

City Council Meeting

**January 25, 2021
5:30 p.m.**



AGENDA FOR GIG HARBOR CITY COUNCIL MEETING
Monday, January 25, 2021 – 5:30 p.m.

Due to public health concerns, this meeting will be accessible by phone by dialing (253) 215-8782 and entering the Meeting ID 985 6432 0175 or through Zoom at: <https://zoom.us/j/95827830120>

Comments are only allowed 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 he has opened the public comment portion of the meeting.

Your name or the last four 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 speaking live, you may submit comments in writing before the meeting. Your input / questions must be provided to the City Clerk by 3:00 p.m. on Monday afternoon. All written comments must be able to be read in 3 minutes or less to be included in the record and have the title: FOR PUBLIC COMMENT included. Send comments to: mtowslee@gigharborwa.gov. Written comments will be read during the appropriate agenda item.

CALL TO ORDER / ROLL CALL:

PLEDGE OF ALLEGIANCE:

CHANGES TO THE AGENDA:

CONSENT AGENDA:

1. Approval of Council Minutes a) January 11, 2021
2. Receive and File: a) Harbor History Museum Year End Report; b) Catholic Schools Week Proclamation; c) 4th Quarter Finance Report; d) Parks Commission Minutes Dec. 2, 2020; e) City Council Study Session Jan. 7, 2021; f) Intergovernmental Affairs Committee Jan. 6, 2021
3. Burnham Drive Half-Width Roadway Improvements Ph. 1 Design and Permitting – Contract Amendment #1/David Evans and Associates
4. Appointment of City Council Standing Committees
5. Approval of Vouchers for January 25, 2021: Checks #94498 through #94622 and ACH payments in the amount of \$794,147.20

PRESENTATION:

1. Wastewater Treatment Plant Outstanding Performance Award – Jeff Langhelm
2. Pierce Transit Bus and Trolley Update – Ryan Wheaton, Pierce Transit Director of Planning and Community Development

MAYOR’S REPORT: Catholic Schools Week Proclamation

CITY ADMINISTRATOR’S REPORT: Harbor Hill Maintenance Association No. 1 Report

PUBLIC COMMENT ON NON-AGENDA ITEMS:

OLD BUSINESS:

1. Second Reading of Ordinance – Updates to Title 15 Building and Construction
 - a) Report: Building Official Paul Rice
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation and action

NEW BUSINESS:

1. Election of Mayor Pro Tempore
 - a) Report: Mayor Kit Kuhn
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation and action

STAFF REPORT: None.

COUNCIL REPORTS / COMMENTS:

1. Public Works Committee: Tue. Jan. 12 – Councilmember Franich
2. Boards and Candidate Review: Tue. Jan. 19 – Councilmember Woock
3. Intergovernmental Affairs: Mon. Jan. 25 – Councilmember Denson

ANNOUNCEMENT OF OTHER MEETINGS:

1. Mayor and Council Retreat – Wed. Jan. 27 8:30 a.m. – 4:30 p.m.
2. Planning / Building Committee: Mon. Feb. 1 – 3:00 p.m.

ADJOURN

Americans with Disabilities (ADA) accommodations provided upon request. Those requiring special accommodations please contact the City Clerk at (253) 853-7613 at least 24 hours prior to the meeting.

MINUTES FOR GIG HARBOR CITY COUNCIL MEETING
Monday, January 11, 2021 – 5:30 p.m.

Due to public health concerns, this meeting was held remotely.

CALL TO ORDER / ROLL CALL: Mayor Kuhn called the meeting to order and called roll. Those present: Councilmembers Abersold, Denson, Franich, Himes, Markley, Rodenberg and Woock.

Staff present: City Administrator Bob Larson, Community Development Director Katrina Knutson, Chief Kelly Busey, Finance Director Dave Rodenbach, Public Works Director Laura Pettitt, Building Official Paul Rice, Court Administrator Stacy Colberg, City Clerk Molly Towslee, Assistant City Clerk Josh Stecker, and City Attorney Daniel Kenny.

PLEDGE OF ALLEGIANCE:

CHANGES TO THE AGENDA: There were none.

CONSENT AGENDA:

1. Approval of Council Minutes a) December 14, 2020; and b) Special Meetings Dec. 14 and Dec. 28, 2020
2. Receive and File: a) City Council Study Session Minutes (December 16); b) Finance & Safety Committee Meeting Minutes (December 21); c) Parks Commission Meeting Minutes (November 4); d) Planning Commission Minutes (Nov. 19); e) Planning/Building Committee Meeting Minutes (Dec. 7); f) Intergovernmental Affairs Committee Minutes (Nov. 23)
3. Resolution 1195 – Astound Broadband Telecommunications Franchise Agreement Change of Control
4. Purchase Authorization – Vactor Truck
5. Approval of Payroll for the month of December: Checks #8236 through #8243 and direct deposit transactions in the total amount of \$729,649.49
6. Approval of Vouchers for December 28, 2020: Checks #94327 through 94422 and ACH payments in the amount of \$493,400.59
7. Approval of Vouchers for January 11, 2021: Checks #94423 through #94497 and ACH payments in the amount of \$830,317.31

MOTION: Move to approve the Consent Agenda as presented
Franich / Himes – unanimously approved

PRESENTATION: City Forms of Government. Mayor Kuhn introduced Michael Wilson, Retired City Manager/City Administrator and Former Board Member of AWC and MRSC. Mr. Wilson shared information on his experience with both City Manager and City Administrator forms of Government. He addressed questions and comments.

At the completion of the presentation and discussion, Councilmember Woock requested that a resolution be brought forward to put the change to a Council – Manager form of government on the April ballot. A point of order called by Councilmember Franich led to the determination that this action would more appropriately occur under the council comment portion of the meeting.

MAYOR'S REPORT: Mayor Kuhn reported that there was a MRSC presentation to Council on the forms of Government last Thursday, the 7th of January and the public can listen to the

recording from the city website. MRSC said that 71% of the cities our size in Washington have our form of Government.

CITY ADMINISTRATOR'S REPORT: None

PUBLIC COMMENT ON NON-AGENDA ITEMS:

[Jeff Katke – 7521 Soundview Drive NW](#). Mr. Katke shared several reasons he believes that the strong mayor form of government is best for Gig Harbor. The system of checks and balances of a strong mayor and council form of government is good for the citizens. The Council-Manager form is management by committee and a bad idea. It's better for the employees to report to one person, not a council. He believes the citizens should be able to choose the city's leader. He urged council to vote no on the Council-Manager form of government.

[Robert Soltis – 4819 Old Stump Drive](#). Mr. Soltis said as the city grows the problems become more complex; the city must evolve to keep up. The elected council sets policy, priorities, approves budgets to ensure the city is well-run. The city needs a professional manager with the autonomy to implement council decisions and to manage the day-to-day operations. Mr. Soltis spoke to the complex regional role this city plays and recommended moving in the direction of a seasoned professional manager.

Administrator Larson read the following comments submitted in writing;

[Lynn and Jamie Stevenson – 7604 Hill Drive](#). We believe this is an inappropriate time to be considering such a radical redesign of our city's infrastructure. Currently, every citizen is dealing with the consequences of the global COVID pandemic that is raging worse than ever. As a result, distributing information is more complicated and it is impossible for citizens to congregate and have open, transparent discussions. We feel very strongly that a decision like this demands focused input from the public at large, and request that you reschedule this discussion for a more appropriate time, post-pandemic.

[Matthew Rice 9302 Goodman Drive](#). Mr. Rice said that elected officials often serve with great sacrifice and often with great criticism. An elected "strong mayor," is responsive to the voters, and is the best model for town and city government. The elected mayor's skills may need enhancement, but the key is that the voters decide who can be mayor, just as it decides the city council. A "weak mayor" form of government can lead to partisan politics and special interests served. A "strong mayor" allows for a balance of power. The city can set thresholds for mayoral candidates, politic for best candidates, budget for appropriate training and assistance, and work together for a responsive and accountable government.

[Mary Kazlusky – Heron's Key](#). Ms. Kazlusky says she fully supports the efforts of the community ad-hoc committee seeking to rename the Austin Estuary area next to the Harbor History Museum to Twalwacut Park. This would belatedly honor the original residents of the Gig Harbor waterfront, the Sxʷəbabč, a band of the Puyallup Tribe who lived on this spot in a village called Twalwacut. I also support the addition of the Austin name to the Donkey Creek Park area (i.e., The Austin Mill at Donkey Creek) to continue to honor one of the leading families in the logging industry which contributed to our heritage here in Gig Harbor.

OLD BUSINESS: None

NEW BUSINESS:

1. [First Reading of Ordinance – Updates to Title 15 Building and Construction.](#)

Building Official Paul Rice presented this ordinance to adopt updates to the State Building Code that occur every three years. He answered questions.

There were no public comments. This will return at the next meeting for second reading.

2. [Well No. 3 Public Works Contract Award.](#) Works Director Jeff Langhelm shared the

background for a contract to drill a replacement production well. He answered questions.

MOTION: Move to award and authorize the Mayor to execute a Public Works Contract with Tacoma Pump & Drilling Co. Inc., in an amount not to exceed \$948,896.65 for Well No. 3A Reconstruction, and authorize the City Engineer to approve additional expenditures up to \$75,000 to cover any cost increases that may result from contract change orders.

Woock / Rodenberg –approved 7/0

3. [Resolution 1196 – Quarterly Budget Objective Update Policy.](#) Councilmember Woock provided information for this policy to provide a quarterly budget objective report. Council deliberated. City Administrator Larson described that this would be in addition to the other reports regularly shared with council.

MOTION: Move to approve Resolution 1196

Woock / Markley – six voted yes. Councilmember Himes abstained

STAFF REPORT:

[Tourism / Communications Director](#) Laura Pettitt reported that the Lodging Tax Advisory Committee is supportive of the allocation of \$5000 to be used for an updated catalogue of city art. The committee wants the catalogue to include all public art; not just city owned. They also want to include public art just outside the city limits.

COUNCIL REPORTS / COMMENTS:

1. [Finance & Safety Committee: Dec. 21.](#) Councilmember Rodenberg said that HR Director Kameil Borders presented information on reported OSHA claims. They also addressed the employee survey comments on the city's response to COVID-19.

2. [Planning & Building Committee: Jan. 4.](#) Councilmember Himes reported they discussed the 2021 Annexation Feasibility Study, the Buildable Lands Report, and the state's Growth Management Act. He said these are all inter-related and make clear the need to move forward on the annexation study.

3. [Parks Commission: Jan. 6.](#) Councilmember Abersold said they received an update from the Restoring a Park Name Ad Hoc Committee and discussed the 2021 Parks Commission Work Plan; the process to hire a Parks Manager, and the process to appoint sub-committees.

4. [Intergovernmental Affairs Committee: Jan. 6.](#) Councilmember Denson reported that they had a productive conversation with Representative Caldier on the transportation request related to congestion on Highway 16 and the RCO grant request for the Sports Complex. The lobbyists reported on the upcoming legislative session and will let us know about opportunities.

5. Mayor Kuhn asked for Councilmembers to weigh in on whether they would like to change committees. Each took turns saying they would like to remain on their committees through 2021.

[Councilmember Woock](#) shared comments on the staff turnover the past three years. She made a request to bring forward a resolution at the next council meeting to place a change to the Council-Manager form of government for the citizens to vote on the special election ballot on April 27.

There was clarification on the rules of procedures to place a resolution on the agenda and the Mayor and Councilmembers deliberated this action.

MOTION: Bring back a resolution at the next council meeting to place a change to the Council-Manager form of government for the citizens to vote on the special election ballot on April 27.

Woock / Rodenberg – roll call vote:

Markley – nay; Franich – nay; Woock – aye; Denson – aye; Himes – nay; Rodenberg – aye; Abersold – nay. Motion failed 4-3

[Councilmember Markley](#) thanked our Washington State Legislators for the challenges they will face in the upcoming virtual session, adding that her thoughts and prayers are with them.

ANNOUNCEMENT OF OTHER MEETINGS:

1. Public Works Committee - Tuesday, January 12 at 3:00 p.m.
2. City Council Study Session - Thursday, January 14 at 3:00 p.m.
3. Martin Luther King Jr. Day – City Offices Closed January 18
4. Board & Commission Candidate Review Committee – Tuesday, January 19 at 3:00 p.m.
5. Intergovernmental Affairs Committee – Monday, January 25 at 4:00 p.m.
6. Mayor and Council Retreat – Wed. January 27 8:30 a.m. – 4:30 p.m.

ADJOURN

MOTION: Move to adjourn at 7:33 p.m.
Franich / Markley – unanimously approved

Mayor Kit Kuhn

Molly Towslee, City Clerk



HARBOR HISTORY MUSEUM

Visitor Attendance Report 2020 (Qtr 1-4 FINAL)

From: HARBOR HISTORY MUSEUM (12/31/20)

To: CITY OF GIG HARBOR

CATEGORIES	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	TOTAL 2020
TOTAL VISITORS	2368	0 – COVID CLOSURES	412 COVID IMPACT	351 COVID IMPACT	3131
ADULT RESIDENT	196	0	68	73	323
SR/MILITARY RESIDENT	27	0	11	8	43
CHILD/YOUTH RESIDENT	108	0	15	31	153
ADULT VISITOR	587	0	100	136	818
SR/MILITARY VISITOR	78	0	24	7	107
CHILD/YOUTH VISITOR	112	0	28	26	166
HHM MEMBERS/ RENTALS/NonD	1260	0	166	70	1486
ZIP CODE REPORT					
# OUT OF STATE	240	0	37	36	316
# OUT OF COUNTRY	2	0	0	0	2
# WA State	866 (380 local)	0	260 (151 local)	267 (158 local)	1377
# WA out of area	486	0	93	113	692

Total 2020 Admission Count: 3131 (excluding web and Zoom users)

Grant Amount \$30,000 (COVID IMPACT – We saw attendance drop by 9800 people from 2019)

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, Catholic schools in Washington and across the nation are celebrating National Catholic Schools Week from Sunday, January 24, through Saturday, January 30, 2021; and

WHEREAS, the Catholic schools in the state of Washington have educated many students in preparation for their responsibilities as residents of this state and members of society; and

WHEREAS, the Catholic schools in the state of Washington currently provide students with an education that emphasizes the formation of moral values and commitment to community service;

NOW, THEREFORE, BE IT RESOLVED THAT I, Kit Kuhn, Mayor of the City of Gig Harbor, hereby declare the week of January 24 through January 30, 2021 as

NATIONAL CATHOLIC SCHOOLS WEEK

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 25th day of January, 2021.

Kit Kuhn, Mayor

Date



To: Mayor Kuhn and City Council
From: David Rodenbach, Finance Director
Date: January 25, 2020
Subject: Fourth Quarter Financial Report

The quarterly financial reports for the fourth quarter of 2020 are attached.

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at one-hundred and one (101%) percent of the 2020 budget. City-wide, across all funds, revenues and expenditures, excluding internal transfers, loan receipts and beginning and ending fund balances, are one-hundred and two (102%) percent and seventy-two (72%) percent, respectively, of the annual budget.

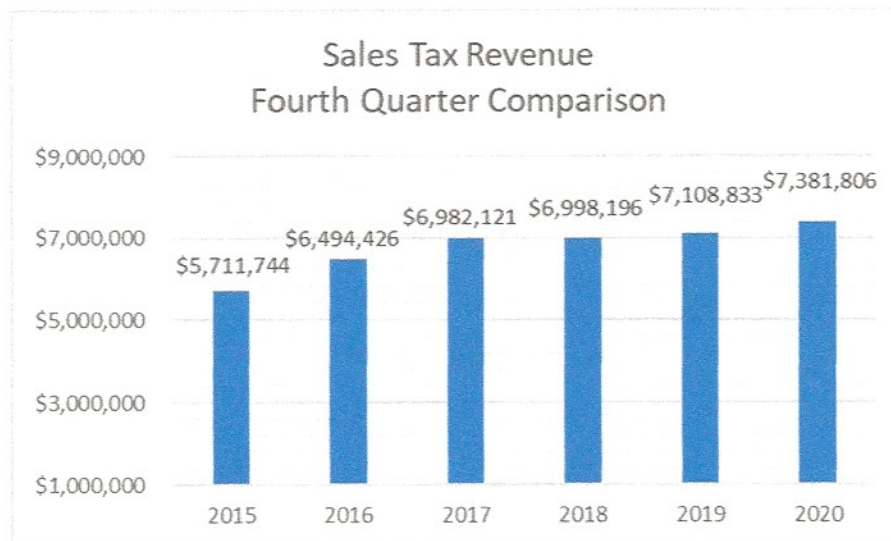
General Fund Revenues

General Fund fourth quarter revenues (excluding beginning balances) are at one-hundred and five (105%) percent of budget. Sales tax revenue exceeded budget at one-hundred and five (105%) percent. Intergovernmental revenue is higher than budget due to \$484,650 in CARES Act grant funding. Expenditure of CARES Act grant funds to support local businesses is reflected in the General Fund Expenditures chart on Page 3.

General Fund Revenues 2020				
Budget vs. Actuals				
General Fund Revenue Source	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	\$ 3,007,441	\$ 2,998,160	100%	\$ (9,281)
Sales	7,174,539	7,503,138	105%	328,599
B&O Private Utility	1,332,512	1,191,102	89%	(141,410)
City Utility	478,176	437,612	92%	(40,564)
Other	214,279	204,047	95%	(10,232)
Sub-Total Taxes	\$ 12,206,947	\$ 12,334,059	101%	\$ 127,112
Licenses & Permits	1,260,408	1,523,853	121%	263,445
Intergovernmental	176,738	698,172	395%	521,434
Charges for Services	388,023	254,291	66%	(133,732)
Fines & Forfeitures	198,565	82,396	41%	(116,169)
Miscellaneous	255,107	264,738	104%	9,631
Transfers and other Sources of Funds	35,725	38,532		2,807
Sub-Total	\$ 2,314,566	\$ 2,861,982	124%	\$ 547,416
Total General Fund	\$ 14,521,513	\$ 15,196,041	105%	\$ 674,528

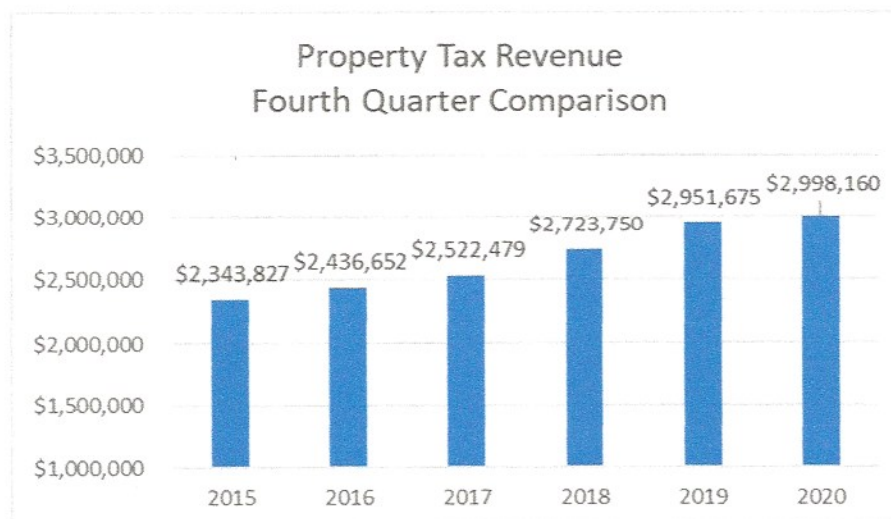
Sales Tax Revenue

Fourth quarter sales tax revenue is illustrated below for years 2015 through 2020. Sales tax is at 105% of budget for 2020.



Property Tax Revenue

Fourth quarter revenue from property taxes, 2015 through 2020, is shown below:

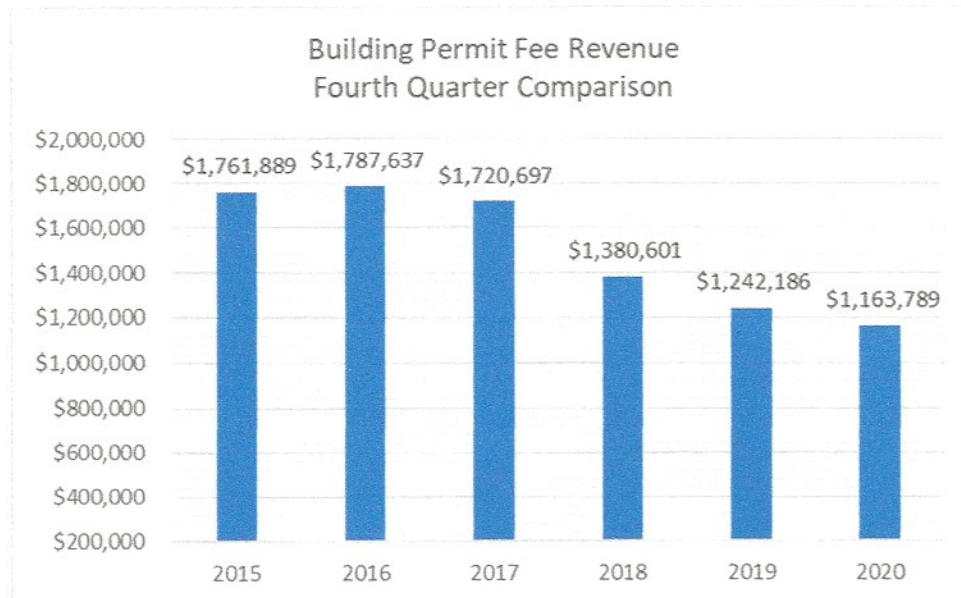


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District. Total revenue received through December 31, 2020 is \$1,043,555.

Building Permit Fee Revenue

Fourth quarter revenue from building permit fees, 2015 through 2020, is shown below:



General Fund Expenditures

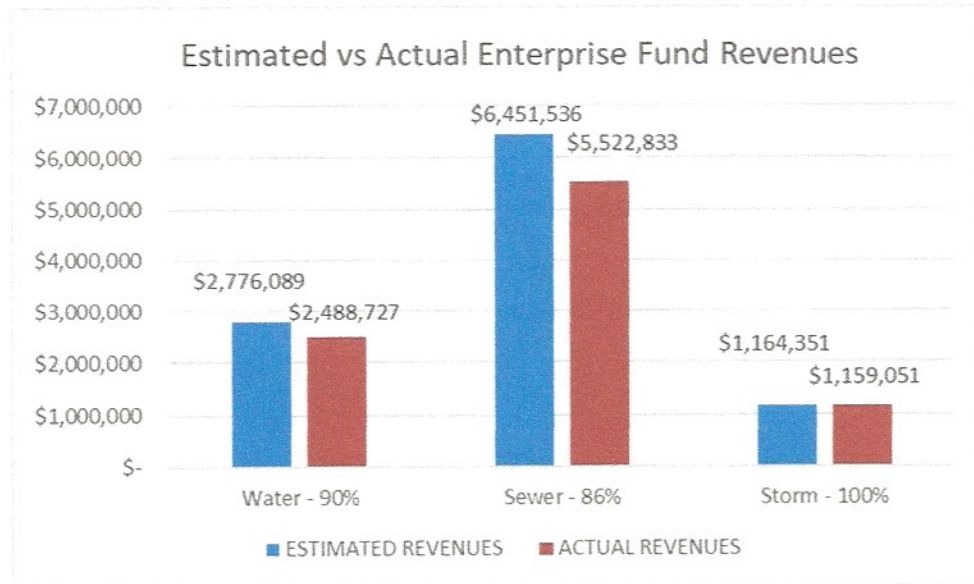
General fund expenditures finished the year at eighty-six (86%) percent of budget. Included in the Non-Departmental expenditure amount is approximately \$305,000 of CARES Act grants distributed to support local businesses.

General Fund Expenditures 2020					
By Department					
FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 6,565,501	\$ 5,358,331	\$ 1,207,170	82%
02	LEGISLATIVE	72,400	67,067	5,333	93%
03	MUNICIPAL COURT	527,950	475,287	52,663	90%
04	ADMINISTRATIVE/FINANCIAL	2,044,955	1,903,329	141,626	93%
06	POLICE	4,182,829	3,970,315	212,514	95%
14	COMMUNITY DEVELOPMENT	2,467,038	1,911,804	555,234	77%
15	PARKS AND RECREATION	1,448,715	1,167,881	280,834	81%
16	BUILDING	385,877	360,739	25,138	93%
001	TOTAL GENERAL FUND	\$ 17,695,265	\$ 15,214,753	\$ 2,480,512	86%

Water, Sewer and Storm

Revenues:

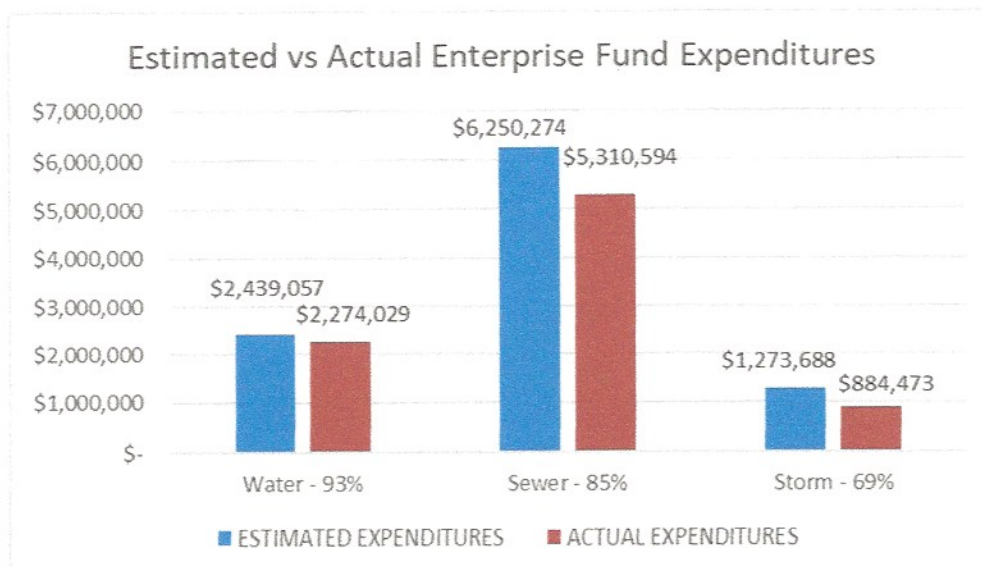
Water, Sewer and Storm revenues are ninety (90%) percent, eighty-six (86%) percent and one hundred (100%) percent of the annual budget. Revenues for water and sewer are lower due to the temporary utility rate reduction in March-May 2020.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at ninety-three (93%) percent, eighty-five (85%) percent and sixty-nine (69%) percent of the 2020 budget.



Cash

Cash balances are adequate in all funds. Fourth quarter total cash and investment balance across all funds is just over \$52.5 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		1,030,886
CASH IN BANK - MONEY MARKET		10,634,016
LOCAL GOV'T INVESTMENT POOL		40,882,063
	\$	52,547,264



**CASH AND INVESTMENTS
YEAR TO DATE ACTIVITY
AS OF DECEMBER 31, 2020**

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 6,060,483	\$ 15,196,041	\$ 15,214,753	\$ (414,525)	\$ 5,627,246
101	STREET FUND	1,230,557	1,862,323	1,807,697	11,810	1,296,992
102	STREET CAPITAL FUND	1,017,586	997,326	1,387,806	(197,218)	429,888
103	SENIOR CAPITAL FUND	-	100,599	-	-	100,599
104	PEDESTRIAN SAFETY FUND	-	215,027	-	-	215,026.98
105	DRUG INVESTIGATION FUND	7,914	10,536	-	(903)	17,548
106	DRUG INVESTIGATION FUND	14,932	98	1,758	-	13,271
107	HOTEL-MOTEL FUND	919,638	283,364	216,233	(2,423)	984,346
108	PUBLIC ART CAPITAL PROJECTS	159,484	20,974	43,227	-	137,231
109	PARK DEVELOPMENT FUND	881,950	571,031	726,913	19,160	745,228
110	CIVIC CENTER DEBT RESERVE	1,582,536	10,269	-	-	1,592,805
111	STRATEGIC RESERVE FUND	517,770	1,083,558	-	-	1,601,328
112	EQUIPMENT RESERVE FUND	386,559	52,444	-	-	439,002
113	CONTRIBUTIONS/DONATIONS	-	5,623	5,623	-	-
208	LTGO BOND REDEMPTION	78,261	2,631,187	2,630,879	-	78,569
211	UTGO BOND REDEMPTION	254,239	300,826	266,139	-	288,926
301	PROPERTY ACQUISITION FUND	358,031	610,296	219,000	-	749,327
305	GENERAL GOVT CAPITAL IMPR	1,206,257	580,810	1,407,586	-	379,481
309	IMPACT FEE TRUST	3,164,739	1,726,511	418,100	(6,788)	4,466,363
310	HOSPITAL BENEFIT ZONE	3,348,626	2,023,610	206,200	-	5,166,036
401	WATER OPERATING	1,733,758	2,488,727	2,274,029	22,578	1,971,035
402	SEWER OPERATING	3,673,387	5,522,833	5,310,594	91,030	3,976,656
403	SHORECREST RESERVE FUND	181,285	19,585	1,753	(674)	198,442
407	UTILITY RESERVE	1,426,466	8,779	-	-	1,435,245
408	UTILITY BOND REDEMPTION	254,054	2,373,286	2,366,824	-	260,516
410	SEWER CAPITAL CONSTRUCTION	6,603,594	1,894,911	657,132	978,798	8,820,172
411	STORM SEWER OPERATING FUND	1,047,309	1,159,051	884,473	(8,272)	1,313,615
412	STORM SEWER CAPITAL	2,281,877	658,483	152,783	(38,717)	2,748,861
420	WATER CAPITAL ASSETS	5,676,465	1,405,169	431,205	(200,476)	6,449,952
631	MUNICIPAL COURT	-	83,308	82,134	(1,174)	-
650	TRANSPORTATION BENEFIT DISTRICT	-	1,043,555	-	-	1,043,555
		\$ 44,067,758	\$ 44,940,139	\$ 36,712,841	\$ 252,206	\$ 52,547,264

**COMPOSITION OF CASH AND INVESTMENTS
AS OF DECEMBER 31, 2020**

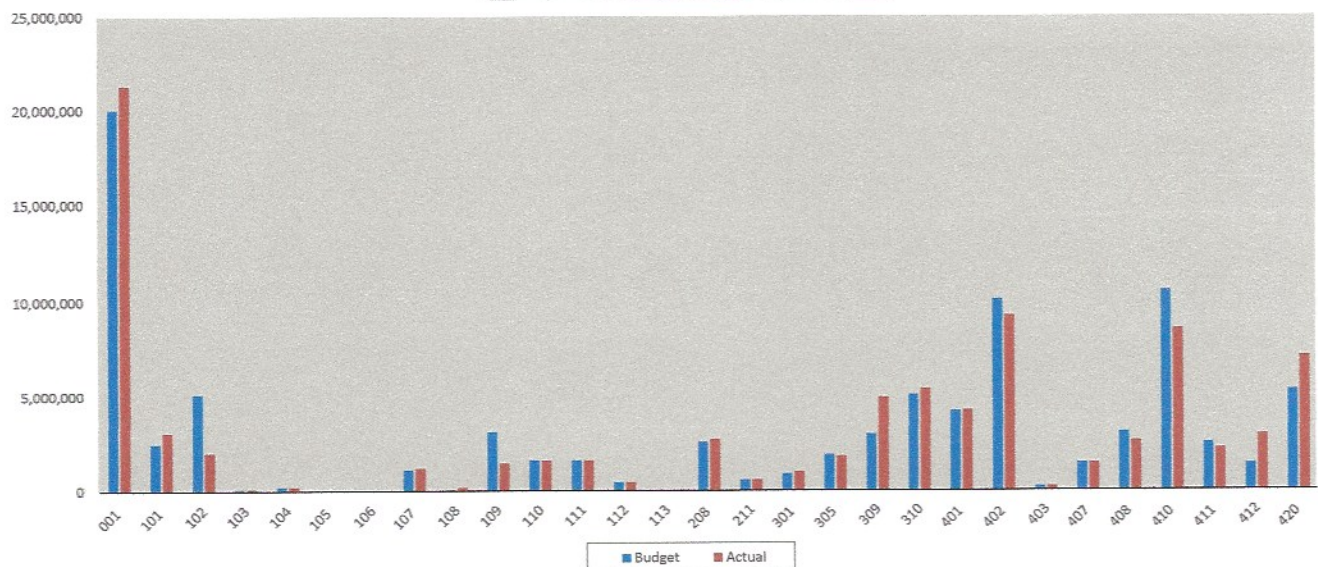
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			1,030,886
CASH IN BANK - MONEY MARKET		0.1744%	10,634,016
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	0.1561%	40,882,063
			\$ 52,547,264



YEAR-TO-DATE RESOURCE SUMMARY AND COMPARISON TO BUDGET AS OF DECEMBER 31, 2020

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	20,040,422	\$ 21,256,524	\$ (1,216,102)	106%
101	STREET FUND	2,485,879	3,092,880	(607,001)	124%
102	STREET CAPITAL FUND	5,120,339	2,014,911	3,105,428	39%
103	SENIOR CAPITAL FUND	100,000	100,599	(599)	101%
104	PEDESTRIAN SAFETY FUND	215,000	215,026.98	(27)	#N/A
105	DRUG INVESTIGATION FUND	8,346	18,451	(10,105)	221%
106	DRUG INVESTIGATION FUND	15,149	15,029	120	99%
107	HOTEL-MOTEL FUND	1,106,846	1,203,002	(96,156)	109%
108	PUBLIC ART CAPITAL PROJECTS	68,915	180,458	(111,543)	262%
109	PARK DEVELOPMENT FUND	3,115,391	1,452,981	1,662,410	47%
110	CIVIC CENTER DEBT RESERVE	1,616,754	1,592,805	23,949	99%
111	STRATEGIC RESERVE FUND	1,604,855	1,601,328	3,527	100%
112	EQUIPMENT RESERVE FUND	443,025	439,002	4,023	99%
113	DONATIONS/CONTRIBUTIONS		5,623	(5,623)	#N/A
208	LTGO BOND REDEMPTION	2,562,247	2,709,448	(147,201)	106%
211	UTGO BOND REDEMPTION	554,720	555,064	(344)	100%
301	PROPERTY ACQUISITION FUND	856,394	968,327	(111,933)	113%
305	GENERAL GOVT CAPITAL IMPR	1,873,382	1,787,067	86,316	95%
309	IMPACT FEE TRUST	2,966,138	4,891,251	(1,925,113)	165%
310	HOSPITAL BENEFIT ZONE	5,049,881	5,372,236	(322,355)	106%
401	WATER OPERATING	4,186,861	4,222,486	(35,625)	101%
402	SEWER OPERATING	10,032,597	9,196,221	836,376	92%
403	SHORECREST RESERVE FUND	204,166	200,869	3,297	98%
407	UTILITY RESERVE	1,458,164	1,435,245	22,919	98%
408	UTILITY BOND REDEMPTION	3,084,579	2,627,340	457,239	85%
410	SEWER CAPITAL CONSTRUCTION	10,469,646	8,498,506	1,971,140	81%
411	STORM SEWER OPERATING FUND	2,526,528	2,206,360	320,168	87%
412	STORM SEWER CAPITAL	1,415,694	2,940,360	(1,524,666)	208%
420	WATER CAPITAL ASSETS	5,293,203	7,081,634	(1,788,431)	134%
631	MUNICIPAL COURT		83,308	(83,308)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT		1,043,555	(1,043,555)	#N/A
		\$ 88,475,121	\$ 89,007,897	\$ (532,776)	101%

**Estimated vs Actual Resources
2020 Budget**

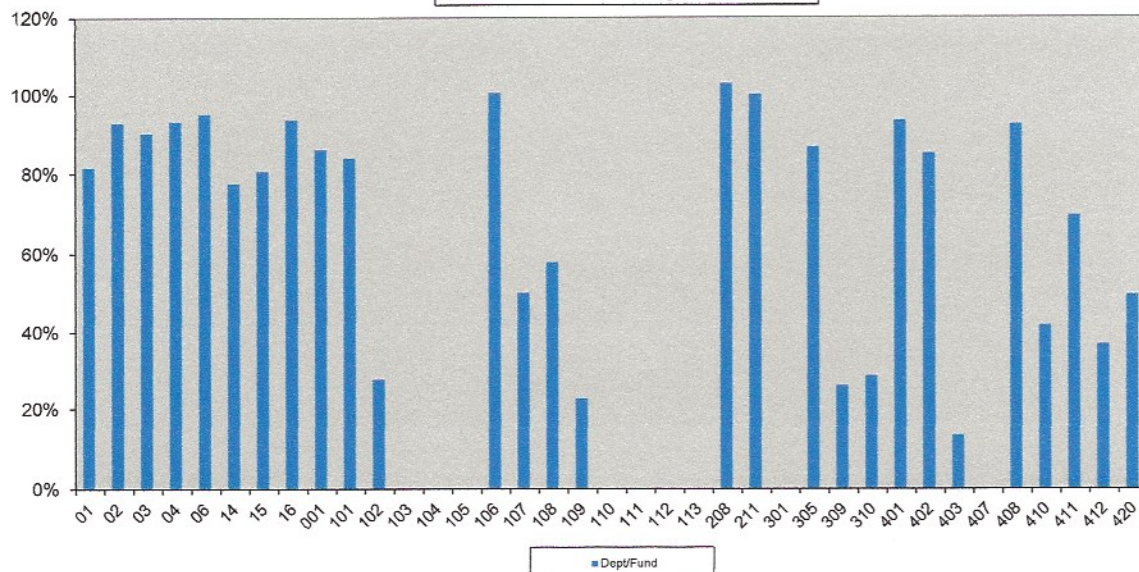




YEAR-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF DECEMBER 31, 2020

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 6,565,501	\$ 5,358,331	\$ 1,207,170	82%
02	LEGISLATIVE	72,400	67,067	5,333	93%
03	MUNICIPAL COURT	527,950	475,287	52,663	90%
04	ADMINISTRATIVE/FINANCIAL	2,044,955	1,903,329	141,626	93%
06	POLICE	4,182,829	3,970,315	212,514	95%
14	COMMUNITY DEVELOPMENT	2,467,038	1,911,804	555,234	77%
15	PARKS AND RECREATION	1,448,715	1,167,881	280,834	81%
16	BUILDING	385,877	360,739	25,138	93%
001	TOTAL GENERAL FUND	17,695,265	15,214,753	2,480,512	86%
101	STREET FUND	2,154,836	1,807,697	347,139	84%
102	STREET CAPITAL FUND	5,007,873	1,387,806	3,620,067	28%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	-	-	-	#N/A
105	DRUG INVESTIGATION FUND	-	-	-	#N/A
106	DRUG INVESTIGATION FUND	1,750	1,758	(8)	100%
107	HOTEL-MOTEL FUND	432,965	216,233	216,732	50%
108	PUBLIC ART CAPITAL PROJECTS	75,000	43,227	31,773	58%
109	PARK DEVELOPMENT FUND	3,206,673	726,913	2,479,760	23%
110	CIVIC CENTER DEBT RESERVE	-	-	-	#N/A
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	86,450	-	86,450	-
113	DONATIONS/CONTRIBUTIONS	-	5,623	(5,623)	#N/A
208	LTGO BOND REDEMPTION	2,559,152	2,630,879	(71,727)	103%
211	UTGO BOND REDEMPTION	266,139	266,139	0	100%
301	PROPERTY ACQUISITION FUND	-	219,000	(219,000)	#N/A
305	GENERAL GOVT CAPITAL IMPR	1,626,586	1,407,586	219,000	87%
309	IMPACT FEE TRUST	1,610,000	418,100	1,191,900	26%
310	HOSPITAL BENEFIT ZONE	725,000	206,200	518,800	28%
401	WATER OPERATING	2,439,057	2,274,029	165,028	93%
402	SEWER OPERATING	6,250,274	5,310,594	939,680	85%
403	SHORECREST RESERVE FUND	13,329	1,753	11,576	13%
407	UTILITY RESERVE	-	-	-	#N/A
408	UTILITY BOND REDEMPTION	2,565,123	2,366,824	198,299	92%
410	SEWER CAPITAL CONSTRUCTION	1,588,100	657,132	930,968	41%
411	STORM SEWER OPERATING FUND	1,273,688	884,473	389,215	69%
412	STORM SEWER CAPITAL	417,053	152,783	264,270	37%
420	WATER CAPITAL ASSETS	875,900	431,205	444,695	49%
631	MUNICIPAL COURT	-	82,134	(82,134)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	-	-	-	#N/A
		\$ 50,870,213	\$ 36,712,841	\$ 14,157,372	72%

**Expenditures as a Percentage of
2020 Budget**

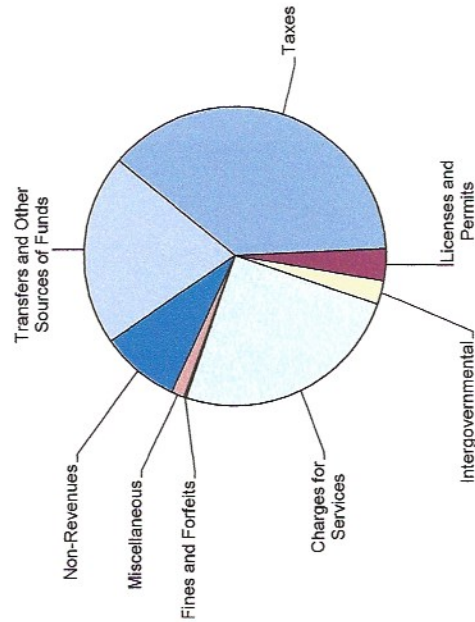




**YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2020**

TYPE OF REVENUE	AMOUNT
Taxes	17,140,089
Licenses and Permits	1,543,453
Intergovernmental	1,180,390
Charges for Services	11,155,115
Fines and Forfeits	91,673
Miscellaneous	640,433
Non-Revenues	3,793,898
Transfers and Other Sources of Funds	9,311,780
Total Revenues (excludes Court Pass Thru)	44,856,832
Beginning Cash Balance	44,067,758
Total Resources	88,924,590

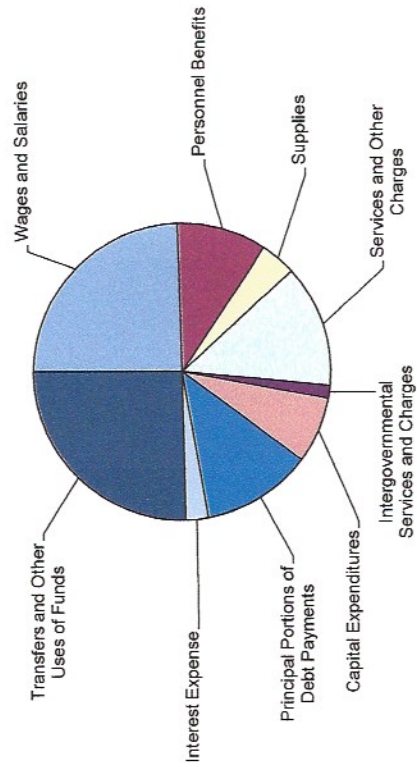
Revenues by Type - All Funds



**YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2020**

TYPE OF EXPENDITURE	AMOUNT
Wages and Salaries	8,964,743
Personnel Benefits	3,573,299
Supplies	1,419,188
Services and Other Charges	4,921,373
Intergovernmental Services and Charges	522,601
Capital Expenditures	2,642,041
Principal Portions of Debt Payments	4,399,192
Interest Expense	896,338
Transfers and Other Uses of Funds	9,291,932
Total Expenditures (excludes Court Pass Thru)	36,630,707
Ending Cash Balance	52,547,264
Total Uses	89,177,971

Expenditures by Type - All Funds



CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2020

		SPECIAL REVENUE FUNDS											
		001	101	102	103	104	105	106	107	108	109	110	
		GENERAL	STREET	STREET	SENIOR	PEDESTRIAN	DRUG	DRUG	HOTEL -	PUBLIC ART	PARK DVLP	CIVIC CTR	
		GOVERNMENT	STREET	CAPITAL	CAPITAL	SAFETY	INVESTIGTN	INVESTIGTN	MOTEL	PROJECTS	FUND	DEBT RESERVE	
ASSETS	CASH	\$ 1,685,575	\$ 56,322	\$ 45,324	\$ 2,498	\$ 5,339	\$ 3,078	\$ 6,437	\$ 153,900	\$ 28,251	\$ 654,340	\$ 473,694	
	INVESTMENTS	3,941,671	1,240,670	384,563	98,102	209,688	14,470	6,834	830,446	108,979	90,887	1,119,111	
	RECEIVABLES	1,753,515	679	-	-	-	-	-	54,964	-	-	-	
	FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	
	OTHER	-	-	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS		7,380,761	1,297,671	429,888	100,599	215,027	17,548	13,271	1,039,310	137,231	745,228	1,592,805	
LIABILITIES	CURRENT	456,830	45,315	7,402	-	-	-	-	4,028	-	120,057	-	
	LONG TERM	18,003	-	-	-	-	-	-	-	-	-	-	
	TOTAL LIABILITIES	474,833	45,315	7,402	-	-	-	-	4,028	-	120,057	-	
FUND BALANCE:													
BEGINNING OF YEAR		6,924,640	1,197,732	812,966	-	-	7,011	14,932	968,151	159,484	781,053	1,582,536	
Y-T-D REVENUES		15,196,041	1,862,323	997,326	100,599	215,027	10,536	98	283,364	20,974	571,031	10,269	
Y-T-D EXPENDITURES		(15,214,753)	(1,807,697)	(1,387,806)	-	-	-	(1,758)	(216,233)	(43,227)	(726,913)	-	
ENDING FUND BALANCE		6,905,928	1,252,357	422,486	100,599	215,027	17,548	13,271	1,035,282	137,231	625,171	1,592,805	
TOTAL LIAB. & FUND BAL.		\$ 7,380,761	\$ 1,297,672	\$ 429,888	\$ 100,599	\$ 215,027	\$ 17,548	\$ 13,271	\$ 1,039,310	\$ 137,231	\$ 745,228	\$ 1,592,805	

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2020

	111	112	113	301	305	308	310	631	650	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND REDEMPTION	TOTAL DEBT SERVICE
ASSETS													
CASH	\$ 216,602	\$ 77,643	\$ -	\$ 25,799	\$ 14,647	\$ 1,047,684	\$ 1,433,543	-	-	\$ 4,245,102	\$ 78,565	\$ 91,740	\$ 170,305
INVESTMENTS	1,364,726	361,359	-	723,529	364,834	3,418,679	3,732,493	-	1,043,555	15,132,925	4	197,186	197,190
RECEIVABLES	-	-	-	41,301	41,301	-	-	-	-	138,245	-	3,003	3,003
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	1,601,328	439,002	-	790,628	420,781	4,466,363	5,166,036	-	1,043,555	19,516,272	78,569	291,928	370,497
LIABILITIES													
CURRENT	-	-	-	-	-	22,548	-	2,823	-	202,173	-	(889)	(889)
LONG TERM	-	-	-	-	-	-	-	-	-	-	-	2,577	2,577
TOTAL LIABILITIES	-	-	-	-	-	22,548	-	2,823	-	202,173	-	1,688	1,688
FUND BALANCE:													
BEGINNING OF YEAR	517,770	386,559	-	399,332	1,247,558	3,135,403	3,348,626	(3,997)	-	14,555,115	78,261	255,553	333,815
Y-T-D REVENUES	1,083,558	52,444	5,623	610,296	580,810	1,726,511	2,023,610	83,308	1,043,555	11,281,261	2,631,187	300,826	2,932,013
Y-T-D EXPENDITURES	-	-	(5,623)	(219,000)	(1,407,586)	(418,100)	(206,200)	(82,134)	-	(6,522,277)	(2,630,879)	(266,139)	(2,897,018)
ENDING FUND BALANCE	1,601,328	439,002	-	790,628	420,781	4,443,815	5,166,036	(2,823)	1,043,555	19,314,099	78,569	290,240	368,810
TOTAL LIAB. & FUND BAL.	\$ 1,601,328	\$ 439,002	\$ -	\$ 790,628	\$ 420,781	\$ 4,466,363	\$ 5,166,036	\$ (0)	\$ 1,043,555	\$ 19,516,272	\$ 78,569	\$ 291,928	\$ 370,497

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2020

	401	402	403	407	408	410	411	412	420	TOTAL PROPRIETARY	TOTAL
	WATER OPERATING	SEWER OPERATING	SHORECREST RESERVE	UTILITY RESERVE	UTILITY REDEMPTION	SEWER CAP. CONST.	STORM SEWER OPERATING	SEWER CAPITAL	WATER CAP. ASSETS		
ASSETS											
CASH	\$ 508,473	\$ 634,717	\$ 51,463	\$ 163,216	\$ 40,020	\$ 1,813,946	\$ 385,748	\$ 312,100	\$ 994,536	\$ 4,904,218	\$ 11,005,201
INVESTMENTS	1,462,563	3,341,939	146,979	1,272,030	220,497	7,006,227	927,867	2,436,761	5,455,416	22,270,278	41,542,063
RECEIVABLES	242,328	880,250	3,505	-	-	1,896,971	259,330	-	-	3,082,384	4,977,146
FIXED ASSETS	16,339,688	47,072,021	-	-	-	1,024,096	2,277,798	932,876	935,982	68,582,460	68,582,460
OTHER	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	18,553,051	51,928,927	201,947	1,435,245	260,516	11,541,238	3,850,743	3,681,737	7,385,934	98,839,340	126,106,870
LIABILITIES											
CURRENT	140,479	200,997	-	-	1,973,599	2,457	34,170	927	502	2,353,130	3,011,244
LONG TERM	76,173	121,307	-	-	22,469,583	-	72,260	-	-	22,739,323	22,759,902
TOTAL LIABILITIES	216,652	322,304	-	-	24,443,182	2,457	106,430	927	502	25,092,453	25,771,147
FUND BALANCE:											
BEGINNING OF YEAR	18,121,701	51,394,384	184,115	1,426,466	(24,189,128)	10,301,002	3,469,736	3,175,110	6,411,469	70,294,855	92,108,425
Y-T-D REVENUES	2,488,727	5,522,833	19,585	8,779	2,373,286	1,894,911	1,159,051	658,483	1,405,169	15,530,824	44,940,139
Y-T-D EXPENDITURES	(2,274,029)	(5,310,594)	(1,753)	-	(2,366,824)	(657,132)	(894,473)	(152,783)	(431,205)	(12,078,793)	(36,712,841)
ENDING FUND BALANCE	18,336,400	51,606,623	201,947	1,435,245	(24,182,666)	11,538,782	3,744,313.52	3,680,810	7,385,432	73,746,887	100,335,724
TOTAL LIAB. & FUND BAL.	\$ 18,553,051	\$ 51,928,927	\$ 201,947	\$ 1,435,245	\$ 260,516	\$ 11,541,238	\$ 3,850,743	\$ 3,681,737	\$ 7,385,934	\$ 98,839,339	\$ 126,106,870

MINUTES
GIG HARBOR PARKS COMMISSION
Wednesday, December 2, 2020 – 5:30 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL

Present (via teleconference):

Mayor Kit Kuhn

Parks Commission Members: Chair Ben Coronado, Vice Chair Mary Barber, Louise Tieman, Sara McDaniel, Nicole Hicks, Ben Lieurance, Roger Henderson

Staff: Public Works Director Jeff Langhelm, Public Works Assistant Terri Garrison

MOTION: Move to allow Public Comment to each agenda item

Coronado / Barber – motion passed unanimously

APPROVAL OF MINUTES

Approval of November 4, 2020 Parks Commission Meeting Minutes

MOTION: Move to approve the November 4, 2020 Parks Commission Minutes

Barber / Tieman – motion passed unanimously

NEW BUSINESS

1. **Restoring Parks Name Discussion** – Mayor Kuhn provided some background on the proposal to restore some recognition to the Native Americans. In July, Mayor Kuhn brought forward to City Council his idea a restoring a name of something significant in Gig Harbor like a park back to the Native American name. An Ad Hoc group was created to look further into this idea.

Jennifer Keating of the Puyallup Tribe of Indians and Commissioner Tieman provided a presentation on the Twalwacut village site name restoration initiative in honor of the Gig Harbor Band of Puyallup. They provided historical locations where the sxwəbabš band of Puyallup lived in three connected Gig Harbor areas: Donkey Creek/Austin Estuary, Crescent Creek and Wollocheta. The Ad Hoc Committee's recommendation for restoring the name was at Austin Estuary, with Donkey Creek being a second choice out of respect for the lumber community/history, and thirdly Crescent Creek Park. The Parks Commission discussed the location choices and generally supported restoring the name at Austin Estuary but expressed concerns with honoring the Austin family.

Public Comment:

Katie Russell, 9210 149th Street NW, spoke in support storing the name of Twalwacut to Austin Estuary and suggested reaching out to the Austin family.

Paul Kadzik, 3518 Harborview Drive, former Councilmember, provided some history of the Austin name is in support of restoring the Twalwacut name and provided comments in support of the early history and for a plaque showing the history, and felt it is the perfect time and place for this.

Jason LaFontaine, 29727 3rd Ave S., Federal Way, the Program Manager for Native American Education Program for Peninsula School District. He supported the history and culture for students and strongly supports restoring the name to honor the past and educating the future residents.

Dennis Day, 4964 Admiral Street, felt Austin Estuary is the perfect site and would be a tourist draw and great economic opportunity.

Jill Neumeister, 4218 68th St Ct., provided written comments in support of restoring the name of a park to its original sxwəbabš name.

MOTION: Move to present the Restoring the Name Project at the next Parks Commission meeting on January 6th and have that serve as the public hearing for this project.

Tieman / Coronado – motion passed unanimously

PRESENTATION: Claire Martin, Leafline Trails Coalition Manager and Brianne Blackburn, Planner and Coordinator for Pierce County Parks provided a presentation on the Coalition's mission to connect trails and communities across central Puget Sound. They are seeking in-kind participation from surrounding agencies.

MOTION: Move to explore requesting membership and investigate how to join and provide what support we could.

Henderson / Coronado – motion was tabled

MOTION: Move to nominate Roger Henderson as our representative to the Leafline Trails Coalition to explore opportunities to work together.

Barber / Tieman – motion passed unanimously

Eric Guenther, Special Project Manager with PenMet Parks, gave an update on the Cushman Trail connection around their proposed new recreation center. Eric also suggested connecting with the Forever Green Trails group.

OLD BUSINESS

1. Parks Commission Work Plan – Public Works Committee Update – Public Works Director Langhelm provided an update on the proposed changes that the Public Works Committee recommended for the work plan. Next step is to provide the revised work plan to City Council on December 14, 2020 for adoption.

PARKS UPDATE REPORT – Public Works Director Jeff Langhelm provided an update on the status of current park projects/proposals. Photos of the finished Honoring Project art were shared

OLD BUSINESS

None

PUBLIC COMMENT

None

ADJOURN

MOTION: Move to adjourn at 7:46 p.m.

Tieman / Lieurance - Motion passed unanimously

MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, January 7, 2021 – 3:00 p.m.

Due to public health concerns, this meeting was held remotely.

CALL TO ORDER / ROLL CALL: Mayor Kuhn called the meeting to order and called roll. Those present: Councilmembers Abersold, Denson, Franich, Himes, Markley, Rodenberg and Woock.

Staff present: City Administrator Bob Larson, City Clerk Molly Towslee, Assistant City Clerk Josh Stecker, and City Attorney Daniel Kenny.

DISCUSSION ITEMS:

MRSC Presentation: City Forms of Government – MRSC Executive Director Tracy Burrows and MRSC Consultant Andrew Neiditz gave an overview of the different forms of city government. Council discussed the differences between Council-Mayor and Council-Manager forms of government.

EXECUTIVE SESSION:

Council went into Executive Session to discuss potential litigation per RCW 42.30.110(1)(i) for 30 minutes at 5:05 p.m. No action was expected to be taken after the executive session.

At 5:35 p.m. Molly Towslee announced that the Executive Session was being extended for 10 minutes. At 5:46 p.m. Molly Towslee announced that the Executive Session was being extended for 10 minutes. At 5:57 p.m. Molly Towslee announced that the Executive Session was being extended for 5 minutes.

Council returned to open session at 6:04 p.m.

ADJOURN: There was no further discussion and the meeting adjourned at 6:04 p.m.

MINUTES
Intergovernmental Affairs Committee Special Meeting
January 6, 2021 – 12:00 p.m.

Call to Order: Chair Robyn Denson called the meeting to order. Committee members Le Rodenberg and Tracie Markley were present at roll call; City Staff: City Administrator Bob Larson and Assistant City Clerk Joshua Stecker; Gordon Thomas Honeywell Lobbyists: Josh Weiss and Annika Vaughn.

Discussion Items:

1. **Review of 2021 Legislative Agenda with Rep. Michelle Caldier** – The committee presented the city's 2021 Legislative Agenda to Rep. Caldier. The committee discussed potential funding options for transportation and recreation projects. They also discussed issues related to affordable housing, the Growth Management Act and the Open Public Meetings Act.
2. **Legislative Session Processes and Procedures** – Josh Weiss and Annika Vaughn spoke about the process for tracking legislation during the upcoming session.

Adjourn: The meeting adjourned at 12:50 p.m.



Business of the City Council City of Gig Harbor, WA

Subject: Burnham Drive Phase 1 preliminary engineering – Professional Services Contract

Proposed Council Action: Authorize the Mayor to execute Amendment #1 to the Professional Services Contract with David Evans & Associates, Inc. for design and permitting of half-width roadway improvements and culvert replacement in an amount not to exceed \$524,345.00.

Dept. Origin: Public Works/Engineering

Prepared by: Marcos McGraw
Project Engineer *MPW*

For Agenda of: January 25, 2021

Exhibits: Professional Services Contract, Amendment #1
Exhibit A – Scope of Work and
Exhibit B – Schedule of Rates

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Public Works Director:

Approved by City Engineer:

Initial & Date

KK 1-19-21

Re 01/19/2021

By email 1-14-2021

DP 1/15/21

PD 1/15/21

TW 1/15/21

Expenditure Required	\$524,345.00	Amount Budgeted	\$3,233,000.00	Appropriation Required	\$0
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INFORMATION/BACKGROUND

City council approved a professional services contract with David Evans and Associates (DEA) to provide preliminary engineering services for improvements to the east side of Harborview Drive and Burnham Drive. These services consisted of investigation, studies, and exhibits for three roadway cross-section alternatives for improvements along one side of the street. City council, during the regular meeting on November 9, 2020, selected the preferred alternative as number 3 “combined-use path” with replacement of the failed culvert near 96th Street.

This amendment to the professional services contract directs DEA to proceed with design and permitting that are required to prepare plans, specifications, and estimates to advertise the work.

FISCAL CONSIDERATION

The project is included in the 2021 Budget, under the Street Division Capital Fund as objective 6 “Burnham Drive ½-width Roadway Improvements Phase 1A – Design and Permitting” and under the Storm Water Division Capital Fund as objective 4 “Burnham Dr. Culvert Replacement at 96th Street”. The budgeted amount is \$1,933,000.00 of local funds. Grant funding will be considered for completing the design and proceeding to construction in 2022. A budget summary is shown in the table below:

2021 Budget Street Division - Capital Objective 6 (HBZ)	\$1,933,000.00
2021 Budget Storm Water Division – Capital Objective 4	\$1,300,000.00
Project Expenses:	
David Evans & Associates, Inc. – amendment #1	(\$524,345.00)
Total Remaining Budget:	\$ 2,708,655.00

BOARD OR COMMITTEE RECOMMENDATION

City staff presented this project to the members of city council during a study session on August 27, 2020 and again on October 28, 2020. It was also presented to the Public Works Committee on September 15, 2020.

RECOMMENDATION/MOTION

Authorize the Mayor to execute Amendment #1 to the Professional Services Contract with David Evans & Associates, Inc. for design and permitting of half-width roadway improvements and culvert replacement in an amount not to exceed \$524,345.00.

**FIRST AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
DAVID EVANS AND ASSOCIATES**

THIS FIRST AMENDMENT is made to that certain Professional Services Contract dated April 16, 2020 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and David Evans and Associates, a Corporation organized under the laws of the State of Washington (hereafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the Burnham Drive Improvements Phase 1 Project 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 five hundred twenty four thousand three hundred forty five dollars and zero cents (\$524,345.00), as shown in **Exhibit B**, attached to this Amendment and incorporated herein.

3. Duration of Work. Section 3 of the Agreement is amended to extend the duration of this Agreement to March 1, 2022.

[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 Amendment on this _____ day of _____, 20__.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



City of Gig Harbor

Burnham Drive Improvements Phase 1 CSP2003- Design Services

EXHIBIT A – Amendment #1 SCOPE OF WORK

Prepared for
City of Gig Harbor

Prepared by
David Evans and Associates, Inc.

2106 Pacific Ave, Suite 400
Tacoma, WA 98402
Project COGH0000-0062

January 6th, 2021

CITY OF GIG HARBOR

EXHIBIT A---SCOPE OF SERVICES

For

Preliminary Engineering, Permitting Final Design, and Estimates

Burnham Drive Improvements Phase 1

Amendment 1

This Scope of Services is for David Evans and Associates, Inc. (DEA) to assist the City of Gig Harbor (CITY) with preliminary design, permitting, final design and bid support for the Burnham Drive Phase 1 Project along Burnham Drive (between 96th Street and Eagles Hall).

The project will involve the design of multi-use pedestrian path north of Fraternal order of Eagles Property(4425 Burnham Drive) to south of 96th Street resulting in approximately 1300-foot-long path. The project also consists of replacing an existing culvert near 96th Street with a new fish passable structure.

The project will be designed in accordance with City of Gig Harbor's 2018 Public Works Standards, current American Association of State and Highway Transportation Officials (AASHTO) green book, WSDOT Standard Plans (most current version) and the 2022 Standard Specifications for Road, Bridge, and Municipal Construction. The stormwater improvements will be designed in accordance with Gig Harbor's 2016 Stormwater Management and Site Development Manual.

GENERAL ASSUMPTIONS

This Scope of Services is based on the following assumptions:

1. The budget for the Scope of Services is based on a project schedule of sixteen (16) months, with and anticipate bid by early spring 2022, to allow for construction during the summer fish window in 2022.
2. DEA and the CITY will hold one-hour conference call long progress and coordination meetings at each design milestones of 30%, 60%, 90% & bid ready.
3. Estimates will include 2 bid schedules consisting of shared use path and culvert.
4. Any soil samples collected will be returned to the project site after testing. Off-site disposal of contaminated soil samples is not included in this scope of services. All soil samples collected will be retained by the consultant for a minimum of 12 months.
5. It is assumed no franchise utility design is included in the project.
6. Scope and fee for ROW acquisition services are excluded.
7. City will obtain Right of Entry permits from up to 8 property Owners.
8. No Title Reports will be obtained.

9. All milestone deliverables will be provided in a PDF Format. All final deliverables will also be provided in native file format (ie: excel, word, AutoCad/Civil 3D, etc.). Upon request from the CITY native file formats will be provided to the CITY at any Milestone Submittal.
10. All services will be provided based on the standard of care consistent with similar professionals providing similar services under similar conditions.

TASK 1A &1B(50/50 Split Culvert/Roadway) - PROJECT MANAGEMENT

For this project task, DEA will:

1. Project Manager (PM) and 1 task lead will attend up to 5 one-hour long conference call project meetings. Meetings will be held approximately at milestones to discuss project issues, obtain project decisions from the CITY, or jointly develop project criteria for the development of the project;
2. Prepare and submit monthly invoices to the CITY and perform project administrative duties to coordinate and document work performed. The invoices will be broken into subsections that follow the tasks identified in this Scope of Services and will show the hours of work used for each task for the billing period and the individuals who worked on the project. The invoices will show mileage, postage, reprographic, and other expenses associated with the project;
3. A progress report will be submitted with each monthly tasks completed and tasks to be completed the following month;
4. Provide project management, administration, and supervision for the project to coordinate, document, and progress the work in conformance with the scope, schedule and budget;
5. Allow up to 8 hours for Design Staff to visit the project site to evaluate whether design concepts can practically be implemented in the field;
6. Provide internal QA/QC review throughout the project duration;
7. DEA will act as an extension of CITY staff and be available to represent the CITY as requested.
8. DEA will assist the City in development of Grant Applications.

Task Deliverables:

Meeting summaries.

Monthly invoices.

Monthly progress reports.

TASK 2A (Culvert) –SURVEY

For this project task, DEA will:

1. Expand on the previously completed topographic mapping to include areas needed by DEA for further design purposes. Add the mapping to the existing Civil 3D base map and update the DTM. The expanded mapping areas include:
 - a. An additional 75-feet beyond each end of the 24-inch culvert along the centerline of the creek. Mapping to extend 10-feet beyond the top of creek bank.
2. Survey wetland flags to be placed along the creek at the ordinary highwater mark on both sides of the roadway, and along the edges of two other wetlands. Wetland flags and perimeters will be added to the existing topographic base map.
3. Additional survey for ROW plans and/or property rights and acquisitions will be completed as additional work.

TASK 2B (Roadway) –SURVEY

For this project task, DEA will:

1. Expand on the previously completed topographic mapping to include areas needed by DEA for further design purposes. Add the mapping to the existing Civil 3D base map and update the DTM. The expanded mapping areas include:
 - a. An additional 20-foot strip beyond the easterly right-of way from the south line of Tax Parcel 022106-1050 to the existing driveway on Tax Parcel 022106-1093;
 - b. An additional 20-foot strip beyond the easterly right-of way along the frontage of Tax Parcel 022106-1094;
2. Calculate the parcel boundaries for Tax Parcels: 022106-2006, 022106-2070, 022106-1094, and 022106-1050. Title reports are not being ordered at this phase, and further refinement of parcel boundaries may be required when/if acquisitions and title reports are needed.
3. Additional survey for ROW plans and/or property rights and acquisitions will be completed as additional work.

TASK 3–GEOTECHNICAL (see breakdown on HWA fee sheet for culvert and roadway)

For the Preliminary Engineering and Final Design Phases phases HWA will complete the following

HWA will provide geotechnical engineering support services through final design of the Burnham Drive Phase 1. The project is divided into two main tasks consisting of design for the “Shared-Use Path” and the “Burnham Drive Culvert Replacement near 96th Street”. This work will incorporate the site explorations and preliminary recommendations provided by HWA in the Draft Preliminary Geotechnical Report for Phase 1 of the project. HWA understands that the preliminary and final design for the project will extend from approximate STA 51+00 northward,

and does not include design for improvements along Harborview Drive. HWA will complete a field exploration program to measure the infiltration rates for the site soils along the eastern side of Burnham Drive for use in stormwater management design for the Share-Use Path. HWA will perform analyses and provide recommendations for the project components including retaining walls along the east side of the shared use path and the proposed culvert to be replaced at the north end of the project. Geotechnical engineering support for design for the shared-use path will include evaluating and providing recommendations for walls needed to raise site grades and for using infiltration in LID design. Geotechnical design for the culvert will include evaluating and providing recommendations for foundations, lateral earth pressures for permanent and temporary walls, temporary shoring options, and options for protecting the sewer line at the west end of the culvert. Design recommendations for the improvements will be incorporated into draft and final Geotechnical Reports. HWA will also review the 60%, 90%, and 100% design submittals. This work will include the following subtasks:

Task 3.1

HWA will perform the following tasks associate with the proposed Shared-Use Path.

1. Review selected alternative from alternatives evaluation phase and identify locations for infiltration testing.
2. Perform site reconnaissance and mark utility locates.
3. Prepare Site and Exploration Plan with Shoulder Closure for testing on the east shoulder of the road.
4. Prepare Site Health and Safety Plan for the proposed field work.
5. Conduct explorations consisting of four (4) EPA Percolation tests at approximately 300-foot intervals. Tests will be performed within hand auger boring holes set at depths of 2 to 3 feet below existing site grades.
6. Prepare summary logs and assign laboratory testing.
7. Perform hydrogeologic analyses to evaluate design infiltration rates.
8. Finalize design parameters and recommendations for proposed walls to raise site grades.
 - a. Provide bearing capacity, and lateral earth pressures
 - b. Drainage and impacts of a pervious pathway surface behind the walls.
9. Provide recommendations for integrating infiltration and/or recharge beds into LID design based on design infiltration rates at the site.
10. Prepare draft geotechnical report summarizing explorations completed to date for the project and our recommendations for design of the project (to be combined with the report from Burnham Drive culvert task).
11. Provide consultation for implementing geotechnical recommendations into the design, including retaining wall design.
12. Finalize the geotechnical design report which summarizes and supports the options selected for walls, and infiltration design and construction considerations, for inclusion with the project contract documents.
13. Review and comment on the geotechnical aspects of the 60%, 90%, and 100% submittals.
14. Participate in up to two (2) project coordination meeting via teleconference.
15. Correspond with the design team regarding project issues, deadlines, invoices, deliverables. Progress reports will be prepared with each monthly invoice, if requested.

Task 3.2 Burnham Drive Culvert Replacement near 96th Street

HWA will perform the following tasks associate with the proposed culvert replacement.

1. Finalize analyses for bridge, culvert and wing wall design based on final geometry of the bridge, culvert and wing walls.
 - a. Parameters for spread footing design: bearing capacity, resistance to sliding
 - b. Earth pressures for design of culvert walls and wing walls.
 - c. Considerations for design for post-liquefaction condition, depending on elevation of base of wing walls.
2. Evaluation of methods for protecting the sewer line at the west end of the culvert alignment. This includes evaluation of two possible methods. Current understanding is one option includes installing a new pipe with protective steel casing, or a concrete slab supported on piles would be installed to span over the pipe. Evaluation of accommodation of the water line will also be considered. Existing abandoned sanitary will also be considered in the design.
3. Provide lateral earth pressure diagrams for temporary shoring and present considerations for installation of temporary shoring
4. Prepare draft geotechnical report summarizing explorations completed to date for the project and our recommendations for design of the project (to be combined with the report from Shared-Use Path task).
5. Provide consultation for implementing geotechnical recommendations into the design.
6. Finalize the geotechnical design report which summarizes and supports the options selected for culvert, walls, and construction considerations, for inclusion with the project contract documents.
7. Review and comment on the geotechnical aspects of the 60%, 90%, and 100% submittals.
8. Participate in up to two (2) project coordination meeting via teleconference.
9. Correspond with the design team regarding project issues, deadlines, invoices, deliverables. Progress reports will be prepared with each monthly invoice, if requested.

Assumptions:

1. The two tasks will be completed together, and one draft and one final geotechnical report will be prepared that incorporates recommendations for both tasks.
2. Permits for street use during the subsurface explorations will be provided at no cost to HWA.
3. No contaminated materials testing is assumed. In the event contaminated soils appear to be present, HWA will collect samples and contact the Owner/Designer for directions.
4. Infiltration rates can be obtained using the EPA Percolation test for providing design infiltration rates for the soils at the site per the 2016 Gig Harbor Stormwater and Site Development Manual.
5. EPA Percolation tests will be performed between December 1 and April 30.
6. EPA Percolation tests can be performed in the shoulder adjacent to the roadway and will not require flaggers for traffic control.
7. Subsurface information from existing boring is sufficient to allow HWA to provide the appropriate recommendations.

Deliverables:

Site and Exploration Plan
Site Health and Safety Plan
Draft and Final Geotechnical Report
Comments on Review of PS&E Tasks

TASK 4 – FEASIBILITY/CONCEPTUAL ENGINEERING (ROADWAY AND STORMWATER) (completed as part of previous phase)

TASK 5(Culvert)–ENVIRONMENTAL

Biological Assessment and Essential Fish Habitat Evaluation

The CONSULTANT (DEA) shall prepare a Biological Assessment addressing selected species listed as threatened or endangered in the action area under Section 7 of the Endangered Species Act (ESA). The CONSULTANT (DEA) will also prepare an Essential Fish Habitat (EFH) evaluation for the proposed project in compliance with the Magnuson-Stevens Act. This work will include obtaining species lists from agency websites, requesting site-specific species and habitat information from the Washington State Department of Fish and Wildlife (WDFW) priority habitats and species database, and reviewing information from the Washington Natural Heritage Program. The CONSULTANT (DEA) will first prepare a draft Biological Assessment and EFH Evaluation for review and comment by the AGENCY, and then a final document.

Assumptions:

- Due to the location of the project site within a built environment, ESA compliance will not likely require formal consultation with NOAA and USFWS.
- Up to two rounds of review may be required.

Deliverables:

- Draft Biological Assessment and EFH Evaluation for CITY review (PDF electronic copy).
- Final Biological Assessment and EFH Evaluation for UFWS/NMFS review (PDF electronic copy).

Critical Areas Report

The CONSULTANT (DEA) shall prepare a Critical Areas Report(CAR) addressing wetlands, streams, and fish and wildlife habitat conservation areas that are present in the project study area. The CONSULTANT (DEA) will conduct a wetland and stream delineation along the project study corridor to identify and classify critical areas. Features will be flagged in the field with surveyor flagging and mapped with mobile handheld GPS. Flagging will subsequently be mapped by a civil survey team for incorporation into project design plans. Field work will include flagging the ordinary high water mark (OHWM) of the tributary to North Creek located near the northern project terminus for approximately 50 feet upstream and downstream, which is assumed to be adequate for permitting agencies. Existing conditions of wetlands, streams, and fish and wildlife conservation areas will be summarized in a Draft CAR. The report will include rating any delineated wetlands according to Ecology's Wetland Rating System for Western Washington. Other City-designated critical areas, including floodplains and critical aquifer recharge areas, will be described based on publicly available data only. The CAR will include an assessment of proposed project impacts, as well as preparation of preliminary and final mitigation plans, if required.

Assumptions:

- Field work will be limited to the north/east side of Burnham Drive, except at the location of the tributary to North Creek, where delineation will occur on both sides of the road;

- Up to two rounds of review of the CAR may be required;
- Field work will be conducted by two biologists in one day.

Deliverables:

- Draft CAR CITY review (PDF electronic copy).
- Final CAR (PDF electronic copy)

SEPA Environmental Documentation

The CONSULTANT (DEA) shall prepare a SEPA Checklist for the PROJECT in pursuit of a Determination of Non-Significance (DNS). Supporting data and information will be utilized from a site visit, project design plans, the CAR, existing aerial photographs, site photographs, King County GIS data, the City of Redmond Comprehensive Plan, and online databases. The CONSULTANT shall prepare a right-sized hazardous materials evaluation for SEPA.

Assumptions:

- The hazardous materials evaluation shall be based solely on desktop data; no new information will be collected.
- The City will be the SEPA Lead Agency.
- Up to two rounds of CITY review may be required.
- A SEPA Determination of Non-Significance (DNS) or Mitigated Determination of Non-Significance (MDNS) will be issued for the PROJECT.

Deliverables:

- Draft SEPA Checklist.
- Final SEPA Checklist.

Environmental Permitting

The CONSULTANT will prepare applications for the following environmental permits:

- Section 404 Clean Water Act (CWA) Nationwide Permit
- CWA Section 401 Certification
- Coastal Zone Management Certification
- Hydraulic Project Approval (HPA)
- Critical Areas Permit
- NPDES Construction Stormwater General Permit Notice of Intent (NOI) and Public Notice.
- Grade and Fill Permit or other similar City permit

The CONSULTANT has estimated the level of effort for preparing permit applications and consulting with the agencies through the permit process. However, the level of effort may vary from this estimate due to agency requests for additional information or

changes in design requiring additional coordination. If additional effort is required, additional SOW/Fee will be negotiated as part of Management Reserve Fee.

Section 404 CWA Nationwide Permit

The CONSULTANT will prepare a Joint Aquatic Resource Permits Application (JARPA) for submittal to the Corps for the CWA Section 404 permit. The CONSULTANT has assumed a permit from the USACE will be required and that the project will qualify for a nationwide permit. The JARPA will be submitted along with the Critical Areas Report, BA, and project design drawings. The CONSULTANT will circulate the JARPA to the CITY for review prior to submitting it to the USACE. CONSULTANT will prepare JARPA exhibits based on design plans available at the time of application preparation.

Section 401 Certification

The CONSULTANT will coordinate with the Washington State Department of Ecology (Ecology) to obtain a CWA Section 401 Water Quality Certification. The JARPA will also be submitted to Ecology in order to comply with the state water quality standards. For most wetland and stream mitigations, the project must demonstrate consistency with Ecology's Stormwater Manual or its approved equivalent. If the water body is also included on Ecology's 303(d) list, then the project must also demonstrate that it will not contribute to any further exceedance of the listed parameters.

Coastal Zone Management Certification

The CONSULTANT will prepare and submit a Coastal Zone Management (CZM) certification form with the JARPA to the Corps and to Ecology, to comply with the CZM Act.

Hydraulic Project Approval

The CONSULTANT will submit the JARPA to the WDFW for review under the Hydraulic Project Approval (HPA) process. The JARPA will be submitted with complete site plans, as required by WAC Chapter 220-110. The CONSULTANT will meet up to two (2) times with WDFW biologists to review the JARPA and design plans. The SEPA determination will need to have been issued prior to applying to WDFW for the HPA. Application will be submitted electronically on WDFW APPS program.

Critical Areas Permit

The CONSULTANT will prepare and submit the JARPA with the Critical Areas Permit Application and the Critical Areas Study to the CITY Development Services Department to obtain a Critical Areas Permit (CAP).

Clear and Grade (or other construction) Permit

The CONSULTANT will prepare one construction permit application for this project, using work products completed under other tasks, such as design plans.

NPDES Construction Stormwater General Permit

The CONSULTANT will prepare the NOI form, the public notice, and supporting documentation for submittal to Ecology, including plan sheets and associated notes and text. CONSULTANT will submit the NOI with public notice to Ecology 60 to 90 days prior to the expected construction start date. The CITY will publish the public notice twice in a local newspaper, seven (7) days apart, consistent with the NPDES permit requirements. The CITY will transfer the Stormwater Construction General Permit to the Contractor when construction begins.

Assumptions:

- If the NOI submittal date falls outside of the CONSULTANT contract time a supplemental will be required to complete this work.
- JARPA exhibits will meet Corps standards and will not exceed 10 pages in length.
- CITY will be responsible for all permit fees.

Deliverables:

- Draft JARPA (for City review) including exhibits
- Final JARPA (for submittal to agencies)
- Draft CZM form (for City review)
- Final CZM form (for submittal with the JARPA to Corps and Ecology)
- Draft CA permit (for City review)
- Final CA permit (for City review)
- Draft Clear and Grade (or other construction) permit (for City review)
- Final Clear and Grade (or other construction) permit (for City review)
- Draft NPDES Public Notice and NOI (for City review)
- Final NPDES Public Notice and NOI (for CONSULTANT to submit to Ecology and for City to publish)

TASK 6(Roadway)–PUBLIC OUTREACH/COUNCIL REVIEW

For this project task, DEA will as requested by the city:

1. Coordinate with City to develop a package to provide to the council during Final Design. Package will include update graphics and cost estimate
2. Support the city in one Public Outreach Meeting either on-line or person.

Task Deliverables:

Council Package
Public Outreach Graphics

TASK 7-ROW ASSESSMENT AND FEASIBILITY (50/50 Split)

For this project task, DEA will:

Parcel ROW Impacts Identification

Based upon preliminary design documents, DEA will identify impacts to parcels for permanent or temporary impacts. ROW plans or ROW cost estimates will not be developed. The development of 4(2 Culvert and 2 Roadway) TCE Parcel maps will be included. Additional ROW plan development will be considered as extra work.

TASK 8—ROW AQUITION

No ROW Acquisitions services are included in the Scope of work. ROW acquisitions services will be as considered extra work.

TASK 9A (Culvert)—PRELIMINARY ENGINEERING

For this project task, DEA will provide the following work for the preferred roadway cross section, stormwater improvements and culvert crossing alternative:

1. It is assumed the creek crossing structure selected is prefabricated structure (box, pipe, arch, or prefabricated bridge) and scope assumes substructure(foundation) design only. The geometry of the prefabricated structure geometry will be laid out, however, actual structural calculations for a prefabricated structure will be provided by supplier, which is typical for a prefabricated structure. Based upon a TYPE, SIZE, LOCATION, a bridge on piles may be a more cost-effective solution to eliminate the need to relocate the existing sewer line. Additional bridge design effort can be authorized under the management reserve funds.
2. Conduct Creek Hydrology and Hydraulic Analysis
 - Conduct a site visit to determine bankfull width, streambed gravel gradation, and general site conditions.
 - Determine annual peak return period flow values
 - Develop a hydraulic model of existing and proposed conditions
 - Determine the 100-year water surface elevation and available freeboard
 - Conduct a zero-rise analysis of the proposed structure
 - Determine scour depths for the proposed structure
3. Develop a TSL (Type, Size, Location) Report for Creek Structure based upon hydraulic analysis and identification of environmental constraints
4. Finalize environmental permitting requirements.
5. Prepare 30% design plans for the preferred alignment, including the following sheets:
 - a. Fish Passage Culvert/Structure plans (assumes to 4-8 sheets)
 - b. Culvert/Structure Staging and Temporary Traffic Control plans (assumes up to 8 sheets)
 - c. Creek channel alignment and cross-section plans (assumes shown on roadway plans/details)
 - d. Mitigation design and details (assumes up to 5 sheets)

- e. Sanitary Sewer and Water Line Relocations Plans at Creek Crossing (assume 4 sheets)
6. Prepare the following reports:
 - a. Fish Passage Design Report
 - b. Structure TSL Report
7. Prepare a 30% cost estimate inclusive of all estimated design, permitting, construction, environmental and right of way procurement cost estimates.
8. Submit 30% plans to the CITY for review and comment.

TASK 9B (Roadway)–PRELIMINARY ENGINEERING

For this project task, DEA will provide the following work for the preferred roadway cross section, stormwater improvements and culvert crossing alternative:

1. This task assumes there is a one (1) selected alternative of 10' wide multi-use path for roadway cross-section/alignment).
2. Refine the roadway cross-section based on the environmental, right-of-way assessments and CITY input.
3. Finalize environmental permitting requirements.
4. Identify right-of-way impacts for the preferred cross-section.
5. Prepare Sight Distance Triangle at each Driveway
6. Prepare 30% design plans for the preferred alignment, including the following sheets:
 - a. Roadway Plan, Profile, and Typical Sections/Details (assumes 4-8 sheets)
 - b. Drainage (assumes drainage layout will be shown on roadway plans)
 - c. Retaining wall plans (assumes up to 5 sheets)
 - d. Channelization/Signing plans and Details (assumes up to 8 sheets)
 - e. Illumination design (assumes Illumination sheets are included as part of Channelization/Signing Sheets, Illumination will be LED)
 - f. Landscape design and details (assumes up to 7 sheets)
 - g. Irrigation design and details (assumes up to 7 sheets)
7. Prepare the following reports:
 - a. Draft Design Report which will establish basic design criteria that will be used for the development of the project plans.
 - b. Draft Drainage Report. The Drainage Report will meet the requirements of the Gig Harbor Stormwater Design Manual.
8. Prepare AGI light level outputs to establish streetlight layout.
9. Utility Coordination – CONSULTANTS PM and Utility Lead will attend up four (4) One (1)-hour meetings with Franchise utilities to coordinate 30% Design.
10. Prepare a 30% cost estimate inclusive of all estimated design, permitting, construction, environmental and right of way procurement cost estimates.

11. Submit 30% plans to the CITY for review and comment.

Task 9A & B Deliverables:

- 30% Plans
- Creek Hydrology and Hydraulic Analysis Report
- Structure TSL Report
- Draft Design Report
- Draft Drainage Report
- AGI Light Levels Output
- 30% Cost Estimate

TASK 10A (Culvert)–PLANS, SPECIFICATIONS, ESTIMATES (60%)

For this project task, DEA will:

DEA will develop 60% plans, specifications and estimate for the project and submit to the CITY for review. DEA will meet with the CITY and participate in a 30% design review coordination meeting to respond to CITY questions and comments. The following project plans will be developed:

1. Develop Culvert/Structure Replacement Plans (approximately 4-8 sheets)
 - a. Provide Culvert/Structure Staging Plans (approximately 4 sheets)
2. Develop Landscape Plans and Details
 - a. Develop Wetland/Creek Mitigation Landscape Plans and Details (approximately 4 Sheets)
3. Sanitary Sewer Main and Water Main Relocation for Culvert.
 - a. Assumptions:
 - i. No Utilities relocation sheets will be incorporated into the design package, except for City's Sanitary Sewer Main and Water Main
4. Project specifications and special provisions will be developed for the project based upon 2022 Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge, and Municipal Construction and WSDOT Standard Plans will be used for the project. The project specifications will be prepared using the City's Specifications Template, incorporating all applicable GSP's and current specification updates.
5. Revise the project plans in response to CITY comments at the 30% development stage;
6. Prepare a 60% cost estimate.

TASK 10B (Roadway)–PLANS, SPECIFICATIONS, ESTIMATES (60%)

For this project task, DEA will:

DEA will develop 60% plans, specifications and estimate for the project and submit to the CITY for review. DEA will meet with the CITY and participate in a 30% design review coordination meeting to respond to CITY questions and comments. The following project plans will be developed:

1. Develop cover sheet, sheet index, legend, vicinity and location maps and project survey control maps (approximately 4 sheets)
2. Develop summary of quantities sheet (approximately 1 sheet);
3. Develop roadway cross sections at 25-foot intervals (3 sheets);
4. Develop site preparation and demolition plans/details (4-8 sheets);
5. Develop roadway plan and profile sheets, Typical Sections/Details, assumes no roadway profiles for streets adjacent to Burnham. Details incl ADA/Bicycle complainant transitions to multi-use path. (6-8 sheets)
6. Develop driveway plan, profiles and details for up to 6 driveways. All other adjacent driveways layouts will be shown on roadway plan sheets with typical driveway detail (1 sheets);
7. Develop Stormwater Plan, Profile, and Detail Sheets (all drainage layout shown within roadway sheets). Revise Stormwater Report if needed to account for 30% Comments.
8. Develop Temporary Traffic Control Plans (approximately 4 sheets)
9. Develop striping, signage, and Illumination plans and details (approximately 10 sheets)
10. Develop Retaining Wall Plan and Profile Sheets (approximately 5 sheets)
11. Illumination (assumes illumination plans are part of channelization/signing plans)
 - a. Calculate light levels per CITY standards and provide calculations to the CITY
 - b. Coordinate with Peninsula Light for service connection location(s)
12. Develop Landscape Plans and Details
 - b. Develop Landscape and Irrigation Plans and details for planting strip/area along east side of roadway (approximately 6 sheets)
 - c. All other areas will receive hydroseed and areas will be identified in TESC Plans.
13. Utility Coordination and Incorporation of Franchise Utility Furnished Design
 - b. Send utility companies design information electronically two times;
 - c. Meet two times with utility company representative(s) to review project plans, specifications and details and coordinate their work with the overall project utility plans;
 - d. Coordinate utility relocation work with project design. Incorporate utility work into the project specifications and Contract working days;
 - e. Assumptions:
 - ii. Up to 5 Utility Companies (Utilities) will be coordinated with;
 - iii. The Utilities will cooperate and coordinate their work with DEA. It assumes that the Utilities will respond to all DEA questions and issues within five working days for schedule purposes, design schedule will be coordinate with

- City if Utilities delays affect overall project schedule; Utilities will be coordinated with to move in 2022.
- iv. The Utilities will provide all plan information to DEA in AutoCAD format;
 - v. The Utilities will provide all specifications to DEA in Word format;
 - vi. The Utilities will provide current quantity and cost information to DEA in Excel format; and
 - vii. Utilities have coordinated their work with eachother and their designs are compatible with one another.
14. Project specifications and special provisions will be developed for the project based upon 2022 Washington State Department of Transportation (WSDOT) Standard Specifications for Road, Bridge, and Municipal Construction and WSDOT Standard Plans will be used for the project. The project specifications will be prepared using the City's Specifications Template, incorporating all applicable GSP's and current specification updates.
 15. Revise the project plans in response to CITY comments at the 30% development stage;
 16. Prepare a 60% cost estimate.

For this work DEA will prepare approximately 65 plan sheets. The 60% Plans, Specifications, and Estimate will be provided as PDF copies. At CITY request, DEA will produce four (4) hardcopies of each.

Task 10 A & B Deliverables:

60% Plans, Specifications, Estimate

Final Design Report

Final Drainage Report

TASK 11 A&B (50/50 Split Culvert & Roadway)–PLANS, SPECIFICATIONS, ESTIMATES (90%)

For this project task, DEA will:

Based upon CITY comments, revise the 60% plans, specifications and estimate to 90% level. It is assumed no new plan sheets will be included, except for TESC sheets.

1. Develop temporary erosion and sedimentation control plans and TESC details for the project as part of the Site Preparation/Demo Plans.
2. Prepare a 90% cost estimate for the project.

Task Deliverables:

90% Plans, Specifications and Estimate

TESC Plans and Details

For this work DEA will prepare 65 plan sheets. 90% Plans, Specifications, and Estimate will be provided as PDF copies. At CITY request, DEA will produce four (4) hardcopies of each.

TASK 12 A & B (50/50 Split Culvert & Roadway)–BID READY PSE

For this project task, DEA will:

Based upon CITY Comments, revise the 90% plans, specifications, to stamped and signed bid ready set. It is assumed no new plan sheets will be provided.

1. Revise Plans and Specifications to address 90% review comments.
2. Prepare Engineer's Estimate of Contractor's Probable Bid Cost.
3. Prepare Bid Proposal, at City's request

Task Deliverables:

- Bid Ready Stamped/Signed Plans and Specifications.
- Stamped/Signed Calculations
- TESC Plans and Details

For this work DEA will prepare approximately 55-65 plan sheets. Bid ready plans, specifications, and estimates will be provided as PDF copies. DEA shall provide the CITY with electronic AutoCAD 2016 drawing files including base map topography as well as one set of hard copy full-sized, signed plans.

TASK 13 A & B (50/50 Split Culvert & Roadway)–BID SUPPORT

For this project task, DEA will:

This phase of work includes assistance with advertisement of the project for the public bidding process and issues related to the project prior to bid opening. DEA will provide the CITY with assistance for the advertisement and bidding process. DEA will prepare up to four addenda to the contract documents prior to bid opening, assist the CITY with the bid acceptance process and assist the CITY with evaluating the award of the project to a qualified bidder.

It is understood that the CITY will advertise the project and post the bid documents to a plan center. The CITY will also send out addendums and all other applicable correspondence to potential bidders and maintain a record of all distributions to potential bidders.

For this project task, DEA will:

1. Provide the CITY with advertisement and bidding assistance;
2. Prepare up to four contract addenda; and

Assist the CITY with the bid acceptance process and evaluating bid submittals.

EXTRA WORK

DEA has the resources available to perform additional services in connection with the project at the request of the CITY. No extra work will begin until directed by the CITY and contract scope and budget amendment is executed.

SUBCONSULTANT SERVICES

DEA will enter into subconsultant contracts, once each subconsultant is approved by the CITY, with the following firms for the purpose of performing tasks required for this scope of services.

HWA GeoSciences, Inc. – Geotechnical services
APA- Potholes (up to 4)

EXCLUSIONS

The following work tasks are not included in this Scope of Work, but may be added by the CITY on future phases:

1. Negotiations with impacted utilities for utility replacement work or related work tasks.
2. Restoration or landscape plans for private property adjacent to the project, except as described herein.

SERVICES PROVIDED BY THE CITY

The CITY will:

1. Provide all available plans, studies, reports, or other pertinent existing documents.
2. Provide current design standards and criteria in published form and in electronic format.
3. Provide all CITY standards details in electronic format compatible with AutoCAD 2016.
4. Provide current storm drainage standards and criteria in published form and in electronic format if needed by DEA.
5. Provide DEA with applicable utility permit and franchise information as needed to facilitate this project.
6. CITY will lead the Utility Coordination.
7. Coordinate all transactions and communications with regulatory agencies and other local agencies.
8. Up to 8 private property restorations will be included in the design documents by DEA that will generally consist of driveway restoration and minor landscaping (hydro-seed). City will be responsible for more extensive restoration requirements.
9. Review all submittals made to the CITY within 14 working days.

REIMBURSABLES

1. Fees payable to various agencies for copies of legal documents obtained during the research phase of the project.
2. Fees for reprographics, postage, and express mailing.
3. Mileage.
4. Bridge tolls.
5. Potholes

PROJECT COMPLETION

Work on this project shall begin upon receipt of Notice to Proceed and shall be complete no later than May 2022 unless DEA encounters delays beyond its reasonable control.

Exhibit B

Culvert Cost Breakdown	
DEA Fee(Tasks 1A,2A,5,7,9A,10A11A,12A,13A)	\$245,051
HWA	\$24,429
Direct Expenses	\$3,500
MGMT Reserve	\$12,500
Total Culvert Cost	\$285,480

Roadway Cost Breakdown	
DEA Fee(Tasks 1b,2b,3,6,7,9B,10B11B,12B,13B)	\$198,436
HWA	\$24,429
Direct Expenses	\$3,500
MGMT Reserve	\$12,500
Total Roadway Cost	\$238,865

Total Cost Check	\$524,345
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FEE ESTIMATES
City of Gig Harbor
Burnham Drive & Harborview Drive Improvements
CSP2003-Design Services

David Evans and Associates, Inc.

	Classification	Hrs.	x	Negotiated Rate	=	Cost
1	QA/QC	10		\$ 320.25		\$3,203
2	Project Manager (PJMR)	211		\$ 228.75		\$48,266
3	Engineer V	133		\$ 199.01		\$26,469
4	Engineer IV	440		\$ 185.29		\$81,527
5	Designer I	788		\$ 126.58		\$99,741
6	Sr. Bridge Engineer	192		\$ 179.65		\$34,492
7	Graphics Designer	24		\$ 132.68		\$3,184
8	Landscape Architect	98		\$ 178.43		\$17,486
9	Landscape Designer	221		\$ 122.61		\$27,097
10	Survey Manager	9		\$ 257.73		\$2,320
11	Field Survey Manager	14		\$ 150.98		\$2,114
12	Survey Party Chief	36		\$ 141.83		\$5,106
13	Survey Technician V	24		\$ 141.52		\$3,396
14	Survey Technician III/IV (SVT3/4)	42		\$ 111.33		\$4,676
15	Survey Instrument	24		\$ 85.40		\$2,050
16	Hydrographic/Hydraulic Engineer	144		\$ 169.64		\$24,428
17	Sr. Biologist	90		\$ 131.94		\$11,875
18	Environmental Planner	108		\$ 173.09		\$18,693
19	Environmental Planner	103		\$ 169.64		\$17,473
20	GIS Analyst	14		\$ 135.08		\$1,891
21	Editor/Formatting	20		\$ 109.95		\$2,199
22	Account Manager	20		\$ 129.63		\$2,593
23	Admin/Project Coordinator	32		\$ 100.35		\$3,211

Total Hrs. 2797

Salary Cost \$ **443,488**

Salary Escalation Cost (estimated)

Escalation - % of Labor Cost 0% per year @ 0 year(s) \$0

Total Salary Cost \$ **443,488**

Direct Expenses

Reproduction, Printing, Postage, Express Delivery Costs \$2,000
Mileage \$5,000

Subtotal \$ **7,000**

David Evans and Associates Total \$ **450,488**

Subconsultants

	UDBE	\$ Total
HWA Geosciences	Yes	\$ 48,857
Subconsultant Total		\$ 48,857

Direct Expenses Sub-Total (including Subconsultants) \$ **55,857**

Total Costs \$ **499,345**

Management Reserve Fund \$ **25,000**

Total Costs with Management Reserve Fund \$ **524,345**

Anticipated UDBE Percentage 9%

Note: Ott-Sakai is included for potential future work.

FEE ESTIMATES
City of Gig Harbor
Burnham Drive & Harborview Drive Improvements
CSP2003-Design Services

David Evans and Associates, Inc.

Work Element #	Work Element	QA/QC	Project Manager (P-JMR)	Engineer V	Engineer IV	Designer I	Sr. Bridge Engineer	Graphics Designer	Landscape Architect	Landscape Designer	Survey Manager	Field Survey Manager	Survey Party Chief	Survey Technician V	Survey Technician III/IV (SVT3/4)	Survey Instrument	Hydrographic/Hydraulic Engineer	Sr. Biologist	Environmental Planner	Environmental Planner	GIS Analyst	Editor/Formatting	DEA	DEA	DEA	% of	% of	
																									Dollars			
		Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total		Total	Total	Total \$ w/	Total	Total
		hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	separate esc.	\$	Hours	Dollars	
	Work Element 1A Total	321.25	230.75	202.01	189.2875	131.675	185.645	139.68	186.43	131.61	267.73	161.98	153.83	154.52	125.33	100.4	185.641	148.94	191.09	188.64	155.08	130.95	3957.3	692,138.66	\$692,139	141.48%	153.64%	
1A	PROJECT MANAGEMENT AND QUALITY CONTROL - CULVERT																											
1A.1	Project Meetings		2.5		2.5																		5.0	1,035.09	\$1,035	0.18%	0.23%	
1A.2	Project Setup, File Managemnet and Close Out		2	2.5	2																		12.5	1,986.24	\$1,986	0.45%	0.44%	
1A.3	Prepare and Submit Invoices		8																				24.0	3,669.76	\$3,670	0.86%	0.81%	
1A.4	Site Visits		2	1	1																		4.0	841.80	\$842	0.14%	0.19%	
1A.5	Proeject Management/Team Coordination		8																				8.0	1,830.00	\$1,830	0.29%	0.41%	
1A.6	QA/QC	2																					2.0	640.50	\$641	0.07%	0.14%	
1A.7	Grant Support	1	4	2	2																		9.0	2,003.85	\$2,004	0.32%	0.44%	
	Work Element 1A Total	3	26.5	5.5	7.5																		64.5	12,007.24	\$12,007	2.31%	2.67%	
1B	PROJECT MANAGEMENT AND QUALITY CONTROL - ROADWAY																											
1B.1	Project Meetings		2.5		2.5																		5.0	1,035.09	\$1,035	0.18%	0.23%	
1B.2	Project Setup, File Managemnet and Close Out		2	2.5	2																		12.5	1,986.24	\$1,986	0.45%	0.44%	
1B.3	Prepare and Submit Invoices		8																				24.0	3,669.76	\$3,670	0.86%	0.81%	
1B.4	Site Visits		2	1	1																		4.0	841.80	\$842	0.14%	0.19%	
1B.5	Proeject Management/Team Coordination		8																				8.0	1,830.00	\$1,830	0.29%	0.41%	
1B.6	QA/QC	2																					2.0	640.50	\$641	0.07%	0.14%	
1B.7	Grant Support	1	4	2	2																		9.0	2,003.85	\$2,004	0.32%	0.44%	
	Work Element 1B Total	3	26.5	5.5	7.5																		64.5	12,007.24	\$12,007	2.31%	2.67%	
2A	SURVEY A - CULVERT																											
2A.2	Survey Wetland Flags		2								0.5	2	8		6	8							26.5	3,374.06	\$3,374	0.95%	0.75%	
2A.3	Survey Creek		2								0.5	2	8		6	8							26.5	3,374.06	\$3,374	0.95%	0.75%	
	Work Element 2A Total		4								1	4	16		12	16							53.0	6,748.13	\$6,748	1.89%	1.60%	
2B	SURVEY B - ROADWAY																											
2B.1	Additional Topographic Survey		2								0.5	2	8		6	8							26.5	3,374.06	\$3,374	0.95%	0.75%	
2B.4	Boundaries Adjacent Tax Parcels		2								1.5			8									5.8	1,976.25	\$1,976	0.21%	0.44%	
	Work Element 2B Total		4								2	2	8		6	8							38.0	5,350.31	\$5,350	1.36%	1.19%	
3.0	GEOTECHNICAL																											
3.1	Subconsultant Management and Coordination		4		4																		8.0	1,656.15	\$1,656	0.29%	0.37%	
	Work Element 3.0 Total		4		4																		8.0	1,656.15	\$1,656	0.29%	0.37%	
4.0	FEASIBILITY / CONCEPTUAL ENGINEERING (Part of Original Contract)																											
	Work Element 4.0 Total																											
5.0	ENVIRONMENTAL DOCUMENTATION CULVERT																											
5.1	Draft Biological Assessment/EFH Assessment		0.5																	40	4	4	48.5	7,880.16	\$7,880	1.73%	1.75%	
5.2	Final Biological Assessment/EFH Assessment		0.5																	16	2	2	20.5	3,318.71	\$3,319	0.73%	0.74%	
5.3	Critical Areas Field Review		0.5															10		10			20.5	3,130.22	\$3,130	0.73%	0.69%	
5.4	Draft Critical Areas Technical Report		0.5															40		8	4	6	58.5	7,949.28	\$7,949	2.09%	1.76%	
5.5	Final Critical Areas Technical Report		0.5															24		4	2	2	32.5	4,449.65	\$4,450	1.16%	0.99%	
5.6	Draft SEPA Checklist		0.5																40		2	4	46.5	7,747.85	\$7,748	1.66%	1.72%	
5.7	Final SEPA Checklist		0.5																12			2	14.5	2,411.33	\$2,411	0.52%	0.54%	
5.8	Draft JARPA (including figures)		0.5			4			4	30								12		4			54.5	7,274.56	\$7,275	1.95%	1.61%	
5.9	Final JARPA (including figures)		0.5			4			4	10								4		1			23.5	3,257.89	\$3,258	0.84%	0.72%	
5.10	HPA Application (WDFW Apps)		0.5																	4			4.5	792.94	\$793	0.16%	0.18%	
5.11	CZM		0.5																4				4.5	806.73	\$807	0.16%	0.18%	

David Evans and Associates, Inc.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21						
Work Element #	Work Element	QA/QC	Project Manager (PJMR)	Engineer V	Engineer IV	Designer I	Sr. Bridge Engineer	Graphics Designer	Landscape Architect	Landscape Designer	Survey Manager	Field Survey Manager	Survey Party Chief	Survey Technician V	Survey Technician III/IV (SVT3/4)	Survey Instrument	Hydrographic/Hydraulic Engineer	Sr. Biologist	Environmental Planner	Environmental Planner	GIS Analyst	Editor/Formatting	DEA	DEA	DEA	% of	% of	
		negotiated rates:	\$320.25	\$228.75	\$199.01	\$185.29	\$126.58	\$179.65	\$132.68	\$178.43	\$122.61	\$257.73	\$150.98	\$141.83	\$141.52	\$111.33	\$85.40	\$169.64	\$131.94	\$173.09	\$169.64	\$135.08	\$109.95	Dollars		Total	Total	
		Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total \$ w/	Total	Total	
		hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	separate esc.	\$	Hours	Dollars	
5.12	Draft CA Permit application		0.5																8				8.5	1,499.08	\$1,499	0.30%	0.33%	
5.13	Final CA Permit application		0.5																8				8.5	1,499.08	\$1,499	0.30%	0.33%	
5.14	Draft NPDES CSWGP Notice of Intent/Public Notice		0.5																8				8.5	1,499.08	\$1,499	0.30%	0.33%	
5.15	Final NPDES CSWGP Notice of Intent/Public Notice		0.5																4				4.5	806.73	\$807	0.16%	0.18%	
5.16	Agency Coordination		0.5																16				16.5	2,883.78	\$2,884	0.59%	0.64%	
5.17	Draft Clear/Grade Permit Application		0.5																4	16			20.5	3,520.98	\$3,521	0.73%	0.78%	
5.18	Final Clear/Grade Permit Application		0.5																4				4.5	806.73	\$807	0.16%	0.18%	
	Work Element 5.0 Total		9			8			8	40									90	108	103	14	20	400.0	61,535	\$61,535	14.30%	13.66%

David Evans and Associates, Inc.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21						
Work Element #	Work Element	QA/QC	Project Manager (PJM/R)	Engineer V	Engineer IV	Designer I	Sr. Bridge Engineer	Graphics Designer	Landscape Architect	Landscape Designer	Survey Manager	Field Survey Manager	Survey Party Chief	Survey Technician V	Survey Technician III/IV (SVT3/4)	Survey Instrument	Hydrographic/Hydraulic Engineer	Sr. Biologist	Environmental Planner	Environmental Planner	GIS Analyst	Editor/Formatting	DEA	DEA	DEA	% of	% of	
		negotiated rates:																						Dollars				
		Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total \$ w/	Total	Total	Total
		hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	separate esc.	\$	Hours	Dollars
6.0	PUBLIC OUTREACH/COUNCIL REVIEW																											
6.1	City Council (Project Update)		6		2			12																20.0	3,335.18	\$3,335	0.72%	0.74%
6.2	Public Meeting		6		2			12																20.0	3,335.18	\$3,335	0.72%	0.74%
	Work Element 6.0 Total		12		4			24																40.0	6,670.35	\$6,670	1.43%	1.48%
7.0	ROW ASSESSMENT AND FEASIBILITY																											
7.1	Parcel Impacts Identification(split 50/50)		2		2	6					4													14.0	2,618.43	\$2,618	0.50%	0.58%
7.2A	Culvert TCE Parcel Maps		1								1	4	6	8	12									32.0	4,409.39	\$4,409		
7.2B	Roadway TCE Roadway Maps		1								1	4	6	8	12									32.0	4,409.39	\$4,409		
	Work Element 7.0 Total		4		2	6					6	8	12	16	24									78.0	11,437.20	\$11,437	2.79%	2.54%
8.0	ROW ACQUISITION - N/A																											
	Work Element 8.0 Total																											
9A	PRELIMINARY ENGINEERING - CULVERT																											
9A.2	Creek Hydrology and Hydraulic Analysis - C		1		4	40											40							85.0	12,818.54	\$12,819	3.04%	2.85%
9A.3	Type, Size, Location Report- C				4	24	32																	60.0	9,527.59	\$9,528	2.15%	2.11%
9A.4	Fish Passage Culvert/Structure Plans - C		1		4	32	32										20							89.0	14,161.76	\$14,162	3.18%	3.14%
9A.5	Culvert/Structure Staging and TC Plans - C		1		8	32	32																	73.0	11,510.09	\$11,510	2.61%	2.56%
9A.9	Mitigation Plans -C		1						4	8														13.0	1,923.33	\$1,923	0.46%	0.43%
9A.11	Sanitary Sewer and Water Main Relocations - C		1	8	32	40																		81.0	12,813.05	\$12,813	2.90%	2.84%
9A.12	Draft Fish Passage Design Report -C		1		32												40							73.0	12,943.59	\$12,944	2.61%	2.87%
	Work Element 9A Total		6	8	84	168	96		4	8							100							474.0	75,697.95	\$75,698	16.95%	16.80%
9B	PRELIMINARY ENGINEERING - ROADWAY																											
9B.1	Roadway/Drainage Plan, Profile, Typical Sections and Details	1	1	2	40	96																		140.0	20,509.73	\$20,510	5.01%	4.55%
9B.6	Retaining Wall Plans		1	2	4	32	24																	63.0	9,729.81	\$9,730	2.25%	2.16%
9B.7	Channelization/Signing Plans & Illumination/AGI Light Levels		1	2	32	40																		75.0	11,618.98	\$11,619	2.68%	2.58%
9B.8	Landscape Plans		1	2					2	8														13.0	1,964.51	\$1,965	0.46%	0.44%
9B.10	Irrigation Plans		1																					1.0	228.75	\$229	0.04%	0.05%
9B.13	Draft Drainage Report		1	2	32																			35.0	6,555.98	\$6,556	1.25%	1.46%
9B.14	Draft Design Report		1	2																				3.0	626.78	\$627	0.11%	0.14%
9B.15	Utility Coordination		1		8																			9.0	1,711.05	\$1,711	0.32%	0.38%
9B.16	Cost Estimate		8	2																				10.0	2,228.03	\$2,228	0.36%	0.49%
	Work Element 9.B Total	1	16.0	14.0	116.0	168.0	24.0		2.0	8.0														349.0	55,173.59	\$55,174	12.48%	12.25%
10A	PLANS, SPECIFICATIONS ESTIMATE T (60%) - CULVERT																											
10A.7	Fish Passage Culvert/Structure Plans - C		1	2		48	16										12							79.0	11,612.39	\$11,612	2.82%	2.58%
10A.8	Culvert/Structure Staging and TC Plans -C		1	2	8	24	16																	51.0	8,021.20	\$8,021	1.82%	1.78%
10A.9	Retaining Wall Plans- 50/50 Split Roadway Culvert		1			24	16																	41.0	6,140.87	\$6,141	1.47%	1.36%
10A.12	Mitigation Plans - C								16	36														52.0	7,268.76	\$7,269	1.86%	1.61%
10A.14	Final Fish Passage Design Report - C		1														12							13.0	2,264.44	\$2,264	0.46%	0.50%
10A.18	Sanitary Sewer and Water Main Relocation - C		1	8	4	24																		37.0	5,599.80	\$5,600	1.32%	1.24%
	Work Element 10A Total		5.0	12.0	12.0	120.0	48.0		16.0	36.0							24.0							273.0	40,907.45	\$40,907	9.76%	9.08%
10B	PLANS, SPECIFICATIONS ESTIMATE T (60%)																											
10B.1	Cover Sheet, Index, Vicinity, and Project Survey Sheets	1	1																					2.0	549.00	\$549	0.07%	0.12%
10B.2	Summary Quantities Sheet		1		2	4																		7.0	1,105.63	\$1,106	0.25%	0.25%
10B.3	Site Prep and Demo Plans		1		2	2																		5.0	852.48	\$852	0.18%	0.19%
10B.4	Roadway Cross-Sections		1		2	12																		15.0	2,118.23	\$2,118	0.54%	0.47%
10B.5	Roadway/Drainage Plan, Profile, Typical Sections, and Details		1	2	24	12																		39.0	6,592.58	\$6,593	1.39%	1.46%
10B.6	Driveway Plan/Profile Sheets		1		32	48																		81.0	12,233.55	\$12,234	2.90%	2.72%
10B.10	Channelization/Signing and Illumination Plans		1		20	24																		45.0	6,972.30	\$6,972	1.61%	1.55%
10B.11	Landscape Plans		1			40			18	32														91.0	12,426.92	\$12,427	3.25%	2.76%
10B.13	Irrigation Plans								6	12														18.0	2,541.87	\$2,542	0.64%	0.56%
10B.15	Final Drainage Report		2	2	12																			16.0	3,078.98	\$3,079	0.57%	0.68%

David Evans and Associates, Inc.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21						
Work Element #	Work Element	QA/QC	Project Manager (PJM/R)	Engineer V	Engineer IV	Designer I	Sr. Bridge Engineer	Graphics Designer	Landscape Architect	Landscape Designer	Survey Manager	Field Survey Manager	Survey Party Chief	Survey Technician V	Survey Technician III/IV (SVT3/4)	Survey Instrument	Hydrographic/Hydraulic Engineer	Sr. Biologist	Environmental Planner	Environmental Planner	GIS Analyst	Editor/Formatting	DEA	DEA	DEA	% of	% of	
		negotiated rates:	\$320.25	\$228.75	\$199.01	\$185.29	\$126.58	\$179.65	\$132.68	\$178.43	\$122.61	\$257.73	\$150.98	\$141.83	\$141.52	\$111.33	\$85.40	\$169.64	\$131.94	\$173.09	\$169.64	\$135.08	\$109.95	Dollars				
		Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total \$ w/	Total	Total	Total
		hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	separate esc.	\$	Hours	Dollars
10B.16	Final Design Report		2	2	12																		16.0	3,078.98	\$3,079	0.57%	0.68%	
10B.17	Utility Coordination		2		8	4																	14.0	2,446.10	\$2,446	0.50%	0.54%	
10B.19	Cost Estimate		8	4					2	3							2						19.0	3,690.01	\$3,690	0.68%	0.82%	
10B.20	Specifications		8	12					2								2						24.0	4,914.28	\$4,914	0.86%	1.09%	
Work Element 10B Total		1	30	22	114	146			28	47							4						392.0	62,600.88	\$62,601	14.02%	13.90%	
11.0																												
11A	PLANS, SPECIFICATIONS ESTIMATE T (90%) - CULVERT																											
11A.7	Fish Passage Culvert/Structure Plans - C		1		1	16	8										8						34.0	5,233.53	\$5,234	1.22%	1.16%	
11A.8	Culvert/Structure Staging and TC Plans - C		1		1	12	8																22.0	3,370.10	\$3,370	0.79%	0.75%	
11A.9	Retaining Wall Plans- 50/50 Split Roadway Culvert		1		1	8	8																18.0	2,863.80	\$2,864	0.64%	0.64%	
11A.12	Mitigation Plans -C		1						8	24													33.0	4,598.79	\$4,599	1.18%	1.02%	
11A.15	Sanitary Sewer and Water Main Relocation - C		2	4	4	12																	22.0	3,513.60	\$3,514	0.79%	0.78%	
Work Element 11A Total		6	4	7	48	24			8	24							8						129.0	19,679.81	\$19,680	4.61%	4.35%	
11B	PLANS, SPECIFICATIONS ESTIMATE T (90%) - ROADWAY																											
11B.2	Cover Sheet, Index, Vicinity, and Project Survey Sheets	1				2																	3.0	573.40	\$573	0.11%	0.13%	
11B.2	Summary Quantities Sheet					2																	2.0	253.15	\$253	0.07%	0.06%	
11B.3	Site Prep, Demo Plans, TESC		1		2	4																	7.0	1,105.63	\$1,106	0.25%	0.25%	
11B.4	Roadway Cross-Sections		1		2	4																	7.0	1,105.63	\$1,106	0.25%	0.25%	
11B.5	Roadwa/Drainage Plan, Profile, Typical Sections, and Details		1		2	4																	7.0	1,105.63	\$1,106	0.25%	0.25%	
11B.6	Driveway Plan/Profile Sheets		1		8	8																	17.0	2,723.65	\$2,724	0.61%	0.60%	
11B.10	Channelization/Signing & IlluminationPlans		1		8	16																	25.0	3,736.25	\$3,736	0.89%	0.83%	
11B.11	Landscape Plans		1						8	24													33.0	4,598.79	\$4,599	1.18%	1.02%	
11B.13	Irrigation Plans								4	12													16.0	2,185.02	\$2,185	0.57%	0.49%	
11B.14	Utility Coordination				4	4																	8.0	1,247.45	\$1,247	0.29%	0.28%	
11B.16	Cost Estimate		8	2					2	3							2						17.0	3,291.99	\$3,292	0.61%	0.73%	
11B.17	Specifications		8	8					4								2						22.0	4,475.08	\$4,475	0.79%	0.99%	
Work Element 11B Total		1	22	10	26	44			18	39							4						164.0	26,401.65	\$26,402	5.86%	5.86%	
12A	BID READY PSE- CULVERT																											
12A.1	Bid Ready Plans	0.5	4	2	16	20			4	8							1						55.5	8,833.47	\$8,833	1.98%	1.96%	
12A.2	Bid Ready Specs		4	6					2								1						17.0	3,036.95	\$3,037	0.61%	0.67%	
12A.3	Probable Construction Cost Estimate		4	6					1	1.5													12.5	2,471.42	\$2,471	0.45%	0.55%	
Work Element 12A Total		0.5	12	14	16	20			7	9.5							2						85.0	14,341.83	\$14,342	3.04%	3.18%	
12B	BID READY PSE - ROADWAY																											
12B.1	Bid Ready Plans	0.5	4	2	16	20			4	8							1						55.5	8,833.47	\$8,833	1.98%	1.96%	
12B.2	Bid Ready Specs		4	6					2								1						17.0	3,036.95	\$3,037	0.61%	0.67%	
12B.3	Probable Construction Cost Estimate		4	6					1	1.5													12.5	2,471.42	\$2,471	0.45%	0.55%	
Work Element 12B Total		0.5	12	14	16	20			7	9.5							2						85.0	14,341.83	\$14,342	3.04%	3.18%	
13A	BID SUPPORT - CULVERT																											
13A.1	Three (3) RFI Responses		2	4	6	10																	22.0	3,631.03	\$3,631	0.79%	0.81%	
13A.2	Four (4) addenda		2	4	6	10																	22.0	3,631.03	\$3,631	0.79%	0.81%	
13A.3	Bid Evaluation		2	4																			6.0	1,253.55	\$1,254	0.21%	0.28%	
Work Element 13A Total			6	12	12	20																	50.0	8,515.60	\$8,516	1.79%	1.89%	
13B	BID SUPPORT - ROADWAY																											
13B.1	Three (3) RFI Responses		2	4	6	10																	22.0	3,631.03	\$3,631	0.79%	0.81%	
13B.2	Four (4) addenda		2	4	6	10																	22.0	3,631.03	\$3,631	0.79%	0.81%	
13B.3	Bid Evaluation		2	4																			6.0	1,253.55	\$1,254	0.21%	0.28%	
Work Element 13B Total			6	12	12	20																	50.0	8,515.60	\$8,516	1.79%	1.89%	

David Evans and Associates, Inc.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21						
Work Element #	Work Element	QA/QC	Project Manager (PJMR)	Engineer V	Engineer IV	Designer I	Sr. Bridge Engineer	Graphics Designer	Landscape Architect	Landscape Designer	Survey Manager	Field Survey Manager	Survey Party Chief	Survey Technician V	Survey Technician III/IV (SVT3/4)	Survey Instrument	Hydrographic/Hydraulic Engineer	Sr. Biologist	Environmental Planner	Environmental Planner	GIS Analyst	Editor/Formatting	DEA	DEA	DEA	% of	% of	
		negotiated rates:	\$320.25	\$228.75	\$199.01	\$185.29	\$126.58	\$179.65	\$132.68	\$178.43	\$122.61	\$257.73	\$150.98	\$141.83	\$141.52	\$111.33	\$85.40	\$169.64	\$131.94	\$173.09	\$169.64	\$135.08	\$109.95	Dollars				
		Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total \$ w/	Total	Total	
		hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	hrs	separate esc.	\$	Hours	Dollars
	HWA GEOSCIENCES																							48,857.00	\$48,857		10.85%	
	EXPENSES																							7,000.00	\$7,000			
	SALARY ESCALATION																											
PROJECT WORK ELEMENTS TOTALS		10	211	133	440	788	192	24	98	221	9	14	36	24	42	24	144	90	108	103	14	20	2797.0	450,487.54	\$450,487.64	169.60%	174.29%	

	Direct	
	Rate	
QA/QC	\$	105.00
Project Manager (PJMR)	\$	75.00
Engineer V	\$	65.25
Engineer IV	\$	60.75
Designer I	\$	41.50
Sr. Bridge Engineer	\$	58.90
Graphics Designer	\$	43.50
Landscape Architect	\$	58.50
Landscape Designer	\$	40.20
Survey Manager	\$	84.50
Field Survey Manager	\$	49.50
Survey Party Chief	\$	46.50
Survey Technician V	\$	46.40
Survey Technician III/IV (SVT3/	\$	36.50
Survey Instrument	\$	28.00
Hydrographic/Hydraulic Engine	\$	55.62
Sr. Biologist	\$	43.26
Environmental Planner	\$	56.75
Environmental Planner	\$	55.62
GIS Analyst	\$	44.29
Editor/Formatting	\$	36.05
Account Manager	\$	42.50
Admin/Project Coordinator	\$	32.90



Business of the City Council City of Gig Harbor, WA

**Subject: Assignment of City Council
Standing Committees**

Proposed Council Action: Move to approve the assignment of Council Committees as listed.

Dept. Origin: Administration

Prepared by: Joshua Stecker

For Agenda of: January 25, 2021

Exhibits: None

Concurred by Mayor:
Approved by City Administrator:
Approved as to form by City Atty:
Approved by Finance Director:
Approved by Department Head:

Initial &
Date

2-1-19

1/15/2021

N/A

N/A

N/A

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

At the January 11 city council meeting, council agreed to waive the selection requirements of Gig Harbor Municipal Code Chapter 2.51 and retain the existing committee membership for the next year.

The committee membership is as follows:

Finance & Safety Committee

- Rodenberg (Chair)
- Abersold
- Woock

Public Works Committee

- Franich (Chair)
- Woock
- Himes

Planning & Building Committee

- Himes (Chair)
- Franich
- Markley

Intergovernmental Affairs Committee

- Denson (Chair)
- Markley
- Rodenberg

Board & Commission Candidate Review Committee

- Woock (Chair)
- Abersold
- Denson

FISCAL CONSIDERATION

None.

BOARD OR COMMITTEE RECOMMENDATION

None.

RECOMMENDATION/MOTION

Move to approve the assignment of Council Committees as listed.

Gig Harbor City Council

January 25, 2021



2021 Financial Update

A transit-rich community is a thriving community

- Agency passed a continuing resolution in December
- 85% of agency's budget dependent on sales tax
- Ridership and revenue trends through pandemic present new challenges
- Local transit highlighted as essential service

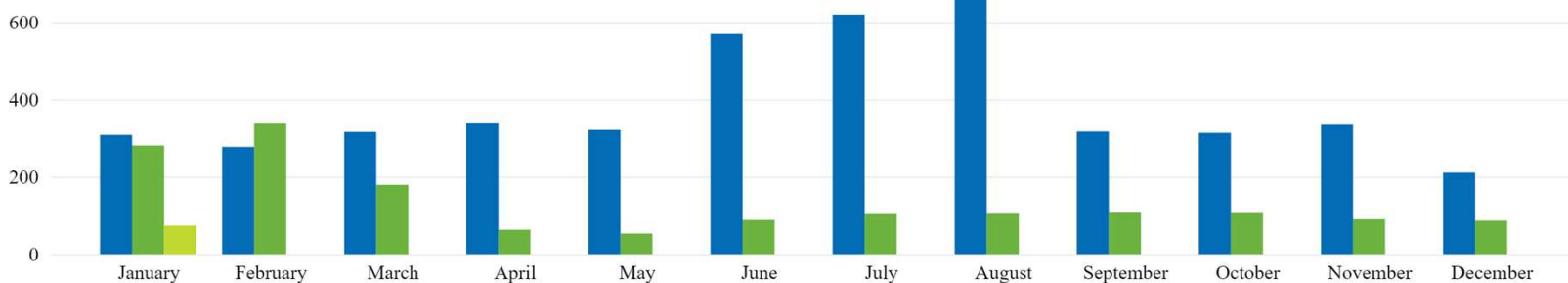
Bus Stop Balancing Project

Customer service through efficiency and safety

- Increase safety to customers throughout the system
- Improve bus system with greater speed reliability and efficiency
- Public outreach in February
- Stops balanced at September 2021 service

2019/20 Ridership Activity – City of Gig Harbor

● AVG Weekday Activity for 2019 ● AVG Weekday Activity for 2020 ● AVG Weekday Activity for 2021



368

AVG Monday Activity

398

AVG Tuesday Activity

389

AVG Wednesday Activity

421

AVG Thursday Activity

351

AVG Friday Activity

385

AVG Weekday Activity 2019

132

AVG Monday Activity

129

AVG Tuesday Activity

134

AVG Wednesday Activity

130

AVG Thursday Activity

138

AVG Friday Activity

133

AVG Weekday Activity 2020

-66%

YOY 19-20 % Activity

79

AVG Monday Activity

86

AVG Tuesday Activity

74

AVG Wednesday Activity

60

AVG Thursday Activity

68

AVG Friday Activity

73.47

AVG Weekday Activity 2021

-45%

YOY 20-21 % Activity

- Two local service routes 100, 102
- Seasonal trolley route 101
- 63 stops within city limits

March Service Change

- Recovering service to 95% of Pre-Covid service hours
- Focused on recovering Sunday Service Hours and trunk routes
- Route frequency improvements in Gig Harbor:
 - Route 101 has two additional trips added for Sundays
 - Evening span increased by one trip in each direction
 - 120 minute frequency continues on Sundays

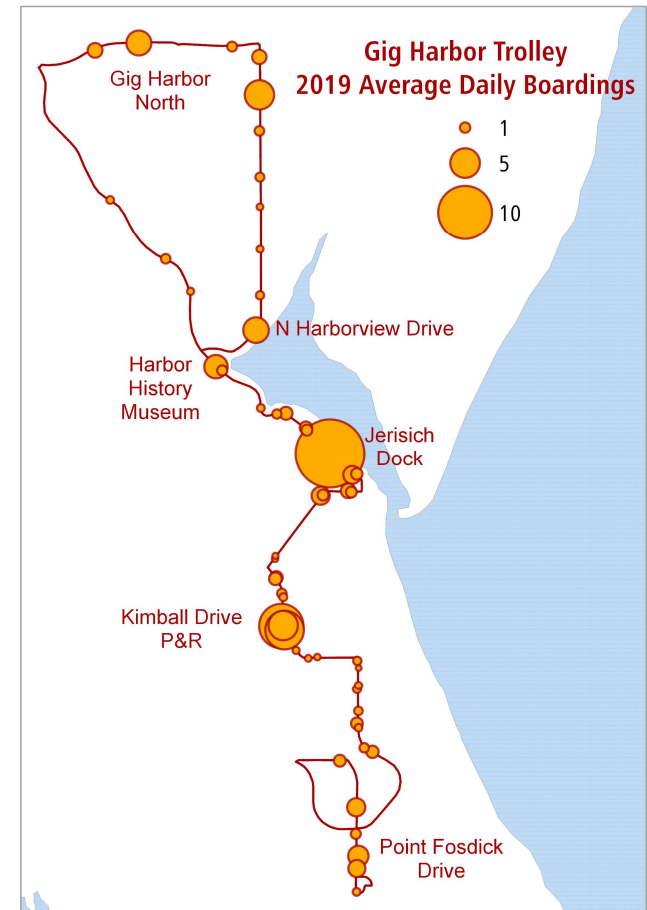
Bus Rapid Transit System Update

BRT is expanding in Pierce County

- Agency has funded a system-expansion study in 2021 budget
- Estimated to begin in Spring 2021
- Will inform five-route build out and electrification needs
 - Routes 2, 3, 4, and 402

Seasonal Trolley Service

- Operational since 2013
- COVID impacted in 2020
- Anticipated to operate in summer 2021
- Top 2019 Boarding locations include:
 - Jerisich Dock/Skansie Park
 - Kimball Park and Ride
 - Peacock Hill
 - Borgen Blvd





**Pierce
Transit**



Pe

City of Gig Harbor

Wastewater Treatment Plant
2019 Outstanding Performance
Award



PNCWA



William D. Hatfield
Award





2019 SCIENCE,
TECHNOLOGY,
ENGINEERING AND
MATH (STEAM)
ELEMENTARY
SCHOOL
PRESENTATION





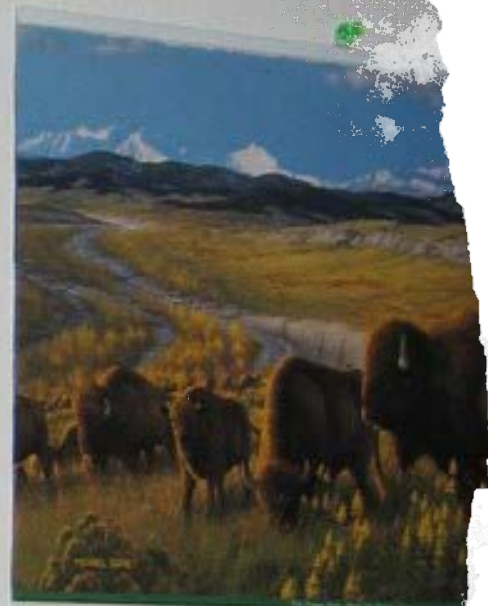












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JUL	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
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EXIT

ANGER
ANE
HEAD















AA
↓

MODEL 6
MCC-2A

EXIT

6
MCC-2B























WWTP Staff

Darrell Winans, Supervisor

Jim Landon, Senior Operator

Chuck Roy, Senior Operator

Norine Alvarado, Temporary Senior Operator

John Ozga, Operator

Brian Fletcher, Operator

James Wilkinson, Operator

Larry Washburn, Collection System Technician

Tye Davis, Maintenance Technician

Nancy Nayer, WWTP Public Works Assistant

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

Subject:

**Second Reading of Ordinance 1451
Amending GHMC Title 15 – Buildings and
Construction**

Proposed Council Action:

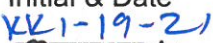
**Review and move to adopt Ordinance
1451 as amended**

Dept. Origin: Community Development

Prepared by: Paul Rice, Building
Official/Fire Marshal 

For Agenda of: January 25, 2021

Exhibits: Proposed Ordinance 1451

Concurred by Mayor:  Initial & Date
Approved by City Administrator:  RL 01/15/2021
Approved as to form by City Atty:  via email
Approved by Finance Director:  N/A
Approved by Department Head:  DK 1/14/21

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

INFORMATION / BACKGROUND

On July 1, 2021 the triennial update to the State Building Code (SBC) will go into effect. In accordance with state law, all local jurisdictions with responsibility for enforcing the SBC must, at a minimum, adopt the updated Code.

In this update, the State is adopting the 2018 editions of the *International Building, Residential, Fire, Mechanical, Fuel Gas, Existing Building and Energy Conservation Codes* promulgated by the International Code Council and the *Uniform Plumbing Code* promulgated by the International Assn. of Plumbing and Mechanical Officials, with particular state amendments.

The SBC was scheduled to be adopted July first of 2020 but due to the Covid-19 outbreak and the lack of available contractor and inspector training, adoption was postponed until adequate training was made available.

At the local level, most all of the proposed changes address “housekeeping” type issues such as revised text locations, the deletion of obsolete definitions and passages as well as providing for consistency across the adopted codes.

FISCAL CONSIDERATION:

There is no additional fiscal impact to the City in the adoption of this ordinance.

BOARD OR COMMITTEE RECOMMENDATION:

The City's Building Code Advisory Board endorses the proposed ordinance.

RECOMMENDATION / MOTION

Move to: Adopt Ordinance 1451 as amended

ORDINANCE NO. 1451

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO BUILDINGS AND CONSTRUCTION; ADOPTING THE 2018 EDITIONS OF THE INTERNATIONAL BUILDING CODE, THE INTERNATIONAL RESIDENTIAL CODE, THE INTERNATIONAL MECHANICAL CODE, THE INTERNATIONAL FUEL GAS CODE, THE INTERNATIONAL FIRE CODE, THE INTERNATIONAL EXISTING BUILDING CODE, THE INTERNATIONAL ENERGY CONSERVATION CODE AND THE UNIFORM PLUMBING CODE BY REFERENCE; ADOPTING THE WASHINGTON STATE HISTORIC BUILDING CODE AND THE UNIFORM CODE FOR THE ABATEMENT OF DANGEROUS BUILDINGS BY REFERENCE, AS WELL AS MAKING CERTAIN CLEAN-UP AMENDMENTS, AMENDING GIG HARBOR MUNICIPAL CODE SECTIONS: 15.06.020, 15.06.030, 15.08.090, 15.08.096, 15.10.040, 15.16.070, 15.16.170, 15.16.171, 15.16.172; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Washington State Legislature adopted the state building code, to be effective in all counties and cities in Washington (RCW 19.27.031); and

WHEREAS, the state building code is comprised of a number of published codes, which are adopted by reference in the 2018 editions; and

WHEREAS, the City needs to adopt the 2018 editions locally, for enforcement purposes; and

WHEREAS, the City of Gig Harbor may adopt local amendments to the building code, consistent with chapter 19.27 RCW; and

Whereas, the City finds that the local amendments contained herein are desirable to protect the public;

Now, therefore:

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

Section 1. Section 15.06.020 of the Gig Harbor Municipal Code is amended as follows:

15.06.020 State building code adoption.

The following codes, together with the specifically identified appendices and the amendments in the Washington Administrative Code (WAC), ~~First Edition (dated November 13, 2015~~ and as further amended in this title, are hereby adopted by reference:

A. The International Building Code, ~~2015~~ 2018 Edition, as published by the International Code Council, Inc., including Appendix J, and as amended pursuant to Chapter 51-50 WAC;

B. The International Residential Code, ~~2015~~ 2018 Edition, as published by the International Code Council, Inc., including Appendix Chapter G as amended pursuant to Chapter 51-51 WAC;

C. The International Mechanical Code, ~~2015~~ 2018 Edition, as published by the International Code Council, Inc., including Appendix A, as amended pursuant to Chapter 51-52 WAC;

D. The International Fuel Gas Code, ~~2015~~ 2018 Edition, as published by the International Code Council, Inc., as amended pursuant to Chapter 51-52 WAC;

E. The International Fire Code, ~~2015~~ 2018 Edition, as published by the International Code Council, Inc., including Appendix Chapters B, C, F, I and J, as amended pursuant to Chapter 51-54A WAC;

F. The Uniform Plumbing Code, ~~2015~~ 2018 Edition, published by the International Association of Plumbing and Mechanical Officials, as amended pursuant to Chapter 51-56 WAC, including Appendix Chapters A, B, and I;

G. The International Existing Building Code, ~~2015~~ 2018 Edition, as published by the International Code Council, Inc., including Appendix Chapter A;

H. The Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, published by the International Conference of Building Officials;

I. The International Energy Conservation Code, Commercial, ~~2015~~ 2018 Edition, as published by the International Code Council, and as amended pursuant to Chapter 51-11C WAC;

J. The International Energy Conservation Code, Residential, ~~2015~~ 2018 Edition, as published by the International Code Council, and as amended pursuant to Chapter 51-11R WAC.

Section 2. Section 15.06.030 of the Gig Harbor Municipal Code is deleted in its entirety:

~~**15.06.030 Code conflicts.**~~

~~In cases of conflict among the codes enumerated in GHMC 15.06.020(A), (B), (C) and (D), the first named code shall govern over those following.~~

Section 3. Section 15.08.090 of the Gig Harbor Municipal Code is amended as follows:

15.08.090 Amendment to IBC Section ~~1011.4~~ 1013.1

Section ~~1011.4~~ 1013.1 of the IBC is amended as follows:

~~1011.4~~ **1013.1** **Where required.** Exit and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30,480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign.

Exceptions:

1. Main exterior exit doors or gates that are obviously and clearly identifiable as exits need not have exit signs where approved by the building official.
2. Exit signs are not required in occupancies in Group U and individual sleeping units or dwelling units in Group R-1, R-2 and R-3.
3. Exit signs are not required in sleeping areas in occupancies in Group I-3.
4. In occupancies in Groups A-4 and A-5, exit signs are not required on the seating side of vomitories or openings into seating areas where exit signs are provided in the concourse that are readily apparent from the vomitories. Egress lighting is provided to identify each vomitory or opening within the seating area in an emergency.

Section 4. Section 15.08.096 of the Gig Harbor Municipal Code is deleted in its entirety:

~~15.08.096 Amendment to IBC Section 3409.2, Exception 3.~~

~~Section 3409.2, Exception 3 of the IBC is amended as follows:~~

~~3. Designated as historic under an approved state or local preservation program.~~

Section 5. Subsection R109.1.6, Energy efficiency inspection, of Section 15.10.040 of the Gig Harbor Municipal Code is amended as follows:

15.10.040 Amendment to IRC Section R109.1.

Section R109.1 of the IRC is amended as follows:

R109.1.6 Energy efficiency inspection. Inspections shall be made to determine compliance with the International Energy Conservation Code, Residential, ~~2015~~ 2018 Edition (Chapter 51-11R WAC); and shall include, but not be limited to, inspections for: envelope insulation R and U values, fenestration U value, duct system R value, and HVAC and water-heating equipment efficiency.

Section 6. Section 15.16.170 of the Gig Harbor Municipal Code is amended as follows:

15.16.070 Amendment to IFC Section 202.

Section 202 of the IFC is amended to read as follows:

The following definitions and abbreviations are added to those found in ~~Article~~ Chapter 2 of the International Fire Code:

1. "AWWA" means the American Water Works Association.
2. "Dead-end main" means a water main over 50 feet long and not being fed from both ends at the time of installation.
3. "Expanding water system" means an approved, expanding water system which is undertaking new construction (definition follows) to provide water service to additional service connections. Any expanding water system shall install facilities sized to meet the necessary minimum design criteria for area being served. The expanding system shall show by plans submitted by a registered professional engineer how fire flow, if required, is to be provided and the plan shall be approved by the City of Gig Harbor.

4. Fire Code Official. The Building Official/Fire Marshal of the City of Gig Harbor or other designated authority charged with the administration and enforcement of the code or a duly authorized representative.
5. Fire Department is Pierce Co. Fire District No. 5.
6. Primary Fire Department Access Road. Means any road required to provide access to the front or main entry side of a property or structure.
7. "Private hydrant" means a fire hydrant situated and maintained to provide water for firefighting purposes with restrictions as to use. The location may be such that it is not readily accessible for immediate use by the fire department for other than certain private property.
8. "Public hydrant" means a fire hydrant so situated and maintained as to provide water for firefighting purposes without restriction as to use for the purpose. The location is such that it is accessible for immediate use of the fire department for all nearby property.
9. Secondary Fire Department Access Road. Means any on-site access road required to provide access to remote areas of a property or structure.
- ~~10. "Substantial alteration" is any alteration, where the total cost of all alterations (including but not limited to electrical, mechanical, plumbing, and structural changes) for a building or facility within any 12-month period amounts to 60 percent or more of the current assessed value established by the Pierce County Assessors Office.~~
- 44 10. "Water authority" and "purveyor" means the city public works department, a water district, or other body legally supplying water in the area and approved by the city.
- 42 11. "Yard system" means any extension from a transmission main and/or water main onto a development site.
- 43 12. COVERED BOAT MOORAGE is a pier or system of floating or fixed access ways to which vessels on water may be secured and any portion of which are covered by a roof.

~~44~~ 13. DRAFT CURTAIN is a structure arranged to limit the spread of smoke and heat along the underside of the ceiling or roof.

~~45~~ 14. FLOAT is a floating structure normally used as a point of transfer for passengers and goods, or both, for mooring purposes.

~~46~~ 15. GRAVITY-OPERATED DROP OUT VENTS are automatic smoke and heat vents containing heat-sensitive glazing designed to shrink and drop out of the vent openings when exposed to fire.

~~47~~ 16. MARINA is any portion of the ocean or inland water, either naturally or artificially protected, for the mooring, servicing or safety of vessels and shall include artificially protected works, the public or private lands ashore, and structures or facilities provided within the enclosed body of water and ashore for the mooring or servicing of vessels or the servicing of their crews or passengers.

~~48~~ 17. PIER is a structure built over the water, supported by pillars or piles, and used as a landing place, pleasure pavilion or similar purpose.

~~49~~ 18. VESSEL is watercraft of any type, other than seaplanes on the water, used or capable of being used as a means of transportation. Included in this definition are non-transportation vessels such as houseboats and boathouses.

~~20~~ 19. WHARF is a structure or bulkhead constructed of wood, stone, concrete or similar material built at the shore of a harbor, lake or river for vessels to lie alongside of, and piers or floats to be anchored to.

Section 7. Section 15.16.170 of the Gig Harbor Municipal Code is amended as follows:

15.16.170 Amendment to IFC Section 907.2.

Section 907.2 of the IFC is amended to read as follows:

907.2 Where required – new buildings and structures. An approved fire alarm system installed in accordance with the provisions of this code and NFPA 72 shall be provided in new buildings and structures in accordance with Sections

907.2.1 through 907.2.23 and provide occupant notification in accordance with Section 907.6 5 unless other requirements are provided by another section of this code.

A minimum of one manual fire alarm box shall be provided in an approved location to initiate a fire alarm signal for fire alarm systems employing automatic fire detectors or waterflow detection devices. Where other sections of this code allow elimination of fire alarm boxes due to sprinklers a single alarm box shall be installed not more than 5 feet from the entrance to each required exit.

Section 8.

New section 15.16.171 amending IFC Section 907.5.2.3 is hereby added to the Gig Harbor Municipal Code as follows:

15.16.071 Amendment to IFC Section 907.5.2.3.

Section 907.5.2.3 of the IFC is amended to read as follows:

907.5.2.3 Visible alarms.

Visible alarm notification appliances shall be provided in accordance with Sections 907.5.2.3.1 through 907.5.2.3.3.

Exceptions:

1. Visible alarm notification appliances shall not be required in exits as defined in Chapter 2.
2. Visible alarm notification appliances shall not be required in elevator cars.
3. Visual alarm notification appliances are not required in critical care areas of Group I-2 Condition 2 occupancies that are in compliance with Section 907.2.6, Exception 2.

Section 9. Section 15.16.172 of the Gig Harbor Municipal Code is amended as follows:

15.16.172 Amendment to IFC Section 907.5.2.3.2 1

Section 907.5.2.3.2 1 of the IFC is amended as follows:

907.5.2.3.2 1 Employee work areas. Visible alarm notification appliances shall be provided in all employee work areas, public use areas and common use areas.

Section 10. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, clause or phrase of this Ordinance.

Section 11. Copies of Codes Filed with City Clerk. Pursuant to RCW 35A.12.140, copies of all of the codes adopted by reference in this Ordinance have been filed with the City Clerk for use and examination by the public prior to adoption.

Section 12. Effective Date. This ordinance shall take effect 5 days after passage and publication as required by law but no sooner than the effective date of the 2018 Washington State Building Code.

PASSED by the City Council and approved by the Mayor of the City of Gig Harbor this 25th day of January 2021.

CITY OF GIG HARBOR

KIT KUHN, MAYOR

ATTEST/AUTHENTICATED:

By: _____
MOLLY TOWSLEE, City Clerk

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

By: _____
DANIEL P. KENNY

FILED WITH THE CITY CLERK: 01/04/2021
PASSED BY THE CITY COUNCIL: 01/25/2021
PUBLISHED: 02/04/2021
EFFECTIVE DATE: 02/09/2021
ORDINANCE NO: 1451



Business of the City Council City of Gig Harbor, WA

Subject: Election of Mayor Pro Tempore

Proposed Council Action: Move to nominate Councilmember Spencer Abersold to serve as Mayor Pro Tempore.

Dept. Origin: Administration

Prepared by: Joshua Stecker

For Agenda of: January 25, 2021

Exhibits:

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City

Atty:

Approved by Finance Director:

Approved by Department Head:

Initial & Date

JS 1-74

9/15/2021

N/A

N/A

N/A

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

RCW 35A.12.065 provides for the election of a Mayor Pro Tempore:

Biennially at the first meeting of a new council, or periodically, the members thereof, by majority vote, may designate one of their number as mayor pro tempore or deputy mayor for such period as the council may specify, to serve in the absence or temporary disability of the mayor; or, in lieu thereof, the council may, as the need may arise, appoint any qualified person to serve as mayor pro tempore in the absence or temporary disability of the mayor.

Additionally, GHMC Chapter 2.14 specifies:

At the second regular meeting in January of each year, the members of the city council shall elect from their number a mayor pro tempore who shall hold office at the pleasure of the council, and in case of the absence of the mayor, perform the duties of mayor, except that he shall not have the power to appoint or remove any officer or to veto any ordinance.

The Mayor recommends that Council support his choice of Councilmember Spencer Abersold to serve as Mayor Pro Tempore.

FISCAL CONSIDERATION

None.

BOARD OR COMMITTEE RECOMMENDATION

None.

RECOMMENDATION/MOTION

Move to nominate Councilmember Spencer Abersold to serve as Mayor Pro Tempore.