associate Engineer: Chloe Wiser
3510 Grandview Street
Gig Harbor, WA 98335
253-853-8182
cwiser@gigharborwa.gov

3J Consulting, Inc.

Project Manager: Brian K. Feeney, PE
748 Market Street, Suite 301
Tacoma, WA 98402
253-470-4675, Ext 205
brian.feeney@3j-consulting.com

PROJECT UNDERSTANDING AND WORK SCOPE FOR COMPLETE PROJECT

This scope of work is for civil design, including public involvement, and bid document preparation for new half street improvements to include pavement widening, striping, curb, planter strip, sidewalks, drainage and pedestrian lighting along the west side of Peacock Hill Avenue, connecting to the existing sidewalk between just north of 105th St Court and just north of 99th St NW. The project is approximately 2,100-lf in length. The City of Gig Harbor (Agency) has project management responsibility for this project with 3J Consulting, Inc. (3J) providing assistance with project management, design and engineering services, public involvement assistance, and other tasks provided in the scope below.

This City of Gig Harbor has included additional scope of services to the original project to include right-of-way acquisitions, add 3,000-lf of water main along the length of the project starting at the intersection of Apollo Way and Echo Rock Place to Ringgold Street and additional traffic engineering coordination and lighting design for the pedestrian light poles within the retaining walls.

SPECIFIC SCOPE OF SERVICES

The following additional services to the original contract are for the entirety of the project through the bidding, which is to be completed by 3J staff and subconsultants. The deliverables are listed for each task. Tasks include survey, traffic engineering, right-of-way services, and civil engineering design. The tasks below are the result of our meeting on July 31, 2024 and previous email coordination with City staff and efforts as we understand them to be at this time. All work performed under this scope of work will be done in accordance with the City of Gig Harbor design standards and supplemented with Federal and State standards when applicable.

The project team includes:

Owner	City of Gig Harbor
Prime Consultant	3J Consulting, Inc
Civil Engineer	3J Consulting, Inc
Right-of-Way / TCE's	Epic Land Solutions, Inc.
Survey	Lanktree Land Surveying



Traffic Engineer

DKS Associates

The design services work scope outlined below is anticipated to complete the project through bidding.

Task 1.0	Project Management
Task 3.0	Survey Services
Task 9.0	Traffic Engineering Services
Task 12.0	Right-of-Way Services
Task 14.0	Water Main Design

TASK 1.0 Project Management (3J)

Project Administration

The duration of the project planning and design effort through bidding is assumed to be eleven (11) months, starting approximately February 2024 and running through December 2025. This extends the previous time estimate by twelve (12) months. The following items are included:

- Additional management, coordination, and direction to the project team and subconsultants for completing the project on time and on budget.
- Additional assistance in the day-to-day management and decision making for the project.
- Prepare and administer Right-of-Way services subconsultant contracts.
- Track project costs and budgets on a monthly basis for extended schedule.
- Prepare monthly invoices for project and monthly summary reports. Twelve (12) additional invoices and summary reports are included.

Project Meetings

The proposed approach to project coordination during design is to hold project meetings with key project team members and representatives from the City of Gig Harbor and others as needed. These will be scheduled and attended by the City's Project Manager. Other participants may include affected utility providers, key sub-consultants, and a representative of Gig Harbor Operations Division. These meetings will have a specific agenda addressing and resolving project issues as they are encountered. These meetings may be either in-person or virtual, depending on the nature of the meeting.

- Conduct monthly coordination/technical team meetings with the City of Gig Harbor and design staff to coordinate the project. These meetings will include the design engineer or project manager depending on the agenda. Assume twelve (12) additional meetings, one (1) hours each in duration attended by 3J at either the City offices, or a virtual conference call. Prepare the meeting agendas and summary notes for the meetings.

Task 1 Deliverables:

The following deliverables are part of this task:

- Monthly Summary Reports.
- Monthly schedule updates, as coordinated with the City.
- Meeting Agenda and materials distributed prior to meetings.
- Attendance and participation at meetings as described herein.
- Draft summary notes (including action item / decision log and risk/issue log).



TASK 3.0 Survey Services (Lanktree)

Consultant (Lanktree) shall provide labor, equipment, and materials to complete the additional surveying needs for the water main project. Surveying on this project includes establishing a control network and performing topographical mapping within the defined topographical limits. All deliverables must be reviewed and stamped by Consultant's Professional Surveyor (PLS) registered in the State of Washington.

The additional project limits will include:

- North of the original project limits to the intersection of Apollo Way and Echo Rock Place.
- South of the original project limits to Ringgold Street.
- Additional 50-ft of side street limits of 101st to 105th streets.

Task 3.1 ROW/Topographical Survey

Right-of-Way Survey

- Lanktree Land Surveying, Inc. will establish West right-of-way line through project area based on centerline control monumentation and records found during research for surveys and adjoining deeds found on-line with Pierce County Auditor

Topographic Survey

- Lanktree Land Surveying, Inc. will survey the topography and observable improvements within the project limits. We will also survey the locations of existing trees in accordance with primary reviewing jurisdiction requirements. Marking placed by subconsultants prior to the start of the survey will be located, e.g., wetland flags, soil test pits, and septic test pits. The Topographic Survey will be prepared using NAVD88 vertical datum as required by the primary reviewing jurisdiction, and will show all spot elevations, breaks-in-grade, and a 1-foot contour interval in sufficient detail for your engineer, planner, and subconsultants to determine slope gradients as may be required by the primary reviewing jurisdiction. Items buried or obscured by heavy vegetation may not be located due to their existence being hidden. All visible, aboveground utilities will be shown, as well as any reference paint marks for underground utilities. Invert elevations will be provided where possible. The topographic survey will be prepared in AutoCAD format and a hard copy provided.

Utility Locates

- Lanktree Land Surveying, Inc. will contact the private utility locate company and coordinate the locating of the underground utilities prior to commencement of the survey. The locate company will locate conductible utilities. Wet utilities not observable from the surface will require a more detailed locate using different technology and is not part of this proposal.

Task 3.1 Deliverables:

The following deliverables are part of this task:

- Topographical survey Base map in AutoCAD v2018 Civil 3D compatible Format.
- DTM compatible with AutoCAD, Civil 3D.
- Copy of original survey field notes.
- Existing conditions base map in pdf format, including utility company line work.



TASK 9.0 Traffic Engineering Services (DKS)

Consultant (DKS) shall provide labor, equipment, and materials to complete the illumination design and traffic control plans for the project. All deliverables must be reviewed and stamped by Consultant's Professional Engineer (PE) registered in the State of Washington.

Task 9.1 60% Design

The following items are additional services included in this scope of work:

- Coordination meetings (2) with 3J and the structural team to discuss light pole foundation placement
 - Resulted in light poles behind sidewalk, at 5n+3 spacing
 - Produced layout exhibit showing light pole foundation, wall block, and fence post interaction
- Update Agi32 analysis to reflect updated light pole spacing per retaining wall design
- Update lighting memo
- Update 60% design plan

Task 9.1 – 60% Deliverables

- 60% lighting design Plans (PDF format).
- 60% cost estimate (PDF and Excel formats).

TASK 12.0 Right-of-Way Services (Epic)

Consultant (Epic) shall provide labor, equipment, and materials to assist in the Right-of-Way services required for the temporary construction easement for the project.

EPIC understands that there is no federal funding involved in this project and right of way acquisition tasks are required to complete the Project. It is anticipated that there are thirteen (13) negotiations owned by nine (9) unique property owners from which the acquisition of real property rights will be needed.

Once Epic obtains exhibits and legal descriptions, our staff can complete the valuations, and acquisition will begin taking up to twelve (12) months.

Acquisition/Negotiations

Epic will interface with 3J Consulting and the City and its partners to manage the scope of the real estate services necessary for this project. Epic will prepare and maintain a detailed project schedule and provide periodic progress reports to 3J Consulting and the City. Epic will ensure the right of way process has been followed in accordance with all City, WSDOT and federal policies and regulations. Epic's team will regularly reference the WSDOT Right of Way and Local Agency Guidelines (LAG) manuals.

Epic will provide real estate acquisition and negotiation services for the parcels affected by this project. Epic will assist the City in developing all right-of-way documents and offer letters in accordance with the City's right-of-way procedures for acquisition of affected properties. Epic will draft all right-of-way documents and offer letters using either WSDOT templates or City supplied documents. Epic will provide these to City staff for pre-acquisition review before any offers are made to property owners.



Epic agents will act in good faith always and will never coerce owners in an attempt to settle the parcel. All negotiations will start with an in-person presentation of offers when feasible. Epic will identify property owner issues, concerns and differences early on and document that information in the individual parcel negotiation diary. Epic will work with 3J Consulting and City staff throughout the negotiation process with the property owner until settlement is reached. Epic will submit all signed documents to the City for payment and recording.

ASSUMPTIONS

- Assumes up to twelve (12) client meetings (as needed) including a project kick off meeting, Weekly status report preparation, and related tasks.
- Assumes up to nine (9) unique owners affected even though there are thirteen (13) tax parcels affected. If larger parcel is not determined, scope and fee may change accordingly.
- Assumes that a project funding estimate is not needed.
- Assumes up to nine (9) Administrative Offer Summaries (AOS) at \$1,500 each.
- Assumes either Client will provide Right of Way document templates, or WSDOT templates will be used.
- Assumes no condemnation or negotiations after possession and use. If condemnation support or post possession and use support is needed, the scope and fee will be adjusted accordingly.
- Assumes project has no delays and that scope can be completed within twelve (12) months from NTP.
- Assumes that if NTP is received after 120 days from this proposal, fees and billing rates may require revision to reflect cost of living increases and current business conditions.
- Assumes no oversight needed by WSDOT Local Agency Coordinators.
- Assumes no project certification tasks.
- Assumes title reports, legal descriptions of right of way area, plat maps, project plans, and right-of-way maps will be provided by 3J Consulting.
- Signed conveyance documents will be delivered to the City to process payment and recording. Epic can provide escrow, payment and recording oversight at additional cost.

TASK 14.0 Water Main Design (3J)

The design will consist of the 3,000-lf water main installation along the west side of Peacock Hill Avenue starting at the intersection of Apollo Way and Echo Rock Place to Ringgold Street.

Design plans will be prepared after the alignment and roadway section have been established. The plan scale will generally be 1"=20' for 22"x34" plans, unless otherwise noted in the plan index at the end of this scope of services.

Task 14.1 30% Water Main Submittal

The Consultant team will utilize the survey base mapping to prepare a 30% Water Main Design Roll Map for the project limits along Peacock Hill Avenue. This mapping will be used to determine the next steps in the design process.

Develop 30% Preliminary Plans

- Prepare preliminary roll map to the 30% level of completion based on the horizontal alignment.



- Prepare initial recommendations for the water main alignment and profile.
- Prepare potential utility crossing conflicts recommendations.

Review Meeting with City Staff to Review 30% Design/Constraints

- Set up and attend one (1) review meeting with City staff.
- Work with City to select final alignment to carry into the final design phase.

Preliminary Cost Estimate

- Prepare a preliminary construction cost estimate based on the approved 30% alignment for the water main and other construction costs.

Task 14.1 - 30% Water Main Deliverables

The following deliverables are part of this task:

- 30% Design/Constraints Roll Map.
- Decision log and action item summary resulting from meeting.
- Preliminary Construction Cost Estimate

Task 14.2 60% Water Main Submittal

- Prepare water main plan and profile sheets to the 60% level of completion based on the horizontal and vertical alignment, including utility lines and laterals.
- Prepare Outline of Technical Specifications
 - Identify appropriate technical sections from 2024 WSDOT standard specifications to be included in project specifications.
 - Develop modifications to City of Gig Harbor special technical specification sections necessary to address project specific issues or design elements.
 - Select measurement and payment method for each project element.
 - Based on the above, prepare outline of the technical specifications including any potential special provisions based on the 60% design.
- Prepare updated construction cost estimate based on 60% design.
- Prepare for and attend 60% one (1), two (2) hour review meeting with the City.

Task 14.2 - 60% Water Main Deliverables:

- 60% Construction Plans
- Outline of Technical specifications.
- Updated Engineer's opinion of construction cost based on 60% design.

Task 14.3 90% Water Main Submittal

Prepare 90% Construction plans based on the City's comments to the 60% submittal.

- Prepare plan and profile sheets to the 90% level of completion based on the horizontal and vertical alignment, including utility lines and laterals.
- Prepare draft site specific water details for the project.
- Prepare Technical Specifications
 - Finalize modifications to technical specification sections addressing project specific issues and design elements.
 - Complete measurement and payment section for each project pay element.
 - Finalize special provisions based on project constraints, property owner input, and identified construction impacts.



- Prepare final technical specifications including special provisions based on the 90% design.
- Prepare updated construction cost estimate based on 90% design.
- Prepare for and attend 90% one (1), two (2) hour review meeting with the City.

Task 14.3 - 90% Water Main Deliverables:

- 90% Construction Plans
- Final Storm Water Report.
- Technical specifications.
- Engineer's Opinion of Construction Cost based on the 90% Design.

Task 14.4 100% Water Main Submittal

Prepare 100% Construction plans based on the City's comments to the 90% submittal. Final deliverables will be reviewed and stamped by Consultant's Professional Engineer (PE) registered in the State of Washington.

- Prepare plan and profile sheets to the 100% level of completion based on the horizontal and vertical alignment, including utility lines and laterals.
- Prepare final site specific water details for the project.
- Prepare 100% design and details for the water quantity and retention improvements.
- Prepare Technical Specifications
 - Finalize modifications to technical specification sections addressing project specific issues and design elements.
 - Complete measurement and payment section for each project pay element.
 - Finalize special provisions based on project constraints, property owner input, and identified construction impacts.
 - Prepare final technical specifications including special provisions based on the 90% design.
- Prepare updated construction cost estimate based on final design.

Task 6.3 - 100% Deliverables:

- 100% Construction Plans
- Technical specifications.
- Engineer's Opinion of Construction Cost based on the 100% Design.



SUMMARY OF FEES

***See attached Exhibit B for Fee Schedule**

EXCLUSIONS

The following items and tasks are excluded from this Scope of Services.

- *Title Reports will be provided by the City or others.*
 - *Assumes lighting analysis is only for sidewalk and intersection lighting is not required.*
 - *Wetland coordination is not anticipated to be necessary for this project.*
 - *Modifications to development codes, building codes, or engineering codes after the date of this proposal may require additional fees.*
 - *The client will provide all available as-built information for the Project.*
 - *3J assumes the project will be designed and bid as one package.*
 - *Construction Services will be provided under a separate contract.*
-





EXHIBIT B - SCHEDULE OF RATES AND ESTIMATED HOURS

Gig Harbor - Peacock Hill

Professional Services Hourly Breakdown (Master)
3J Consulting

		3J Consulting	Lanktree	DKS	Epic	Expenses	
Task No.	Task Description						Total Budget
1.0	Management and Administration						
	Project Management	\$28,464.00				\$0.00	\$28,464.00
	Sub-Total Management and Administration	\$28,464.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,464.00
3.0	Survey						
3.1	ROW/Topo Survey		\$12,370.00			\$2,720.00	\$15,090.00
	Sub-Total Survey	\$0.00	\$12,370.00	\$0.00	\$0.00	\$2,720.00	\$15,090.00
9.0	Traffic Engineering						
9.1	60% Design			\$7,245.00		\$0.00	\$7,245.00
	Sub-Total Traffic Engineering	\$0.00	\$0.00	\$7,245.00	\$0.00	\$0.00	\$7,245.00
12.0	Right-of-way Services						
	Acquisitions & Negotiations				\$51,715.00	\$15,257.10	\$66,972.10
	Sub-Total Right-of-way Services	\$0.00	\$0.00	\$0.00	\$51,715.00	\$15,257.10	\$66,972.10
14.0	Water Main Design						
14.1	30% Water Main Design	\$17,612.00					\$17,612.00
14.2	60% Water Main Design	\$24,144.00					\$24,144.00
14.3	90% Water Main Design	\$12,294.00					\$12,294.00
14.4	100% Water Main Design	\$5,312.00					\$5,312.00
	Sub-Total Water Main Design	\$59,362.00	\$0.00	\$0.00	\$0.00	\$0.00	\$59,362.00
Original Contract Total		\$87,826.00	\$12,370.00	\$7,245.00	\$51,715.00	\$17,977.10	\$177,133.10
Contract Grand Totals							

Total Labor Cost	\$177,133.10
Total Expenses	\$17,977.10
Total Project Estimate	\$195,110.20



Gig Harbor - Peacock Hill

Professional Services Hourly Breakdown (Master)

3J Consulting																3J Consulting, Inc.				3J Consulting, Inc. Totals			
Task No. Task Description		Sr. Project Manager		Project Manager I		Civil Eng. Manager I		Civil Engineer I		Civil Designer I		Admin. Proj. Specialist		Accounting Administrator		Hours	Fee	Expenses					
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee								
		\$230.00		\$184.00		\$158.00		\$140.00		\$116.00		\$116.00		\$132.00		Fee + Expenses							
1.0 Management and Administration																							
	Project Management	24.00	\$5,520.00	96.00	\$17,664.00	24.00	\$3,792.00	0.00	\$0.00	0.00	\$0.00	6.00	\$696.00	6.00	\$792.00	156.00	\$28,464.00		\$28,464.00				
	Sub-Total Management and Administration	24.00	\$5,520.00	96.00	\$17,664.00	24.00	\$3,792.00	0.00	\$0.00	0.00	\$0.00	6.00	\$696.00	6.00	\$792.00	156.00	\$28,464.00	\$0.00	\$28,464.00				
14.0 Water Main Design																							
14.1	30% Water Main Design	4.00	\$920.00	8.00	\$1,472.00	30.00	\$4,740.00	50.00	\$7,000.00	30.00	\$3,480.00	0.00	\$0.00	0.00	\$0.00	122.00	\$17,612.00		\$17,612.00				
14.2	60% Water Main Design	8.00	\$1,840.00	16.00	\$2,944.00	40.00	\$6,320.00	60.00	\$8,400.00	40.00	\$4,640.00	0.00	\$0.00	0.00	\$0.00	164.00	\$24,144.00		\$24,144.00				
14.3	90% Water Main Design	2.00	\$460.00	16.00	\$2,944.00	15.00	\$2,370.00	30.00	\$4,200.00	20.00	\$2,320.00	0.00	\$0.00	0.00	\$0.00	83.00	\$12,294.00		\$12,294.00				
14.4	100% Water Main Design	2.00	\$460.00	4.00	\$736.00	6.00	\$948.00	16.00	\$2,240.00	8.00	\$928.00	0.00	\$0.00	0.00	\$0.00	36.00	\$5,312.00		\$5,312.00				
	Sub-Total Water Main Design	16.00	\$3,680.00	44.00	\$8,096.00	91.00	\$14,378.00	156.00	\$21,840.00	98.00	\$11,368.00	0.00	\$0.00	0.00	\$0.00	405.00	\$59,362.00	\$0.00	\$59,362.00				
Original Contract Total		40.00	\$9,200.00	140.00	\$25,760.00	115.00	\$18,170.00	156.00	\$21,840.00	98.00	\$11,368.00	6.00	\$696.00	6.00	\$792.00	561.00	\$87,826.00	\$0.00	\$87,826.00				
Contract Grand Totals																							
																Total Scope Fee				\$87,826.00			
																Total Expenses				\$0.00			
																Total Project Estimate				\$87,826.00			

Fee Schedule

CLASSIFICATION TITLE	HOURLY RATES
	STANDARD NOT TO EXCEED
1. Accounting Administrator	\$132.00
2. Administration	\$98.00
3. Administration Assistant	\$100.00
4. Administrative Project Specialist	\$116.00
5. Benefits Specialist	\$107.00
6. Chief Engineering Manager	\$234.00
7. Civil Designer I	\$116.00
8. Civil Designer II	\$128.00
9. Civil Engineer I	\$140.00
10. Civil Engineer II	\$150.00
11. Civil Engineering Manager I	\$158.00
12. Civil Engineering Manager II	\$174.00
13. Civil Tech I	\$102.00
14. Civil Tech II	\$114.00
15. Development Specialist I	\$128.00
16. Development Specialist II	\$144.00
17. Development Specialist III	\$154.00
18. Director of Engineering	\$236.00
19. Director of Planning	\$214.00
20. Engineering Intern	\$80.00
21. GIS Analyst I	\$130.00
22. GIS Analyst II	\$140.00
23. GIS Manager	\$154.00
24. Graphics Designer I	\$104.00
25. Graphics Designer II	\$124.00
26. Graphics Designer Senior	\$142.00
27. Inspector I	\$128.00
28. Inspector II	\$144.00
29. Inspector III	\$158.00
30. Marketing Director	\$160.00
31. Planner I	\$114.00
32. Planner II	\$130.00
33. Planning Assistant	\$94.00
34. Planning Project Manager I	\$174.00
35. Planning Project Manager II	\$184.00
36. Principal Engineer	\$246.00
37. Principal Planner/Director	\$226.00
38. Project Manager I	\$184.00
39. Project Manager II	\$194.00
40. Senior Civil Designer	\$140.00
41. Senior Civil Engineer	\$162.00
42. Senior Civil Engineering Manager	\$224.00
43. Senior Civil Technician	\$124.00
44. Senior Development Specialist	\$164.00
45. Senior GIS Manager	\$164.00
46. Senior Inspector	\$164.00
47. Senior Planner I	\$144.00
48. Senior Planner II	\$164.00
49. Senior Planning Project Manager	\$194.00
50. Senior Project Manager	\$230.00
51. Senior Urban Designer I	\$144.00
52. Senior Urban Designer II	\$164.00
53. Urban Designer I	\$114.00
54. Urban Designer II	\$130.00



Gig Harbor - Peacock Hill

Epic Land Solutions - Services Hourly Breakdown

Task No. Task Description		Epic Land Solutions												Totals			
		Principal		Senior Project Manager		APM		Senior ROW Agent		Finance/Project Controls		Proeject Support		Hours	Fee	Expenses	Total Budget
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee				
			\$245.00		\$165.00		\$125.00		\$105.00		\$160.00		\$90.00				
12.0	Right-of-way Services																
	Acquisitions & Negotiations	7.00	\$1,715.00	18.00	\$2,970.00	88.00	\$11,000.00	280.00	\$29,400.00	6.00	\$960.00	63.00	\$5,670.00	462.00	\$51,715.00	\$15,257.10	\$66,972.10
	Sub-Total Right-of-way Services	7.00	\$1,715.00	18.00	\$2,970.00	88.00	\$11,000.00	280.00	\$29,400.00	6.00	\$960.00	63.00	\$5,670.00	462.00	\$51,715.00	\$15,257.10	\$66,972.10
	Original Contract Total	7.00	\$1,715.00	18.00	\$2,970.00	88.00	\$11,000.00	280.00	\$29,400.00	6.00	\$960.00	63.00	\$5,670.00	462.00	\$51,715.00	\$15,257.10	\$66,972.10
Contract Grand Totals																	

Total Scope Fee \$51,715.00
Total Reimbursables \$15,257.10

Expenses

Expenses	Fee
Mileage [Assumes 9 trips @ 70 miles round trip x \$.67]	\$422.10
Postage/Overnight Packages [Assumes 9 mailings at \$15/each]	\$135.00
Admin Offer Summaries (AOS) [Assumes 9 reports at \$1,500/each]	\$13,500.00
Property Ownership and Real Estate Data [Assumes 12 months]	\$1,200.00
Total	\$15,257.10

CLASSIFICATION TITLE	BILLING RATE
Principal	\$245.00
Senior Project Manager	\$165.00
APM	\$125.00
Senior ROW Agent	\$105.00
Finance/Project Controls	\$160.00
Project Support	\$90.00



Gig Harbor - Peacock Hill

Lanktree Land Surveying - Services Hourly Breakdown

Task No. Task Description		Lanktree										Totals			
		Professional Land Surveyor		Party Chief-Field		Additional Crew Member		Survey Technician		Administration		Hours	Fee	Expenses	
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee				
3.0	Survey Services		\$149.00		\$172.00		\$52.00		\$126.00		\$78.00				Total Budget
	3.1 ROW/Topo Survey	12.00	\$1,788.00	32.00	\$5,504.00	32.00	\$1,664.00	24.00	\$3,024.00	5.00	\$390.00	105.00	\$12,370.00	\$2,720.00	\$15,090.00
	Sub-Total Survey Services	12.00	\$1,788.00	32.00	\$5,504.00	32.00	\$1,664.00	24.00	\$3,024.00	5.00	\$390.00	105.00	\$12,370.00	\$2,720.00	\$15,090.00
Contract Grand Totals															

		Total Scope Fee		\$12,370.00
		Total Expenses		\$2,720.00
		Total Sub Fee		\$15,090.00
Expenses		Fee		
Mileage [Assumes 320 miles x \$.75]		\$240.00		
Utility Location Services [16 hours @ 155.00]		\$2,480.00		
Total		\$2,720.00		
CLASSIFICATION TITLE		BILLING RATE		
Professional Land Surveyor		\$149.00		
Party Chief-Field		\$172.00		
Additional Crew Member		\$52.00		
Survey Technician		\$126.00		
Administration		\$78.00		



Gig Harbor - Peacock Hill

DKS - Services Hourly Breakdown

Task No. Task Description		DKS												Totals			
		Principal Engineer		Project Manager		Project Engineer		Assistant Engineer		CAD Technician		Admin		Hours	Fee	Expenses	Total Budget
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee				
9.0	Traffic Engineering		\$315.00		\$255.00		\$190.00		\$180.00		\$150.00		\$155.00				
	9.1 60% Design	0.00	\$0.00	6.00	\$1,530.00	10.00	\$1,900.00	12.00	\$2,160.00	10.00	\$1,500.00	1.00	\$155.00	39.00	\$7,245.00		\$7,245.00
	Sub-Total	0.00	\$0.00	6.00	\$1,530.00	10.00	\$1,900.00	12.00	\$2,160.00	10.00	\$1,500.00	1.00	\$155.00	39.00	\$7,245.00	\$0.00	\$7,245.00
Contract Grand Totals																	

Total Scope Fee

\$7,245.00

Total Reimbursables

\$0.00

CLASSIFICATION TITLEBILLING RATE	
Principal Engineer	\$315.00
Project Manager	\$255.00
Project Engineer	\$190.00
Assistant Engineer	\$180.00
CAD Technician	\$150.00
Admin	\$155.00



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: September 9, 2024

SUBJECT: Resolution 1321 Establishing City Fees

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to approve Resolution 1321.

BACKGROUND INFORMATION: Staff have completed a comprehensive review of the city's fee schedule, which is adopted and amended by resolution annually or as needed. The fee schedule covers nearly all of the city's fees across all departments—everything from dog licenses to comprehensive plan revision applications.

At the August 15 study session, staff presented a revised fee schedule to council that adjusts fees to provide full cost recovery for each service provided. The revised fees are based on a calculation of estimated staff hours and the corresponding salary and benefits paid by the city. In most instances, the fees have been compared with other comparable cities' fees to ensure they are consistent with what other cities charge. This updated schedule provides staff's closest estimation to the true cost of each permit, license or service.

During the August 15 study session, council provided direction on revisions to the fee schedule and directed staff to bring the revised fee schedule forward for adoption by resolution at the September 9 council meeting. The current version includes a provision for the application of 50% of pre-application conference fees to resulting permit applications and the inclusion of fees for public use of city-owned electric vehicle charging stations.

FISCAL CONSIDERATION: None.

ATTACHMENTS:

1. Resolution 1321

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities.

RESOLUTION 1321

A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, ESTABLISHING FEES FOR POLICE SERVICES, LAND USE APPLICATIONS AND PERMITS, BUILDING PERMIT FEES, ENGINEERING FEES, COPY SERVICE FEES, AND PUBLIC RECORDS REQUEST FEES; AND REPEALING RESOLUTION 1270.

WHEREAS, the City of Gig Harbor has established police services, land use, engineering, building permit, other development review fees, and copy service fees by Resolution; and

WHEREAS, the Gig Harbor City Council has requested that all departments evaluate fees on an annual basis and, as necessary, propose adjustments to the fee schedule; and

WHEREAS, the last update to the Fee Schedule was approved on February 27, 2023 in Resolution 1270; and

WHEREAS, the proposed fee schedule adjustments are deemed necessary to maintain fair and equitable service and application fees;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gig Harbor:

Section 1. The city council hereby repeals Resolution 1270 and adopts the Administration, Police, Land Use, Engineering, Building, and Public Records Fee Schedule attached as Exhibit A.

Section 2. Effective Date. This resolution shall take effect on November 1, 2024.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 9th day of September, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

EXHIBIT A
CITY OF GIG HARBOR
FEE SCHEDULE

A. ADMINISTRATION

1) PUBLIC RECORDS REQUEST FEE SCHEDULE

- | | | |
|----|--|------------------------|
| a) | Inspection of records at Civic Center | No fee |
| b) | 8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W Copies | \$0.15 per page |
| | No charge for first 50 pages | |
| c) | Scanned copies | \$0.10 per page |
| | No charge for first 50 pages | |
| d) | Scanned documents: greater than 11" x 17" | \$0.50 per page |
| e) | Electronic Files or attachments to an email | \$0.05 per every 4 |
| | If the number of files is 80 or less, the fee will be waived. 84 files = \$1.05 | |
| f) | Records transmitted in electronic format | \$0.10 per gigabyte |
| g) | Digital Storage Media Device (CD/DVD, flash drive) | actual cost |
| h) | Outside Vendor | actual cost |
| i) | Envelope / Postage | actual cost |
| j) | Customized Service Charge * | actual cost |
| k) | Police body camera or dash camera video redactions
(redacting, altering, distorting, pixelating, suppressing, or
Otherwise obscuring) per RCW 42.56.240(14) ** | \$60.25 per staff hour |

In the event a request is estimated to exceed \$25, the City may require a deposit in an amount not to exceed 10% of the estimated cost prior to the duplication of record(s).

* When the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the agency for other business purposes. The agency may charge actual cost.

** Unless otherwise exempted from such fee by applicable RCW.

2) DOG LICENSE FEES

Dog license are issued and current for one year from date of original licensing.

- | | | |
|----|-----------------|----------|
| a) | Senior Citizens | \$5.00 |
| b) | Altered Dogs | \$7.00 |
| c) | Unaltered Dogs | \$17.00 |
| d) | Dangerous Dogs | \$100.00 |

3) CIVIC CENTER ROOM RENTAL

The city is pleased to share its facilities with the public. Rental rates are per day unless otherwise noted.

Weekdays:

- a) City Council Chambers \$75/hr, \$250 ½ half day, \$500 full day
includes Lobby Area (lobby not available during business hours)
- b) Community Rooms \$50/hr, \$150 ½ day, \$300 full day

Weekends:

- a) City Council Chambers (includes lobby area) \$400 + cleaning fees
- b) Community Rooms \$400 + cleaning fees

Custodial charges: Custodial charges will be required for weekend, holiday and after-hours building use or if the City Administrator or designee has determined the need. Cost for custodial services will be calculated at the time of the rental with a minimum charge of 2 hours including ½ hour before, duration of the event, and the ½ hour after (total 3 hours).

Weekday after hours cleaning fee: \$100

Weekend cleaning fee: \$250

4) PARK FEES

- 1. Crescent Creek Park Shelter (9:00am-2:pm or 2:00pm to dusk): \$100
Refer to the Special Events fees for parties of 30 people or more
 - b) Jerisich Dock Moorage Fees per overnight period
- | | |
|--|------------|
| Friday before Memorial Day through Labor Day | \$1.75/ft. |
| All other days | \$1.25/ft. |

5) SPECIAL EVENTS

Special Events held on public land.

- | | |
|-----------------------------------|-----------|
| a) City Sponsored Event | \$ 0.00 |
| b) Not for Profit Sponsored Event | \$ 250.00 |
| c) Profit/Commercial Event | \$ 500.00 |

An Electrical Inspection Fee may apply to a Special Event Permit (if required by Labor & Industries)	\$ 100.00
Road Closure	\$100.00

6) ANNUAL BUSINESS LICENSE FEE

Business located in city limits - over 200 sq ft.	\$120.00*
Business located in city limits - under 200 sq. ft. or home occupation:	\$60.00
Business not located in city limits	\$60.00

*Fee effective upon implementation by the Department of Revenue. Prior to implementation the fee will be \$60.00.

Cabaret License are processed through the City. Cabaret is defined as a place that serving the public that incudes various forms of live entertainment.

- a) Annual Cabaret License \$ 25.00

Peddlers Licenses are processed through the City of Gig Harbor and are good

for ninety days. Licenses can be reapplied for multiple times.

- a) 90 Day Peddler License \$ 50.00

Adult Entertainment Business License

- a) Original license \$ 500.00
- b) Renewal \$ 100.00
- c) Adult Entertainer / Manager yearly \$ 100.00

7) FINGERPRINTING AND WEAPON PERMITS

The Police Department processes fingerprints and Concealed Pistol License.

- a) Fingerprinting
 - 1) Each Card \$ 15.00
- b) Concealed Pistol License – Fees are set according to RCW: 9.41.070
 - 1) New \$ 49.25
 - 2) Renewal \$ 32.00
 - 3) Late Renewal \$ 42.00
 - 4) Replacement of Lost Permit \$ 10.00

8) RETURNED CHECK FEE \$50.00

9) ELECTRIC VEHICLE CHARGING STATION USE FEE

The fee for public use of electric vehicle charging stations located in public parking facilities owned or controlled by the City of Gig Harbor shall be comprised of the following base rate plus applicable surcharges:

Rate Type	Rate
Base Rate	\$0.25 per kWh
Surcharge for occupying parking space after vehicle charging is complete	\$0.40 per minute, including a grace period of 15 minutes after charging is complete

B. LAND USE PERMIT APPLICATION FEES

When a development proposal involves two or more permits listed in 3 through 14 below being consolidated and processed concurrently, the highest cost land use permit shall be charged the full fee and all other land use permits charged 50% of the applicable fee. Specified engineering fees, building/fire fees, third party review fees and the fees listed in 1 and 2, and 15 through 26 below are not subject to the 50% reduction. The fees below are paid at submittal of application and include public notice fees; see section “G” for required deposits and fees incurred during the review process.

1) Amendment to Comprehensive Plan

- a) Map Amendment \$9,758.00
- b) Urban Growth Area Adjustment \$9,758.00

c) Text Amendment	\$9,758.00
2) Amendments to Municipal Code	
a) Zoning District Boundary	\$8,131.00
b) Text	\$8,131.00
c) Height Restriction Area Amendment	\$8,131.00
3) Conditional Use Permit	
a) Single-family / Accessory Dwelling Unit	\$5,285.00
b) Nonresidential/Multiple-family in existing building	\$5,285.00
c) New Nonresidential / Multiple-family Dev.	\$5,285.00
*Above fees include \$130.00 for Building/Fire review	
4) Variance/Interpretation	
a) Single-family Variance	\$3,659.00
b) Non-Single-family Variance	\$3,659.00
c) Administrative Variance	\$1,041.00
d) Interpretation	\$861.00
*Above variance fees include \$98.00 for Building/Fire review	
5) Site Plan Review and Landscape Plans	
a) Major Site Plan Review	
New use or building – Combined Total	\$6899.00
Planning	\$4,879.00
Building/Fire	\$ 340.00
Engineering	\$1680.00
Existing/approved site plan modifications/expansions – Combined Total	\$5089.00
Planning	\$ \$3,659.00
Building/Fire	\$ 170.00
Engineering	\$1260.00
Modification of conditions of approval – Combined Total	\$3029.00
Planning	\$2,439.00
Building/Fire	\$ 170.00
Engineering	\$420.00
Regional stormwater ponds – Combined Total	\$4399.00
Planning	\$2,439.00
Engineering	1960.00
b) Minor Site Plan Review	
Change in use	\$ \$260.00
Changes to GFA/impervious surface – Combined Total	\$ 1481.00
Planning	\$976.00
Building/Fire	\$85.00
Engineering	\$420.00
Changes to landscaping/common areas/vegetation	\$976.00

retention areas/parking lot layout with no impervious surface change		
Demolition		\$ 115.00
Changes to stormwater facilities – Combined Total		\$ 2096.00
Planning	\$ 976.00	
Engineering	\$ 1120.00	
Changes to Conditions of Approval		\$ 630.00
Rapid Charging Stations		\$ 115.00
c) Alternative Landscape Plan		\$ 976.00

6) Planned Residential District (PRD)

c) Major PRD Amendment – Combined Total		\$5089.00
Planning	\$ 3,659.00	
Engineering	\$ 1260	
Building/Fire	\$ 170.00	
d) Minor PRD Amendment – Combined Total		\$1901.00
Planning	\$ 976	
Building/Fire	\$ 85.00	
Engineering	\$ 840.00	

7) Planned Unit Development (PUD) (Exclusive of subdivision fees)

a) Preliminary PUD – Combined Total		\$ 7305.00
Planning	\$5,285.00	
Building/Fire	\$ 340.00	
Engineering	\$ 1680.00	
b) Final PUD		\$ 1,280.00
c) Major PUD Amendment – Combined Total		\$ 5089.00
Planning	\$3,659.00	
Building/Fire	\$ 170.00	
Engineering	\$ 1260.00	
e) Minor PUD Amendment – Combined Total		\$ 1901.00
Planning	\$ 976.00	
Building/Fire	\$ 85.00	
Engineering	\$ 840.00	

8) Performance Based Height Exception		\$ 2118.00
Planning	\$2,033.00	
Building/Fire	\$ 85.00	

9) Transfer of Density Credit Request		\$ 630.00
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10) Subdivisions

a) Preliminary Plat – Combined Total		\$ 15137.00
Planning	\$9,757.00	

Engineering	\$ 5040.00	
Building/Fire	\$ 340.00	
b) Minor Preliminary Plat Revisions – Combined Total		\$ 4251.00
Planning	\$ 2,846.00	
Building/Fire	\$ 85.00	
Engineering	\$ 1680.00	
c) Final Plat – Combined Total		\$5759.00
Planning	\$3,659.00	
Engineering	\$ 2100.00	
d) Plat Alterations/Vacations – Combined Total		\$ 3911.00
Planning	\$2,846.00	
Building/Fire	\$ 85.00	
Engineering	\$ 980.00	
11) Short Subdivisions and Boundary Line Adjustments		
a) Preliminary Short Plat Approval – Combined Total		\$ 6519.00
Planning	\$3,659.00	
Engineering	\$ 2520.00	
Building/Fire	\$ 340.00	
b) Final Short Plat Approval – Combined Total		\$ 2373.00
Planning	\$2,033.00	
Engineering	\$ 340.00	
c) Boundary Line Adjustment – Combined Total		\$ 2748.00
Planning	\$2,033.00	
Engineering	\$ 630.00	
Building/Fire	\$ 85.00	
12) Binding Site Plans		
a) Binding Site Plans – Combined Total		\$ 6264.00
Planning	\$3,659.00	
Engineering	\$ 2520.00	
Building/Fire	\$ 85.00	
b) Amendment/Modification/Vacation – Combined Total		\$ 2118.00
Planning	\$2,033.00	
Building/Fire	\$ 85.00	
13) Shoreline Management Permits		
a) Substantial Development		\$4,879.00
b) Variance		\$6,505.00
c) Conditional Use		\$6,505.00
d) Revision		\$2,033.00
e) Request for Exemption		\$1,220.00
14) Communications Facilities Application Review		
a) General Application Review – Combined Total		\$ 1386.00

Planning	\$1,301.00	
Building/Fire	\$ 85.00	
b) Special Exception		\$976.00
c) Conditional Use		\$ see above

15) Wetlands/Critical Areas Analysis

a) City staff review:		
Steep Slopes/Erosion Hazard/Landslide Hazard		\$1,301.00
Critical Habitat/Streams		\$1,301.00
Aquifer Recharge Hydrogeologic Report		\$1,301.00
Critical Areas Preliminary Site Investigation		\$1,301.00
Critical Areas Report/Mitigation Review		\$1,301.00
Reasonable Use Permit		\$3,252.00
Variance		\$3,252.00
Flood Plain Development		
i) Flood Hazard Permit		\$ \$650.00
ii) Elevation Certificate Review		\$ \$650.00
b) Third Party review:		
Critical areas analysis report	Actual Cost	
Critical areas mitigation/monitoring report	Actual Cost	
Special flood hazard area habitat assessment	Actual Cost	

16) Design Review

a) Administrative Approval/DRB Recommendation/Exceptions:		
Nonresidential and Multifamily		
Up to 10,000 sq. ft. gross floor area (GFA)		\$ 104.00/each
1,000 sq. ft.		
10,001-20,000 sq. ft. GFA		\$ 136.00/each 1,000 sq. ft.
>20,000 sq. ft. GFA		\$ 162.00/each 1,000 sq. ft.
Subdivision		\$ 744.00
Site plans with no buildings/GFA		\$ 744.00
Single-family/duplex dwelling		\$ 172.00
b) Administrative Review of Alternative Designs:		
Single-family/duplex dwelling		\$ 515.00 for first 2 alternatives requested + \$ 162.00 for each additional.
Tenant Improvement		\$ 822.00 for first 2 alternatives requested + \$ 401.00 for each additional.
c) Amendments to existing or approved plans/buildings (Fees below are cumulative based on the type of revisions)		
Minor Adjustment to Hearing Examiner Decisions		\$1,301.00
Revisions to parking, landscaping, site amenities		\$ 401.00*
Revisions to existing or approved building		25% of fees required

by 16a above based on the GFA of the building being revised with a minimum of \$401.00 for each building revised.

Revisions to single-family/duplex dwelling	\$ 84.00
Revisions to subdivision	\$ 401.00

* Fee for revisions to parking, landscaping, site amenities not collected if design review permit is processed concurrently with minor site plan review.

17) Sign Permits

a) All signs less than 25 sq. ft.	\$137.00
b) Change of Sign, all sizes	\$137.00
c) Request for Variance	\$3,659.00
d) Projecting	\$137.00
e) Wall Sign, non-illuminated:	\$137.00
f) Wall Sign, illuminated:	\$192.00
g) Ground Sign, non-illuminated:	\$192.00
h) Ground Sign, illuminated:	\$192.00
i) Master Sign Plan Review and any revisions (per Building)	\$325.00

18) Development Agreements

a) Development Agreements – Combined Total	\$ 8605.00 + City Attorney fees
Planning	\$6,505.00 + City Attorney fees
Engineering	\$ 2100.00
b) Development Agreements which include deviations from development standards other than extending the approval duration or phasing of projects	
Combined Total	\$ 13,247.00 + City Attorney fees
Planning	\$9,757.00+ City Attorney fees
Engineering	\$ 3,150.00
Building/Fire	\$ 340.00

19) Special Use Permit

a) General	277.00
Planning	\$192.00
Building/Fire	\$ 85.00
b) Food Truck	\$ 136.00
Food Truck – Annual Renewal	75% of Initial Cost

20) Temporary Use Permit

Planning	\$ 192.00	\$ 277.00
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Building/Fire \$ 85.00

21) Land Clearing Permit \$520.00

22) Nonconforming Use and Structure Review

- | | |
|--|------------|
| a) Nonconforming use review | \$1,301.00 |
| b) Changes from one nonconforming use to another | \$861.00 |
| c) Nonconforming structure review | \$1,301.00 |

23) Historic Preservation

- | | |
|--|------------|
| a) Local Register Nomination/Removal | \$1,301.00 |
| b) Certificate of Appropriateness/Waiver | \$861.00 |
| c) Special Property Tax Valuation | \$861.00 |

24) Appeals/Reconsideration

- | | |
|-----------------------------|-------------|
| a) To the Hearing Examiner: | |
| Reconsideration | \$ 1,301.00 |
| Administrative Variance | \$ 1,301.00 |
| Administrative Decision | \$ 1,301.00 |
| Notice of Violation | \$ 1,301.00 |

Note: Appellants who substantially prevail on appeal or reconsideration as determined by the planning director will be refunded the above appeal fee and will not be billed hearing examiner fees. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No hearing examiner deposit is required for appeals or reconsideration.

25) Danger/Hazard Tree Removal Review \$439.00

26) Short-term Rental Permit \$878.00

C. ENVIRONMENTAL REVIEW (SEPA)

1) Checklist \$650.00

2) Environmental Impact Statement

- | | |
|---------------------------|-------------|
| a) Prepared by Staff | Actual Cost |
| b) Prepared by Consultant | Actual Cost |

3) Appeals of Decisions

- | | |
|---|-----------|
| a) Administrator's Final Determination (DNS or EIS) | \$ 312.00 |
|---|-----------|

Note: Appellants who substantially prevail on appeal or reconsideration as determined by the planning director will be refunded the above appeal fee and will not be billed hearing examiner fees. Appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No hearing examiner deposit is required for appeals or reconsideration.

D. ANNEXATION PETITION

- | | |
|--|--------------------------|
| 1) Notice of Intent to Commence Annexation | \$1,041.00 |
| 2) Annexation Petition (once accepted by Council) | \$10,408.00 |
| *Above fees include \$195.00 for Building/Fire and \$500 for Public Works review | |
| 3) Enumeration | Actual cost with deposit |

E. REQUESTS FOR INFORMATION

- | | |
|---|----------------|
| 1) Land-use information, verbal (up to 15-minutes). Information exchange not requiring code interpretation, research or written/official response. (e.g. What is my zone? What are the requirements for tree retention?).
No Charge | |
| 2) Land-use information, verbal (more than 15-minutes). | \$ 130.00/hour |
| 3) Land-use information, written response requested related to active permit.
No Charge | |
| 4) Land-use information, written response requested not related to active permit (e.g. zoning verification letter) | \$ 130.00/hour |

F. PREAPPLICATION REVIEW

- | | |
|---|----------------|
| Staff Pre-Application Conference
(includes a written summary of the meeting) | \$ 1861.00 |
| Planning | \$ 976.00 |
| Building/Fire | \$ 255.00 |
| Public Works | \$ 630.00 |
| DRB Pre-Application Meeting | |
| First meeting is free | |
| Subsequent pre-application meetings | \$ 645.00 each |

50% of the preapplication fee may be applied to a subsequent permit application so long as the application is made within 6 months of the preapplication meeting and the amount applied does not exceed the cost of the permit.

G. INVOICED FEES AND DEPOSITS:

- 1) Additional Submittal Review Fees:** The costs above in section "A" include the review of the initial application and two revisions (three submittals total) plus the preparation of staff reports and administrative decisions. If a project requires staff review of more than three submittals, the applicant will be charged a rate of \$104.00 per hour (minimum of eight hours) for the time the project planner spends reviewing each submittal thereafter. The applicant shall pay \$832.00 prior to staff commencing

review of each additional submittal.

- 2) **Recording Fees:** For those applications which require recording of the final document, the applicant shall bear the costs of all recording.
- 3) **Hearing Examiner Fees:** For those applications which require a public hearing, an appeal hearing, or a reconsideration decision, the applicant/appellant shall bear all the costs of the hearing examiner. The applicant shall deposit \$3,000.00 at time of application to cover hearing examiner costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded. In the case of appeals or reconsiderations, appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs. No deposit is required for appeals or reconsideration.
- 4) **Development Agreement Attorney Deposit:** For those applications for a development agreement, the applicant shall bear all the costs of the city attorney for review of the development agreement. The applicant shall deposit \$2,000.00 at time of application to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.
- 5) **Critical Area Review Deposit:** For those applications which require third-party consultant review of critical area reports, delineations and mitigation, the applicant shall bear all the costs of the third-party consultant review. The applicant will be required to submit a deposit for the anticipated review prior to the consultant starting review of the project.
- 6) **Annexation Enumeration Deposit:** An applicant shall pay for the actual cost of annexation enumeration if approved. Prior to adoption of an ordinance annexing property, the applicant shall deposit an amount determined by the Planning Director, based on the size and expected population, to be used for enumeration by the city. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded. If the annexation petition is denied, the deposit will be refunded.
- 7) **Franchise Agreement / Master Use Permit Review Fees and Attorney Deposit:** For those applications for a franchise agreement / master use permit, the applicant shall pay the City's review fee of \$2,080 and bear all the costs of the city attorney for review of the agreement. At the time of application, the applicant shall pay the fee and deposit \$5,000 to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.
- 8) **Cellular Facility Lease Agreement Siting Fee and Attorney Deposit:** For those looking to site a cellular facility, the applicant shall pay the City's review fee of \$1,040 and bear all the costs of the city attorney to prepare a lease agreement. At the time of cellular facility application, the applicant shall pay the fee and deposit \$5,000 to cover attorney costs. Actual costs in excess of the deposit will be billed to the applicant.

Actual costs below the deposit will be refunded.

- 9) Technical Feasibility Review of Wireless Communication Facilities:** For those applications looking to place wireless communications in the City, the applicant shall bear all costs for a third-party review to verify technical feasibility of the proposed wireless communication facilities. At the time of application, the applicant shall pay a deposit of \$3,000 to cover the third-party review. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded.
- 10) Wireless Technical Review Deposit:** For those applications which require third-party consultant review of technical reports, data, or emissions for proposed wireless services, the applicant shall bear all the costs of the third-party consultant review. The applicant will be required to submit a deposit for the anticipated cost of review prior to the consultant starting review of the project.
- 11) On-call Arborist Review Deposit:** For those applications which require third-party consultant review of arborist reports – including, but not limited to, tree removal, hazardous tree determination, and landscape/replanting and mitigation plans – the applicant shall bear all the costs of the third-party consultant review. The applicant will be required to submit a deposit for the anticipated review prior to the consultant starting review of the project.

H. COPY SERVICES/ADDRESS LABELS

- | | |
|---|-------------------|
| 1) Zoning Map/Comprehensive Plan
Land Use Map (24" x 36") | \$ 6.80 |
| 2) Zoning Code | \$ 35.00 |
| 3) Comprehensive Plan | \$ 15.00 |
| 4) Shoreline Master Program | \$ 39.00 |
| 5) Critical Areas Map (24"x 36") | \$ 6.80 |
| 6) Visually Sensitive Area (24"x 36") | \$ 6.80 |
| 7) Design Manual (GHMC 17.99) | \$ 10.00 |
| 8) Full Size Bond Reproduction (By Outside Service)
service+\$ 5.00 | Charge by outside |
| 9) Full Size Bond Reproduction (In House) | \$ 6.80 per page |
| 10) 8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W Copies
No charge for first 50 pages | \$ 0.15 per page |
| 11) 8-1/2" x 11", 8-1/2" x 14" & 11" x 17" Color Copies
No charge for first 50 pages | \$ 0.20 per page |
| 13) Scanned documents for electronic records request
8-1/2 x 11", 8-1/2" x 14" & 11" x 17" B&W
No charge for first 50 pages | \$ 0.05 per page |
| 14) Scanned documents
8-1/2 x 11", 8-1/2" x 14" & 11" x 17" Color
No charge for first 50 pages | \$ 0.10 per page |
| 15) Scanned documents
All sizes greater than 11" x 17" | \$ 0.50 per page |

- 16) Copy of existing CD or burning documents to CD \$ 1.00 per CD
- 17) Address labels of property owners within 300 feet of project – included in permit fees

I. FEE REIMBURSEMENTS

Application fees may be reimbursed at the following rate (percent of total fee):

- Request to withdraw application prior to any public notice issued 100%
- Request to withdraw application after any public notice issued. 85%
- Request to withdraw application after 1st comprehensive review of project 50%
- Request to withdraw application after 2nd comprehensive review of project, issuance of staff report, or SEPA threshold determination 35%
- Request to withdraw application after 3rd comprehensive review of project, or following a public hearing, or issuance of administrative decision 0%

Traffic report preparation fees, if addressed in a Hearing Examiner appeal, may be reimbursed to the extent directed by the Examiner in the Examiner's final decision.

J. UTILITY EXTENSION REQUEST \$ 700.00

K. ENGINEERING FEES

1) Traffic Report Preparation

Trip Generation Memo \$380.00

Traffic Report Preparation Fees shall be charged as follows based on the number of PM Peak Hour Trips:

Tier	PM Peak Hour Trips	Traffic Report Preparation Fee
I	>2 up to 50	\$2,420.00 (\$420.00 + \$2,000.00 consultant fees)
II	51 - 150	\$3,860.00 (\$560.00 + \$3,300.00 consultant fees)
III	151 - 300	\$7,300.00 (\$700.00 plus \$6,600.00 consultant fees)
IV	301 - 750	\$10,840 (\$840 + \$10,000.00 consultant fees)
V	>750	\$10,840 (\$840 + \$10,000.00 consultant fees) plus \$28 per trip over

2) Engineering Permit Fees: (For Civil Permits, see items 3 and 5)

Public Works Variance	\$ 2198
Actual or Projected Sewer Use Review	\$ 2100.00
Sewer Exception Review	\$ 2520.00
Building Review-Single Family Residence (SFR)	\$ 280.00
Building Review-Tenant Improvement w/Change in use	\$ 420.00
Encroachment (Administrative and Inspection)	\$ 420.00
Encroachment (Temporary)	\$ 140.00

Right of way / Vacation	\$ 2618.00
	\$ 2520.00
Building/Fire	\$ 98.00
Water CRC (Non-SFR)	\$ 280.00
Sewer CRC (Non-SFR)	\$ 280.00
Small Wireless Facility Permit	\$ 135.00 per antenna
Transportation CRC (Non-SFR)	\$ 280.00
Utility Comprehensive Plan Amendment	\$ 2520.00 (plus consultant fees)
Utility Comprehensive Plan Technical Amendment	\$ 1260.00 (plus consultant fees)
Utility System Consistency Review	\$ 2,385.00 (plus consultant fees)
Planning - \$1125.00	
Engineering - \$1260.00	
Banner installation/removal fee	\$ 200.00
(in addition to Encroachment (Temporary) fee)	
Fire Hydrant Indemnification Processing Fee	\$ 1470.00

3) Civil Permit Review Fees:

Water: linear feet	\$ 215.00 for 1st 150 linear feet (lf) + \$0.40/lf
Sewer: linear feet	\$ 215.00 for 1st 150 linear feet (lf) + \$0.40/lf
Street or street w/curb, gutter and sidewalk	\$ 215.00 for 1st 150 linear feet (lf) + \$0.55/lf
Curb, gutter and sidewalk only	\$ 215 for 1st 150 linear feet (lf) + \$0.55/lf
Storm: Number of catch basins	\$ 156.00 for 1st + \$21.16 for each additional
Storm: Retention and detention facilities	\$ 215.00 for each facility
Lighting (per luminaire)	\$ 176.00 plus \$14.11 per luminaire
Signals	\$ 3150.00 plus peer review fee per intersection
Fire Hydrant	\$210.00
Civil Permit Review – Building/Fire	\$ 340.00

Grading Plan Review Fees	
0 to 50 Cu. Yds	\$ 420.00
51 to 100 Cu. Yds.	\$ 560.00
101 to 1000 Cu Yds.	\$ 700.00
1,001 to 10,000 Cu. Yds.	\$ 840.00
10,001 to 100,000 Cu. Yds.	\$1120.00
100,001 Cu. Yds. or more	\$1680.00

4) Additional Resubmittal Review Fees: The fees above for Engineering Plan Review include the initial review of the plans and two revisions (three submittals total). If a project requires staff review of more than three submittals, the applicant will be charged a rate of \$100.00 per hour (minimum of four hours) for the time the staff reviewer spends reviewing each submittal thereafter, and the minimum fee is due prior to start of review of the fourth

submittal. Fees above the minimum resubmittal fee shall be billed to the applicant.

5) Civil Permit Inspection Fees:

Water: linear feet	\$ 390.00 for 1st 150 linear feet (lf) +
\$2.12/lf	
Sewer: linear feet	\$ 390.00 for 1st 150 linear feet (lf) +
\$2.12/lf	
Sewer: residential step system	\$ 273.00 for each residence
Street	\$ 390.00 for 1st 150 linear feet (lf) + \$1.56/lf
Curb, gutter and sidewalk only	\$ 390.00 for 1st 150 linear feet (lf) +
\$1.56/lf	
Storm	\$ 188.50 per retention area + \$0.78/lf pipe
Lighting (per luminaire)	\$ 188.50 + \$21.42 per luminaire
Signals	\$1482.00 per intersection
Grease interceptor permit	\$ 500.00
Fire hydrant	\$140.00

Grading Inspection Fees	
0 to 50 Cu. Yds. or less	\$280.00
51 to 100 Cu. Yds. or less	\$560.00
101 to 1000 Cu. Yds.	\$1400.00
1,001 to 10,000 Cu. Yds.	\$2100.00
10,001 to 100,000 Cu. Yds.	\$4200.00
100,001 Cu. Yds or more	\$9800.00

6) Water service special charges: The City shall impose special service charges for meter installations and street crossings as described in GHMC Section 13.04.070 Special Charges.

L. BUILDING PERMIT FEES

**Table 1-1
Building Permit Fees**

Total Valuation	Fee
\$1.00 to \$500.00	\$34.00
\$501.00 to \$2,000.00	\$34.00 for the first \$500.00 plus \$5.00 for each additional \$100.00 or fraction thereof to and including \$2,000.00
\$2,001 to \$25,000	\$96.00 for the first \$2,000.00 plus \$21.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$535.00 for the first \$25,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$880.00 for the first \$50,000.00 plus \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,358.00 for the first \$100,000.00 plus \$9.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,420.00 for the first \$500,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$7,666.00 for the first \$1,000,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof
Demolition Permit	\$170.00
Residential Reroof, SFR or Duplex	\$170.00
Building Permit Plan Review Fees	
Building permit plan review fees	The fee for review of building plans will equal 65% of the permit fee in addition to the permit fee.
Base Plan Fees	
Base Plan Application Filing Fee.	\$170.00
New Base Plan Review Fee.	150% of plan review fee calculated under T. 1-1 for new construction.
Establish base plan from plan previously approved by the City.	100% of plan review fee calculated under T 1-1 for new construction.
Subsequent plan review fee for use of established base plan.	25% of the plan review fee calculated under T 1-1 for new construction.

Table 1-2
Square Foot Construction Costs^{a,b,c}

Group (2018 2021 IBC/IRC)		Type of Construction								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with stage	<u>244.21</u> <u>330.56</u>	<u>236.18</u> <u>318.80</u>	<u>230.55</u> <u>309.39</u>	<u>221.01</u> <u>297.20</u>	<u>207.82</u> <u>277.71</u>	<u>201.82</u> <u>269.67</u>	<u>214.02</u> <u>287.04</u>	<u>189.83</u> <u>258.79</u>	<u>182.71</u> <u>248.89</u>
	Theaters, without stage	<u>223.45</u> <u>303.49</u>	<u>215.42</u> <u>291.73</u>	<u>209.89</u> <u>282.32</u>	<u>200.25</u> <u>270.13</u>	<u>187.31</u> <u>250.88</u>	<u>181.32</u> <u>242.84</u>	<u>193.26</u> <u>259.97</u>	<u>169.33</u> <u>231.96</u>	<u>162.21</u> <u>222.06</u>
A-2	Assembly, nightclubs	<u>190.08</u> <u>272.51</u>	<u>184.73</u> <u>264.43</u>	<u>180.34</u> <u>256.91</u>	<u>172.99</u> <u>248.19</u>	<u>163.33</u> <u>232.76</u>	<u>158.82</u> <u>226.12</u>	<u>166.99</u> <u>239.28</u>	<u>147.83</u> <u>211.57</u>	<u>142.92</u> <u>204.72</u>
	Restaurants, bars, banq. halls	<u>189.08</u> <u>271.51</u>	<u>183.73</u> <u>263.43</u>	<u>178.34</u> <u>254.91</u>	<u>171.99</u> <u>247.19</u>	<u>161.33</u> <u>230.76</u>	<u>157.82</u> <u>225.12</u>	<u>165.99</u> <u>238.28</u>	<u>145.83</u> <u>209.57</u>	<u>141.92</u> <u>203.72</u>
A-3	Assembly, churches	<u>224.47</u> <u>308.01</u>	<u>216.44</u> <u>296.25</u>	<u>210.82</u> <u>286.84</u>	<u>201.27</u> <u>274.65</u>	<u>189.73</u> <u>255.52</u>	<u>183.73</u> <u>247.48</u>	<u>194.28</u> <u>264.49</u>	<u>171.74</u> <u>236.60</u>	<u>164.62</u> <u>226.71</u>
A-3	General, comm. halls, libraries museums	<u>188.77</u> <u>258.66</u>	<u>180.74</u> <u>246.90</u>	<u>174.11</u> <u>236.50</u>	<u>165.57</u> <u>225.30</u>	<u>151.59</u> <u>205.06</u>	<u>146.63</u> <u>198.01</u>	<u>158.58</u> <u>215.15</u>	<u>133.64</u> <u>186.13</u>	<u>127.52</u> <u>177.24</u>
A-4	Assembly, arenas	<u>222.45</u> <u>302.49</u>	<u>214.42</u> <u>290.73</u>	<u>207.80</u> <u>280.32</u>	<u>199.25</u> <u>269.13</u>	<u>185.31</u> <u>248.88</u>	<u>180.32</u> <u>241.84</u>	<u>192.26</u> <u>258.97</u>	<u>167.33</u> <u>229.96</u>	<u>161.21</u> <u>221.06</u>
B	Business	<u>195.88</u> <u>289.51</u>	<u>188.76</u> <u>279.23</u>	<u>182.90</u> <u>269.21</u>	<u>173.98</u> <u>257.82</u>	<u>159.08</u> <u>235.42</u>	<u>153.13</u> <u>227.07</u>	<u>167.31</u> <u>247.91</u>	<u>139.76</u> <u>210.39</u>	<u>133.67</u> <u>200.78</u>
E	Educational	<u>207.44</u> <u>276.33</u>	<u>200.32</u> <u>266.73</u>	<u>195.11</u> <u>258.30</u>	<u>186.22</u> <u>247.60</u>	<u>173.62</u> <u>231.08</u>	<u>164.85</u> <u>219.28</u>	<u>179.83</u> <u>239.09</u>	<u>151.63</u> <u>202.46</u>	<u>147.30</u> <u>195.97</u>
F-1	Factory/Industrial, mod. Hazard	<u>115.30</u> <u>160.20</u>	<u>109.99</u> <u>152.78</u>	<u>103.87</u> <u>143.34</u>	<u>99.84</u> <u>138.64</u>	<u>89.72</u> <u>123.55</u>	<u>85.56</u> <u>117.41</u>	<u>95.69</u> <u>132.48</u>	<u>73.79</u> <u>102.44</u>	<u>69.57</u> <u>95.93</u>
F-2	Factory/Industrial, low hazard	<u>114.30</u> <u>159.20</u>	<u>108.99</u> <u>151.78</u>	<u>103.87</u> <u>143.34</u>	<u>98.84</u> <u>137.64</u>	<u>89.72</u> <u>123.55</u>	<u>84.56</u> <u>116.41</u>	<u>94.69</u> <u>131.48</u>	<u>73.79</u> <u>102.44</u>	<u>68.57</u> <u>94.93</u>
H-1	High hazard, explosives	<u>107.85</u> <u>149.46</u>	<u>102.54</u> <u>142.04</u>	<u>97.43</u> <u>133.60</u>	<u>92.40</u> <u>127.90</u>	<u>83.50</u> <u>114.12</u>	<u>78.33</u> <u>106.97</u>	<u>88.25</u> <u>121.74</u>	<u>67.57</u> <u>93.00</u>	N.P.

Group		(2018 2021 IBC/IRC)						Type of Construction		
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
H-2-4	High hazard	<u>107.85</u> <u>149.46</u>	<u>102.54</u> <u>142.04</u>	<u>97.43</u> <u>133.60</u>	<u>92.40</u> <u>127.90</u>	<u>83.50</u> <u>114.12</u>	<u>78.33</u> <u>106.97</u>	<u>88.25</u> <u>121.74</u>	<u>67.57</u> <u>93.00</u>	<u>62.34</u> <u>85.50</u>
H-5	HPM	<u>195.88</u> <u>289.51</u>	<u>188.76</u> <u>279.23</u>	<u>182.90</u> <u>269.21</u>	<u>173.98</u> <u>257.82</u>	<u>159.08</u> <u>235.42</u>	<u>153.13</u> <u>227.07</u>	<u>167.31</u> <u>247.91</u>	<u>139.76</u> <u>210.39</u>	<u>133.67</u> <u>200.78</u>
I-1	Institutional, supervised	<u>194.98</u> <u>262.22</u>	<u>188.36</u> <u>252.95</u>	<u>182.90</u> <u>244.31</u>	<u>175.20</u> <u>235.67</u>	<u>161.40</u> <u>215.42</u>	<u>157.01</u> <u>209.47</u>	<u>175.29</u> <u>235.71</u>	<u>144.58</u> <u>193.82</u>	<u>140.08</u> <u>187.73</u>
I-2	Institutional, hospital	<u>327.69</u> <u>455.16</u>	<u>320.57</u> <u>444.88</u>	<u>314.72</u> <u>434.86</u>	<u>305.80</u> <u>423.47</u>	<u>289.87</u> <u>399.17</u>	N.P.	<u>299.12</u> <u>413.57</u>	<u>270.56</u> <u>374.14</u>	N.P.
I-2	Institutional, nursing homes	<u>227.45</u> <u>315.97</u>	<u>220.33</u> <u>303.75</u>	<u>214.47</u> <u>293.73</u>	<u>205.56</u> <u>282.34</u>	<u>191.65</u> <u>261.43</u>	N.P.	<u>198.88</u> <u>272.44</u>	<u>172.34</u> <u>236.40</u>	N.P.
I-3	Institutional, restrained	<u>222.66</u> <u>338.01</u>	<u>215.54</u> <u>327.73</u>	<u>209.69</u> <u>317.71</u>	<u>200.77</u> <u>306.32</u>	<u>187.11</u> <u>285.40</u>	<u>180.16</u> <u>276.05</u>	<u>194.09</u> <u>296.41</u>	<u>167.80</u> <u>260.38</u>	<u>159.71</u> <u>248.77</u>
I-4	Institutional, day care	<u>194.98</u> <u>262.22</u>	<u>188.36</u> <u>252.95</u>	<u>182.90</u> <u>244.31</u>	<u>175.20</u> <u>235.67</u>	<u>161.40</u> <u>215.42</u>	<u>157.01</u> <u>209.47</u>	<u>175.29</u> <u>235.71</u>	<u>144.58</u> <u>193.82</u>	<u>140.08</u> <u>187.73</u>
M	Mercantile	<u>141.54</u> <u>203.29</u>	<u>136.19</u> <u>195.21</u>	<u>130.80</u> <u>186.69</u>	<u>124.45</u> <u>178.98</u>	<u>114.24</u> <u>163.28</u>	<u>110.73</u> <u>157.64</u>	<u>118.45</u> <u>170.06</u>	<u>98.74</u> <u>142.09</u>	<u>94.83</u> <u>136.24</u>
R-1	Residential, hotels	<u>196.81</u> <u>264.67</u>	<u>190.20</u> <u>255.41</u>	<u>184.74</u> <u>246.77</u>	<u>177.03</u> <u>238.13</u>	<u>162.97</u> <u>218.35</u>	<u>158.58</u> <u>212.40</u>	<u>177.13</u> <u>238.17</u>	<u>146.15</u> <u>196.75</u>	<u>141.65</u> <u>190.67</u>
R-2	Residential, multi-family	<u>165.05</u> <u>221.32</u>	<u>158.44</u> <u>212.06</u>	<u>152.98</u> <u>203.42</u>	<u>145.27</u> <u>194.78</u>	<u>132.00</u> <u>175.96</u>	<u>127.61</u> <u>170.01</u>	<u>145.37</u> <u>194.82</u>	<u>115.18</u> <u>154.36</u>	<u>110.65</u> <u>148.28</u>
R-3	Residential, 1/2 family	<u>154.04</u> <u>209.61</u>	<u>149.85</u> <u>203.74</u>	<u>145.98</u> <u>198.94</u>	<u>142.32</u> <u>195.12</u>	<u>137.11</u> <u>188.41</u>	<u>133.50</u> <u>181.45</u>	<u>139.93</u> <u>191.77</u>	<u>128.29</u> <u>175.86</u>	<u>120.75</u> <u>165.67</u>
R-4	Residential, care/asst. living	<u>194.98</u> <u>262.22</u>	<u>188.36</u> <u>252.95</u>	<u>182.90</u> <u>244.31</u>	<u>175.20</u> <u>235.67</u>	<u>161.40</u> <u>215.42</u>	<u>157.01</u> <u>209.47</u>	<u>175.29</u> <u>235.71</u>	<u>144.58</u> <u>193.82</u>	<u>140.08</u> <u>187.73</u>
S-1	Storage, moderate hazard	<u>106.85</u> <u>148.46</u>	<u>101.54</u> <u>141.04</u>	<u>95.43</u> <u>131.60</u>	<u>91.40</u> <u>126.90</u>	<u>81.50</u> <u>112.12</u>	<u>77.33</u> <u>105.97</u>	<u>87.25</u> <u>120.74</u>	<u>65.57</u> <u>91.00</u>	<u>61.34</u> <u>84.50</u>

Group		(2018 2021 IBC/IRC)						Type of Construction		
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
S-2	Storage, low hazard	105.85 <u>147.46</u>	100.54 <u>140.04</u>	95.43 <u>131.60</u>	90.40 <u>125.90</u>	81.50 <u>112.12</u>	76.33 <u>104.97</u>	86.25 <u>119.74</u>	65.57 <u>91.00</u>	60.34 <u>83.50</u>
U	Utility, miscellaneous	83.66 <u>114.09</u>	79.00 <u>107.37</u>	74.06 <u>99.89</u>	70.37 <u>95.60</u>	63.47 <u>85.13</u>	59.32 <u>79.54</u>	67.24 <u>90.99</u>	50.19 <u>67.39</u>	47.80 <u>64.19</u>

- a. Private garages use Utility, miscellaneous
- b. Unfinished basements (all use group) = ~~\$22.45~~ 31.50 per sq. ft.
- c. N.P. = not permitted

**Table 1-3
Plumbing Permit Fees**

Permit Issuance

- | | |
|----------------------------|-------------------|
| 1. For issuing each permit | \$28 <u>34.00</u> |
|----------------------------|-------------------|

Unit Fee Schedule (in addition to items 1 above)

- | | |
|---|--------------------|
| 1. For each plumbing fixture on one trap or a set of fixtures on one trap (including water, drainage piping and backflow protection therefore) | \$10 <u>12.00</u> |
| 2. For each building sewer and each trailer park sewer | \$21 <u>25.00</u> |
| 3. Rainwater Systems - per drain (inside building) | \$10 <u>12.00</u> |
| 4. For each private sewage disposal system | \$55 <u>66.00</u> |
| 5. For each water heater and/or vent | \$10 <u>12.00</u> |
| 6. For each gas-piping system of one to five outlets | \$ -8 <u>10.00</u> |
| 7. For each additional gas-piping system outlet (per outlet) | \$ 3 <u>4.00</u> |
| 8. For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps | \$21 <u>25.00</u> |
| 9. For each installation, alteration, or repair of water piping and/or water treating equipment, each | \$10 <u>12.00</u> |
| 10. For each repair or alteration of drainage or vent piping, each fixture | \$10 <u>12.00</u> |
| 11. For each private landscape irrigation system on any one meter including backflow protection devices therefore. | \$10 <u>12.00</u> |
| 12. For each atmospheric-type vacuum breakers not included in item 11: | \$ 2 <u>3.00</u> |
| 13. For each backflow protective device other than atmospheric-type vacuum breakers: | \$20 <u>24.00</u> |
| 14. For each gray water system | \$55 <u>66.00</u> |
| 15. For initial installation and testing for a reclaimed water system (excluding initial test) | \$42 <u>50.00</u> |
| 16. For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas | \$69 <u>83.00</u> |
| 17. For each additional medical gas inlet(s)/outlet(s) | \$ -8 <u>10.00</u> |

Plan Review Fee

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all plumbing permits. **Exception:** No plan review fee will be charged for plumbing permits related to residential construction regulated under the International Residential Code.

Table 1-4
Mechanical and Fuel Gas Permit Fees

Permit Issuance

1. For issuing each permit \$ ~~34~~ 40.00

Unit Fee Schedule (in addition to issuance fee above)

2. HVAC units including furnace, RTU, heat pump & split \$ ~~22~~ 26.00

3. Each appliance vent or diffuser or return without appliance \$ ~~14~~ 13.00

4. Repair of each appliance & refrigeration unit \$ ~~19~~ 24.00

5. Each boiler / compressor \$ ~~22~~ 26.00

6. Each air handler \$ ~~46~~ 20.00

7. Each VAV box \$ ~~46~~ 20.00

8. Each evaporative cooler other than portable type \$ ~~46~~ 20.00

9. Each ventilation fan connected to a single duct \$ ~~44~~ 13.00

10. Each ventilation system not part of a system under permit \$ ~~46~~ 20.00

11. Each commercial hood served by mech. exhaust system including the ductwork \$ ~~46~~ 85.00

12. Each piece of equipment regulated by the mechanical code but not listed in this table (fireplace inserts) \$ ~~46~~ 20.00

13. Each fuel gas piping system of one to five outlets \$ ~~8~~ 10.00

14. Each additional fuel gas outlet \$ ~~3~~ 4.00

15. Propane tank installation \$ ~~66~~ 80.00

Plan Review Fee

A plan review fee equal to 65% of the permit fee shall be charged in addition to the permit fee for all mechanical permits. **Exception:** No plan review fee will be charged for mechanical permits related to residential construction regulated under the International Residential Code.

**Table 1-5
Fire System Permit Fees**

Type of Fire Protection System	Fees (includes plan review, testing, and inspection)
Fire Alarm Systems	
New Com./Multi. Fam.	\$472.00 plus \$2.00 per device
Tenant Improvement	\$354.00 plus \$2.00 per device
Residential (1-2 fam. dwellings)	\$190.00 plus \$2.00 per device
Sprinkler supervision/notification only	\$201.00 plus \$2.00 per device
Relocation or addition of up to 5 devices	\$75 <u>85.00</u> plus \$2.00 per device
System upgrade/panel replacement	One half the above listed fees for new work.
AES Radio <u>or Cell Communicator</u> retrofit	\$100 <u>120.00</u>
Fire Sprinkler Systems	
NFPA 13, 13 R Systems	
1. Each new riser up to 99 heads	\$207 <u>250.00</u> +4.00/head
2. Each wet riser over 99 heads	\$578.00
3. Each dry riser over 99 heads	\$718.00
4. Each new deluge or pre-action system	\$718.00
5. Each new combination sprinkler/standpipe system including a single riser	\$931.00
6. Sprinkler underground	\$225 <u>270.00</u>
7. Revision to existing system	\$75 <u>85.00</u> +3.00/head
8. For each electronic permit for installation/relocation of not more than 10 heads and not involving installation/modification of branch or main piping.	\$75 <u>85.00</u>
9. High piled stock or rack system Add to riser fee	\$371.00
NFPA 13D systems	
1. Per dwelling unit fee	\$298.00
Standpipe Systems	
1. Each new Class 1 system Dry system	\$286.00
Wet system	\$409.00
2. Each new Class 2 system	\$495.00
3. Each new Class 3 system	\$495.00
Fire Pumps	\$898.00
<u>Private Fire Hydrant - installation or modification</u>	<u>\$170.00</u>

Type I Hood Suppression Systems

1. Pre-engineered	\$234.00
2. Custom engineered	\$409.00

Fixed Pipe Fire Suppression

1. Pre-engineered	\$248.00
2. Custom engineered	\$569.00

**Table 1-6
Additional Services**

1.	Inspections outside of normal business hours	\$ 75 <u>85.00/hr</u> ¹
2.	Reinspection fee	\$ 75 <u>85.00/hr</u>
	Reinspection fees double accumulatively when work requiring reinspection is not corrected prior to request for reinspection. (2 nd reinspection = \$ 450 <u>170.00</u> ; 3 rd reinspection = \$ 300 <u>340.00</u> etc.)	
3.	Expired permit renewal within 1 year of expiration	One-half (50%) of the original permit fee.
4.	Inspections for which no fee is specifically indicated	\$ 75 <u>85.00/hr</u>
5.	Fire Code Operational Permit Inspection	\$ 75 <u>85.00/hr</u>
6.	Additional plan review required by changes, additions or revisions to approved plans (per hour - minimum charge one-half hour)	\$ 75 <u>85.00/hr</u>
7.	Temporary Certificate of Occupancy	\$ 236 <u>283.00</u>
8.	Certificate of Occupancy for change in use	\$ 75 <u>85.00/hr</u>
9.	Adult Family Home licensing inspection	\$ 75 <u>85.00/hr</u>
10.	Investigation fee for work without a permit	100% of the permit fee in addition to the permit fee.
11.	Expedited Plan review by third party contract	Actual Cost but not less than 65% of the permit fee.
12.	Incident management and investigation	\$ 75 <u>85.00/hr</u> ¹
13.	Fire flow test	\$ 130 <u>156.00</u>
14.	Appeal of director's <u>Building Official/Fire Marshal's</u> decision to BCAB <u>Hearing Examiner</u> fees	\$ 130 <u>340.00 + HE</u> ²
15.	Street name or street name change	\$ 50 <u>170.00</u>

¹ A two hour minimum fee will be charged for all additional services involving employee overtime.

² Hearing Examiner (HE) Fees: For those applications which require a public hearing, an appeal hearing, or a reconsideration decision, the applicant/appellant shall bear all the costs of the hearing examiner. The applicant shall deposit \$1,000.00 at time of application to cover hearing examiner costs. Actual costs in excess of the deposit will be billed to the applicant. Actual costs below the deposit will be refunded. In the case of appeals or reconsiderations, appellants who do not substantially prevail on appeal or reconsideration, or whose appeal is dismissed for lack of standing will be billed for the hearing examiner costs.

Table 1-7
Fire Code Operational and Construction Permit Fees

Operation	Fee
<u>Additive Manufacturing</u>	\$ 85.00
Aerosol Products	\$ 66 <u>85.00</u>
Amusement Buildings	\$ 66 <u>85.00</u>
Aviation Facilities	\$130 <u>170.00</u>
Carnivals and fairs	\$ 66 <u>85.00</u>
Battery systems	\$130 <u>170.00</u>
Cellulose nitrate film	\$ 66 <u>85.00</u>
Combustible dust producing operations	\$ 66 <u>85.00</u>
Combustible fibers	\$ 66 <u>85.00</u>
Compressed gases	\$ 66 <u>85.00</u>
Exception: Vehicles using CG as a fuel for propulsion	
See IFC T. 105.6.9 <u>5.9</u> for permit amounts	
Covered mall buildings - Required for:	\$ 66 <u>85.00</u>
placement of retail fixtures and displays, concession equipment,	
displays of highly combustible goods and similar items in the mall;	
display of liquid or gas fired equipment in the mall;	
use of open flame or flame producing equipment in the mall.	
Cryogenic fluids	\$ 66 <u>85.00</u>
Exception: Vehicles using cryogenic fluids as a fuel for propulsion	
or for refrigerating the lading.	
See IFC Table. 105.6.10 <u>5.11</u> for permit amounts	
Dry cleaning plants	\$ 66 <u>85.00</u>
<u>Energy storage systems</u>	\$ 85.00
<u>Lithium batteries</u>	\$ 85.00
Exhibits and trade shows	\$ 66 <u>85.00</u>
Explosives	\$198 <u>225.00</u>
Fire hydrants and valves	\$ 66 <u>85.00</u>
Exception: Authorized employees of the water company	
or fire department.	
Flammable and combustible liquids	\$132 <u>170.00</u>
In accordance with IFC 105.6.16	
Floor finishing	\$ 66 <u>85.00</u>
In excess of 350 sq. ft. using Class I or Class II liquids	
Fruit and crop ripening	\$66 <u>85.00</u>
Using ethylene gas	
Fumigation and thermal insecticidal fogging	\$ 66 <u>85.00</u>
Hazardous materials	\$66 <u>85.00</u>
See IFC T. 105.6.20 <u>5.22</u> for permit amounts	
HPM facilities	\$132 <u>170.00</u>
High piled storage	\$132 <u>170.00</u>
In excess of 500 sq. ft.	

Table 1-7
Fire Code Operational and Construction Permit Fees - cont.

Hot work operations	\$ 66 <u>85.00</u>
In accordance with IFC 105.6.23	
Industrial ovens	\$66 <u>85.00</u>
Lumber yards and woodworking plants	\$66 <u>85.00</u>
Liquid or gas fueled vehicles or equipment	\$66 <u>85.00</u>
In assembly buildings	
<u>Industrial ovens</u>	\$ <u>85.00</u>
<u>Lumber yards and woodworking plants</u>	\$ <u>170.00</u>
<u>Liquid or gas- fueled vehicle or equipment in assembly buildings</u>	\$ <u>85.00</u>
LP Gas	\$132 <u>170.00</u>
Exception: 500 gal or less water capacity container serving group R-3 dwelling	
Magnesium working	\$66 <u>85.00</u>
Miscellaneous combustible storage	\$66 <u>85.00</u>
In accordance with IFC 105.6.29	
<u>Mobile food preparation vehicles</u>	\$ <u>85.00</u>
<u>Motor fuel-dispensing facilities</u>	\$ <u>170.00</u>
Open burning	\$66 <u>85.00</u>
Exception: Recreational fires	
Open flames and torches	\$66 <u>85.00</u>
Open flames and candles	\$66 <u>85.00</u>
Organic coatings	\$66 <u>85.00</u>
<u>Outdoor assembly event</u>	\$ <u>85.00</u>
Places of assembly	\$66 <u>85.00</u>
<u>Plant extraction systems</u>	\$ <u>170.00</u>
Private fire hydrants	\$ 66 <u>85.00</u>
Pyrotechnic special effects material	\$-66 <u>85.00</u>
Pyroxylin plastics	\$ 66 <u>85.00</u>
Refrigeration equipment	\$ 66 <u>85.00</u>
Regulated under IFC Ch. 6	
Repair garages and motor fuel dispensing facilities	\$ 66 <u>85.00</u>
Rooftop heliports	\$ 66 <u>85.00</u>
Spraying or dipping	\$ 66 <u>85.00</u>
Using materials regulated under IFC Chapter 24	
Storage of scrap tires and tire byproducts	\$ 66 <u>85.00</u>
Temporary membrane structures, tents and canopies	\$ 66 <u>85.00</u>
Except as provided in IFC 105.6.43 <u>5.49</u>	
Tire re-building plants	\$ 66 <u>85.00</u>
Waste handling	\$ 66 <u>85.00</u>
Wood products	\$ 66 <u>85.00</u>

Required Construction Permits

Automatic fire extinguishing systems	Ref. Table 1-5
Battery systems	\$132 <u>170.00</u>
Compressed gases except as provided under IFC 105.7.23 <u>5.9</u>	Ref. Table 1-3
Cryogenic fluids	\$132 <u>170.00</u>
Emergency responder radio <u>communication</u> coverage system	Ref. Table 1-1
<u>Energy storage systems</u>	\$ <u>170.00</u>
Fire alarm and detection systems and related equipment	Ref. Table 1-5
Fire pumps and related equipment	Ref. Table 1-5
Flammable and combustible liquids - in accordance with IFC 105.7.56.8	\$132 <u>170.00</u>
<u>Fuel cell power systems</u>	Ref. Table 1-1
<u>Gas detections systems</u>	Ref. Table 1-5
<u>Gates and barricades across fire apparatus access roads</u>	Ref. Table 1-1
Hazardous materials	\$132 <u>170.00</u>
<u>High-piled combustible storage</u>	Ref. Table 1-1
Industrial ovens regulated under IFC Chapter 30	\$132 <u>170.00</u>
LP Gas - installation or modification of LP gas system	Ref. Table 1-4
<u>Motor vehicle repair rooms and booths</u>	Ref. Table 1-1
<u>Plant extraction systems</u>	Ref. Table 1-1
Private fire hydrants - installation or modification of	Ref. Table 1-5
Private fire hydrants	
<u>Smoke control or smoke exhaust systems</u>	Ref. Table 1-4,5
Solar photovoltaic power systems	Ref. Table 1-1
<u>Special event structure</u>	Included in Op. Permit Fee
Spraying or dipping –installation or modification of a spray room, dip tank, or booth	\$132 <u>170.00</u>
Standpipe system	Ref. Table 1-4 <u>5</u>
Temporary membrane structures tents and canopies	Included in Op.
Except as provided under IFC 105.7.46 <u>5.49</u>	Permit Fee
<u>Underground supply piping for automatic sprinkler system</u>	Ref. Table 1-5

Any required Fire Code Construction Permit for which a fee is not specifically delineated shall utilize Table 1-1 to calculate the required fee.



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: September 9, 2024

SUBJECT: Resolution 1320 Opposing the Passage of Washington State Ballot Initiative 2117 Concerning Carbon Tax Credit Trading

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to approve Resolution 1320.

BACKGROUND INFORMATION: At the June 27 study session, council directed staff to prepare a resolution stating its position in opposition to Washington State Ballot Initiative 2117, which has qualified for the November 5, 2024, General Election. Initiative 2117 would prohibit any state agencies from implementing a cap-and-trade or cap-and-tax program. Additionally, it would repeal the 2021 Washington Climate Commitment Act (CCA), a state law that created a cap-and-invest carbon program aimed at reducing greenhouse gas emissions by 95% by 2050 and preparing the state for the future low-carbon economy.

In accordance with state law (RCW 42.17A.555), council must allow equal opportunity for the public to express views in support and opposition to this proposed resolution. Providing for dedicated public comment allows for this opportunity.

FISCAL CONSIDERATION: The City of Gig Harbor relies upon climate-related state funds made possible by the CCA. Passage of Initiative 2117 would eliminate or significantly restrict access to state climate funding in the future.

ATTACHMENTS:

1. Resolution 1320

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 4 - Promote environmental sustainability and preserve Gig Harbor's natural beauty

RESOLUTION 1320

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, OPPOSING THE PASSAGE OF WASHINGTON STATE BALLOT INITIATIVE NO. 2117 CONCERNING CARBON TAX CREDIT TRADING

WHEREAS, Initiative No. 2117 concerning carbon tax credit trading will be before Washington State voters at the General Election on November 5, 2024; and

WHEREAS, in 2021, the Washington State Legislature adopted Senate Bill 5216, a law known as the Washington Climate Commitment Act, which sets annual emission limits for major emitters, such as oil refiners and utilities, and establishes a market-based program (a cap and invest program) to reduce carbon pollution and achieve greenhouse gas limits set in Washington State Law; and

WHEREAS, Initiative No. 2117 seeks to repeal sections of the 2021 Washington Climate Commitment Act and seeks to bar state agencies from imposing any type of program involving the trading of carbon tax credits; and

WHEREAS, passage of Initiative No. 2117 by Washington voters would limit the City of Gig Harbor's access to grants funded by the Climate Commitment Act which assist with new infrastructure for pedestrians, bicycles, and electric vehicles and, without such infrastructure, the city's goals to reduce greenhouse gas emissions and address impacts from climate change set forth in the Climate Action Plan would be adversely impacted; and

WHEREAS, RCW 42.17A.555(1) authorizes the city council to take action to express a collective decision, or to actually vote upon a motion, proposal, or ordinance, or to support or oppose a ballot measure so long as (a) the agenda includes the title and number of the ballot proposition, and (b) members of the public and councilmembers are afforded an approximately equal opportunity to express an opposing view; and

WHEREAS, consistent with RCW 42.17A.555, the city council considered Initiative No. 2117 at its September 9, 2024, city council meeting, and during said meeting, the city council afforded members of the public and council an approximately equal opportunity for expression of a supporting or opposing view on Initiative No. 2117;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Gig Harbor:

Section 1. The Gig Harbor City Council hereby expresses its opposition to Initiative No. 2117, a measure seeking to repeal sections of the 2021 Washington Climate Commitment Act and to bar state agencies from imposing any type of program involving the trading of carbon tax credits, at the November 5, 2024, General Election.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 9th day of September, 2024.

Tracie Markley
Mayor

Attest:

Joshua Stecker
City Clerk



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: September 9, 2024

SUBJECT: First Reading of Ordinance 1530 Codifying the Transportation Benefit District and Imposing an Additional Sales and Use Tax of One-Tenth of One Percent for the Purpose of Financing the Costs Associated with the District

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: None.

BACKGROUND INFORMATION: In 2018, the Gig Harbor City Council established a Transportation Benefit District (TBD) for the city in order to generate additional revenue for city transportation projects. In 2019, city voters approved a 0.2% sales tax to fund new capital transportation projects in the district, and in 2021, the city council assumed control of the district.

TBD funds can be used for "transportation improvement", which is defined as a project contained in the transportation plan of the city, including the operation, preservation, and maintenance of completed projects (RCW 36.73.015). The city's TBD is currently authorized "for construction projects described in the City of Gig Harbor's Transportation Improvement Program, and at no time shall funds generated by the Gig Harbor Transportation District be used to contract for maintenance of transportation infrastructure."

This ordinance codifies the existing structure of the TBD into the city's municipal code and expands on the definition of allowed uses to include funding of all transportation-related activities under the scope defined in RCW 36.72.015. In addition, it augments the 0.2% sales tax approved by the voters with an additional 0.1% sales tax that can be used for pavement maintenance and other street operational needs. This additional sales tax would be imposed beginning on January 1, 2025.

This ordinance will return for second reading, public hearing, and adoption at the September 23 city council meeting.

FISCAL CONSIDERATION: If enacted, a sales tax of .1% is estimated to generate approximately \$1 million in revenue eligible to be used for transportation improvements as defined above.

ATTACHMENTS:

1. Ordinance 1530

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 2 - Ensure sustainable future for public services and facilities

ORDINANCE 1530

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADDING A NEW CHAPTER 3.53 TO THE GIG HARBOR MUNICIPAL CODE CODIFYING THE CITY'S PRIOR ASSUMPTION OF THE CITY'S TRANSPORTATION BENEFIT DISTRICT AND NEW IMPOSITION OF AN ADDITIONAL SALES AND USE TAX OF ONE-TENTH OF ONE PERCENT WITHIN THE BOUNDARIES OF THE GIG HARBOR TRANSPORTATION BENEFIT DISTRICT FOR THE PURPOSE OF FINANCING THE COSTS ASSOCIATED WITH TRANSPORTATION IMPROVEMENTS IN THE DISTRICT AS AUTHORIZED BY RCW 36.73.065 AND RCW 82.14.0455; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Gig Harbor Transportation Benefit District was established by Ordinance 1392 on July 9, 2018; and

WHEREAS, under Ordinance 1457, passed by the Gig Harbor City Council on April 12, 2021, the City of Gig Harbor assumed the rights, powers, immunities, functions, and obligations of the District pursuant to RCW 36.74.010; and

WHEREAS, the City Council desires to now codify its prior decision to assume the rights, power, immunities, functions, and obligations of the district; and

WHEREAS, RCW 36.73.040(3)(a) authorizes transportation benefit districts to impose a sales and use tax, subject to the provisions of RCW 36.73.065 and RCW 82.14.0455; and

WHEREAS, RCW 36.73.065(4)(a)(v) authorizes transportation benefit districts to impose a sales and use tax in accordance with RCW 82.14.0455 in an amount not exceeding one-tenth of one percent (0.1%) for a period of ten (10) years upon a majority vote of the governing body of the district for the purpose of financing the transportation improvements of a district; and

WHEREAS, post-assumption of the district as provided in Ordinance 1457, the Gig Harbor City Council has all powers given to the governing body of the District; and

WHEREAS, the Gig Harbor City Council has carefully considered the financial needs of the city's transportation system and the imposition of the tax and has determined that the best interests of the city and the district will be served by passing this ordinance;

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

Section 1. The Gig Harbor Municipal Code is hereby amended to add Chapter 3.53, as follows:

Chapter 3.53
TRANSPORTATION BENEFIT DISTRICT

Sections:

- 3.53.010 Purpose.
- 3.53.020 Findings.
- 3.53.030 Establishment – Assumption.
- 3.53.040 Transportation benefit district assumed—Governing board abolished.
- 3.53.050 Authority of the district.
- 3.53.055 Additional sales and use tax.
- 3.53.060 Use of funds.
- 3.53.070 Dissolution of district.

3.53.010 Purpose.

The purpose of this chapter is to establish a transportation benefit district pursuant to Chapter 36.73 RCW.

3.53.020 Findings.

- A. It is in the public interest to construct a transportation system with safe and efficient transportation infrastructure.
- B. It is in the public interest to form a transportation benefit district to provide adequate levels of funding for transportation improvements that are consistent with existing state, regional, and local transportation plans and are necessitated by existing or reasonably foreseeable congestion levels, as provided in Chapter 36.73 RCW.
- C. It is in the public interest to provide for transportation improvements that, without limitation, improve modal connectivity and reduce congestion throughout the city and that protect the city's long-term investments in its infrastructure, reduce the risk of transportation facility failure, improve safety, continue optimal performance of the infrastructure over time, and avoid more expensive infrastructure replacements in the future.
- D. The city's six-year transportation improvement plan shall be annually updated to identify projects that constitute transportation improvements that may be funded by the transportation benefit district as funding becomes available.

3.53.030 Establishment – Assumption.

- A. The Gig Harbor transportation benefit district or “district” was created in 2018 with Gig Harbor Transportation Benefit District with geographical boundaries comprised of the corporate limits of the city, as those boundaries now exist and as they may be adjusted in the future.
- B. The rights, powers, immunities, functions, and obligations of the City of Gig Harbor Transportation Benefit District are hereby assumed by the City of Gig Harbor which is hereby vested with every right, power, immunity, functions, and obligation currently granted to or possessed by the TBD.
- C. All existing contracts and obligations of the Gig Harbor Transportation Benefit District shall remain in full force and effect and shall be performed by the City of Gig Harbor.
- D. All rules and regulations and all pending business before the Gig Harbor Transportation Benefit District shall be continued and acted upon by the City of Gig Harbor.
- E. All reports, documents, surveys, books, records, files, papers, or other writings relating to the administration of powers, duties and functions transferred pursuant to this chapter and available to the Gig Harbor Transportation Benefit District shall be made available to the City of Gig Harbor.
- F. All funds, credits, or other assets held in connection with powers, duties, and functions transferred pursuant to this ordinance shall be assigned to the City of Gig Harbor.
- G. Any appropriations or federal grants made out to the Gig Harbor Transportation Benefit District for the purpose of carrying out the rights, powers, functions and obligations authorized to be assumed by the City of Gig Harbor pursuant to this ordinance, on the effective date of this ordinance, shall be credited to the City of Gig Harbor for the purpose of carrying out such transferred rights, powers, functions and obligations.
- H. The city hereby assumes and agrees to provide for the payment of all of the indebtedness of the transportation benefit district, including the payment and retirement of outstanding general obligation and revenue bonds issued by the transportation benefit district should any exist.

3.53.040 Transportation benefit district assumed—Governing board abolished.

- A. The Gig Harbor Transportation Benefit District Board of Directors is abolished as required by RCW 36.74.030(2).
- B. The Gig Harbor City Council is hereby vested with the authority to exercise the statutory powers set forth in Chapter 36.73 RCW and this chapter. The Gig Harbor City Council is vested with all of the rights, powers, immunities, functions, and obligations formerly held by the governing board of the Issaquah transportation benefit district.
- C. The Gig Harbor Finance Director shall be responsible for all financial, accounting, and reporting functions previously performed by the Treasurer of the transportation benefit district.
- D. The Gig Harbor City Council shall develop a material change policy to address major plan changes that affect project delivery or the ability to finance the plan, pursuant to the requirements set forth in RCW 36.73.160(1). At a minimum, if a transportation

improvement exceeds its original cost by more than 20 percent, as identified in the district's original plan, a public hearing shall be held to solicit public comment regarding how the cost change should be resolved.

- E. The Gig Harbor City Council shall issue an annual report, pursuant to the requirements of RCW 36.73.160(2).

3.53.050 Authority of the district.

- A. The district shall have and may exercise any and all powers and functions provided by Chapter 36.73 RCW to fulfill the purposes for which the district is established as described in Section 3.53.010. This chapter shall be liberally construed to permit the accomplishment of the district's purposes.
- B. The district may, upon approval by a majority vote of the board, impose a vehicle license fee of up to twenty dollars as provided in RCW 82.80.140. The board may also impose a fee or charge on building construction or land development as authorized by RCW 36.73.120.
- C. When approved by voters pursuant to Chapter 36.73 RCW, the district may assess other taxes, fees, charges and tolls and impose increases in the same for the uses and purposes identified in Section 3.53.060.
- D. The district may issue general obligation bonds or revenue bonds in accordance with the provisions of RCW 36.73.070.

3.53.055 Additional sales and use tax.

- A. Pursuant to RCW 36.73.065 and 82.14.0455, there is hereby imposed an additional sales and use tax to be collected from persons who are taxable by the state under Chapters 82.08 and 82.12 RCW upon the occurrence of any taxable event within the district. The amount of the additional tax shall be one-tenth of one percent of the selling price, in the case of the sales tax, or the value of the article used, in the case of the use tax.
- B. The tax imposed by this section shall apply for a period of ten years from the date the tax is first collected within the district and shall thereafter cease to be imposed unless renewed with the affirmative vote of the voters voting at an election or a majority vote of the Gig Harbor city council exercising its authority as the governing body of the district.
- C. The tax imposed by this section shall be in addition to any other taxes authorized by law, including, but not limited to, the sales and use taxes imposed under this code.
- D. The revenues received from the tax imposed by this section shall be general revenues of the district and shall be used for those purposes set forth in Section 3.53.060 or as otherwise authorized by law.

3.53.060 Use of funds.

The funds generated by the district may be used for any purpose allowed by law, including to operate the district and to make transportation improvements that are consistent with existing state, regional, and local transportation plans and necessitated by existing or reasonably foreseeable congestion levels pursuant to Chapter 36.73 RCW. The transportation improvements funded by the district shall be made in an effort to protect the city's long-term investments in its infrastructure, to reduce the risk of

transportation facility failure, to improve safety, to continue optimal performance of the infrastructure over time, to avoid more expensive infrastructure replacements in the future and to improve modal connectivity within the city of Gig Harbor.

3.53.070 Dissolution of district.

The district shall be automatically dissolved, pursuant to the procedures set forth in Chapter 36.73 RCW, when all the indebtedness of the district has been retired and when all the district's anticipated responsibilities have been satisfied.

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 on January 1, 2025, after passage and publication of an approved summary consisting of the title.

Section 4. Correction of Errors. The city clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 23rd day of September, 2024.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk



**City of Gig Harbor
City Council Agenda Bill**

Meeting Date: September 9, 2024

SUBJECT: Selection of Representative to Pierce Transit Board

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to select a nominee to the Pierce Transit Board

BACKGROUND INFORMATION: Pierce Transit has received nominations to the Pierce Transit Board for the seat that collectively represents the cities of Gig Harbor, University Place, and Fircrest. The board member must be an elected official from one of those cities. The nominees are:

- Shannon Reynolds, Mayor of Fircrest
- Denise McCluskey, University Place Councilmember
- Ben Coronado, Gig Harbor Councilmember

Each city council is asked to vote for their preferred nominee. In accordance with Pierce Transit Bylaws Section 2.02.020 E and F, the plurality of ballots cast shall determine the winner. In the event of a tie, the city and town councils shall have an additional thirty days to reconsider. The ballot procedure will be repeated until a winner is selected by a plurality of vote.

Pierce Transit's board meets on the 2nd Monday of each month at 4:00 p.m. (in Lakewood or virtually).

FISCAL CONSIDERATION: None.

ATTACHMENTS: None

STRATEGIC PLAN PRIORITY: Strategic Plan Priority 6 - Provide a safe, healthy, and inclusive community

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

Day	Date	Time	Group	Agenda Items
M	Sept. 9	5:30pm	City Council Meeting	<i>See Agenda</i>
W	Sept. 11	10:00am	Arts Commission	• Love Locks Proposal from Commissioner Killilea • Harborview/Stinson Sidewalk Art Installation Update • 2025-26 Work Plan and Budget
TH	Sept. 12	12:00pm	Lodging Tax Advisory Committee	• Review of 2025 Lodging Tax Grant Applications
TH	Sept. 12	3:00pm	City Council Study Session	• Introduction of Planning Commission Appointee • Commercial Cross Connection Control Policy and Procedures • B&O Tax Ordinance • Flock Camera Draft Policy • Proposed Policy Updates for Purchasing and Contracting
TH	Sept. 12	5:30 pm	Planning Commission	• Intro Transportation Element & Continuation of Capital Facilities/Public Facilities/Utilities Elements if needed
TH	Sept. 12	5:30pm	Design Review Board	
TU	Sept. 17	1:30 pm	Hearing Examiner Hearing	• Ancich Private Dock: Continuation of August 20, 2024, hearing
TH	Sept. 19	5:30 pm	Planning Commission	• 2024 Comprehensive Plan Update Discussion: Continued discussion of Transportation Element
M	Sept. 23	5:30pm	City Council Meeting	Presentations: Certificates of Appreciation for the 2024 Flower Basket Waterers Consent Agenda: • Donation Agreement: Kiwanis Club Bench Donation – Sports Complex Phase 1B Business Items: • Second Reading and Adoption of Ordinance 1530 Codifying the Transportation Benefit District • First Reading of Ordinance 1531 Amending GHMC 3.16 Business & Occupation Tax • Amendment #1 to Professional Services Contract – HBB Landscape Architecture (Crescent Creek Park Master Plan) • Water System Plan Approval Request • Professional Services Contract Amendment #1 for Sanitary Sewer Lift Station 1a • Burnham Drive Half-Width Improvements Phase 1a – Change Order #1
TH	Sept. 26	3:00pm	City Council Study Session	• Introduction of LTAC Appointees • Requested Harbor Hill Storm and Sewer Agreement Amendments • Well #9 Modeling Results • Lodging Tax Grant Recommendations • Skansie Netshed lease revision request

UPCOMING GIG HARBOR CITY MEETINGS

ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Please see the meeting agenda for specific details on how to attend: <https://www.gigharborwa.gov/811/Agendas-Minutes>

Day	Date	Time	Group	Agenda Items
				Gig Harbor BoatShop lease revision request
TH	Sept. 26	5:30pm	Planning Commission	Catch up and review of the Elements
TH	Oct. 3	5:30 pm	Planning Commission	2024 Comprehensive Plan Update Discussion: Intro Draft Comp Plan and Implementation Element
TH	Oct. 10	5:30 pm	Planning Commission	2024 Comprehensive Plan Update Discussion: Draft Comp Plan and Implementation Element
M	Oct. 14	5:30pm	City Council Meeting	Presentation: Community Conflict Resolution Day Proclamation Business Items: - Second Reading of Ordinance 1531 Amending GHMC 3.16 Business & Occupation Tax - Vote for Pierce Transit Board Member
TH	Oct. 17	3:00pm	City Council Study Session	Senior Utility Discount Program Eligibility Update
TH	Oct. 17	5:30	Planning Commission	2024 Comprehensive Plan Draft Public Hearing
M	Oct. 28	5:30pm	City Council Meeting	Staff Report: Third Quarter Budget Update
TU	Oct. 29	2:00pm	City Council Study Session	2025-26 Budget Discussion
TH	Oct. 30	2:00pm	City Council Study Session	2025-26 Budget Discussion
TH	Oct. 31	3:00pm	City Council Study Session	- Pierce Transit <i>Destination 2045 Long Range Plan</i> Presentation - Introduce Draft Comp Plan - High Level Walk Thru
M	Nov.12	5:30pm	City Council Meeting	Business Items: - Public Hearing on General Fund 2025 Budget Revenue Sources - Resolution XXXX Certifying the 2025 Regular Ad Valorem Tax Levy Upon Real Property - Public Hearing and First Reading of Ordinance XXXX Adopting the 2025-2026 Biennial Budget
TH	Nov. 14	3:00pm	City Council Study Session	Introduction to Development of a new Transportation Impact Fee
M	Nov. 25	5:30pm	City Council Meeting	Business Items: Public Hearing and Second Reading of Ordinance XXXX Adopting the 2025-2026 Biennial Budget
M	Dec. 9	5:30pm	City Council Meeting	Business Items: - Resolution XXXX Authoring Lodging Tax Grants 2024 Comprehensive Plan Draft Public Hearing
TH	Dec. 12	3:00pm	City Council Study Session	
M	Dec. 23	5:30pm	City Council Meeting	NO MEETING

City of Gig Harbor Three-Year Strategic Plan 2024-2026

Adopted by Resolution 1317 on July 8, 2024

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

Priorities	Goals	Actions – Routine/Annual	Actions - Project
1. Foster a healthy city organization	- Be an exceptional employer - Retain existing workforce - Attract qualified applicants - Ensure safe work environment - Prioritize staff training - Encourage and obtain employee feedback - Fill all vacancies in a timely manner	- Re-qualify for AWC Well City designation - Conduct biennial employee satisfaction survey - Promote and enhance the city's DEI program	☐ Update personnel regulations ☐ Update safety manual and accident prevention program ☐ Consider salary & benefits study recommendations ☐ Research and Implement HR Information Systems Improvements
2. Ensure sustainable future for public services and facilities	- Provide effective and efficient municipal services - Increase city communication effectiveness - Listen to community needs and expectations - Source funding for parks, streets, and utilities - Ensure infrastructure to support community needs - Fund only capital projects the city can afford to maintain into the future	- Update utility rates as needed - Continually improve permit and land use processes - Increase resources for capital projects to move through design and construction - Review/amend TIP to improve motorized and non-motorized transportation - Maintain excellent bond rating - Annually evaluate and amend city fee schedules	☐ Create a city-wide communications plan ☐ Update public works standards ☐ Parks division organizational assessment ☐ Explore options for B&O tax and other revenue sources ☐ Explore options for Transportation Benefit District Fund uses ☐ Source funding for Sports Complex Phases 2 & 3 ☐ Develop permit processing timeline goals and metrics
3. Maintain small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Decrease distance to get to a park or open space	- Annually docket comprehensive plan amendments - Support Harbor History Museum - Monitor state legislative activity - Support the arts commission - Support sister city program - Fund creative endeavor grants - Monitor short-term rentals - Conduct HOA fair annually - Support community events and programs	☐ Complete 2024 Comprehensive Plan periodic update ☐ Establish park standards ☐ Conduct Crescent Creek Park Master Plan ☐ Complete Sports Complex Phase 1 ☐ Design and construct fishermen's homeport ☐ Solicit nominations for local historic register
4. Promote environmental sustainability and preserve Gig Harbor's natural beauty	- Address climate change - Preserve tree canopy - Preserve and enhance natural character - Add undeveloped land to parks inventory	- Annually review climate action plan - Consider possible conservation properties and/or mitigation areas and activities - Assess gaps of electric vehicle charging stations - Promote commute trip reduction goals - Electrify city fleet	☐ Form climate action committee ☐ Adopt tree retention policies ☐ Annex parcels in city's parks system ☐ Transition city diesel fleet to R99 renewable diesel fuel ☐ Partner with Harbor WildWatch on environmental education
5. Promote and enhance a dynamic and robust economy	- Increase promotion of local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing - Develop sewer conveyance in unserved/underserved sewer basins	- Support Downtown Waterfront Alliance - Support Chamber of Commerce - Fund tourism with lodging tax grants - Promote downtown businesses/events - Collaborate with Pierce Transit for trolley - Evaluate and amend development regulations	☐ Create a business retention and attraction plan ☐ Develop and implement a small business fair resources ☐ Develop Cultural Access Program ☐ Consider establishment of a Creative District ☐ Develop feasibility study for Community/Cultural Center ☐ Review off-street parking requirements for businesses
6. Provide a safe, healthy, and inclusive community	- Foster safe, livable and attractive community - Ensure city services are available to all residents - Implement DEI in city personnel practices - Enhance walkability and pedestrian/cyclist safety	- Provide funding for senior programming - Develop housing, health, & human services program - Support Community Diversity Engagement Committee - Ensure high standard of ADA compliance - Monitor city water system for possible treatment needs - Evaluate needs for rapid flashing beacon crossings - Continue partnerships for youth opportunities	☐ Provide funding for senior center permanent home ☐ Establish youth council ☐ Obtain police department accreditation ☐ Update emergency management plan ☐ Install Cushman Trail/Harborview Drive Connector Trail ☐ Consider installing speed cameras near parks and schools ☐ Establish an ADA parking program for public right of way ☐ Develop manganese treatment options for city water