

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, May 11, 2026 - 5:30 PM
Council Chambers

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

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

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

CHANGES TO THE AGENDA

PRESENTATIONS

1. **Bike Month Proclamation**

PUBLIC COMMENT ON CONSENT AGENDA ITEMS

CONSENT AGENDA

1. **City Council Minutes: March 23, 2026; March 26, 2026; April 13, 2026; April 16, 2026**
2. **Approval of Vouchers: AP check numbers 202317 thru 202380, PR check numbers 109143 thru 109151, and ACH payments in the amount of \$1,670,021.94**
3. **Approval of Payroll**
4. **Lift Station #5A Easement Agreement**
5. **Resolution 1360 Authorizing a Sister Cities MOU with Bodø, Norway**

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. Department Updates

BUSINESS ITEMS

1. Professional Services Contract Amendment #4 – Lift Station 1a Rehabilitation

Suggested Motion: Approve and authorize the mayor to execute Professional Services Contract amendment #4 with Kennedy-Jenks in an amount not to exceed \$39,172.00.

- a. Staff Report: Public Works Director Jeff Langhelm, PE
- b. Clarifying Questions
- c. Public Comment
- d. Council Deliberation and Action

PUBLIC COMMENT ON NON-AGENDA ITEMS

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings

ADJOURN

PUBLIC COMMENT & DECORUM

PUBLIC COMMENT & DECORUM

The city council wants to hear from the public as much as possible. However, the business of the city must proceed in an orderly, timely manner. The primary purpose of council meetings is to conduct the city's business so we have created a variety of ways the community can make their voices heard. Monday city council meetings are just one opportunity. These guidelines are designed to make sure every person who wants to be heard has both the opportunity to be heard and feels welcome to do so.

We receive comments three ways:

1. During council meetings
2. During council study sessions.
3. Email mayorandcouncil@gigharborwa.gov at any time about any issue. This email goes to the elected officials and leadership at the city.

Public Comment at City Council Meetings

We welcome comment at Council meetings during three specific times: 1) prior to approval of the consent agenda (about the consent agenda); 2) prior to deliberation on each business item and 3) at the end of each business session (about any item that concerns you).

When the mayor calls for public comment, please come to the front of the room (or raise your hand on Zoom). When it's your turn, we'll ask you to tell us your name and connection to the issue you want to discuss. You'll then have a maximum of three minutes to speak.

Unfortunately, this isn't a time for dialogue, but a staff person or councilmember may be available to talk with you at a break or after the meeting.

Additional guidelines

- Anyone making "out of order" comments may be subject to removal from the meeting.
- Please address your remarks to the city council as a body and not to any specific individual.
- Please be courteous and not engage in derogatory remarks or insinuations.
- No demonstrations, including clapping, are allowed.

Email

You are welcome to email the mayor and councilmembers about any issue facing the city by writing to the address above. Do remember that council sets the policy direction while city departments execute those decisions. A series of online reporting tools might help you resolve an issue more quickly, so check them out too: <https://www.gigharborwa.gov/146/Submit>

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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



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

Meeting Date: May 11, 2026

SUBJECT: Lift Station #5A Easement Agreement

SUBMITTED BY: Senior Engineer Steven Demmer

DEPARTMENT: Public Works

PHONE: 253-530-7076

SUGGESTED MOTION: Authorize the City Administrator to execute a Generator Building Easement Agreement with Garnan Properties 2825 Harborview LLC in support of the Lift Station #5 Basin Improvements project.

BACKGROUND INFORMATION: The City of Gig Harbor is currently in design of Lift Station #5 Basin Improvements, located near 2825 Harborview Drive. As part of this project, a new generator enclosure building and associated appurtenances will be constructed on private property to provide backup power and ensure reliable sewer service for the entire wastewater basin.

On March 9, 2026, City Council met with staff in an executive session and authorized staff to negotiate and present an offer to the property owner, in alignment with a third-party real estate appraiser, for the acquisition of a permanent easement to locate the proposed generator enclosure. Following those discussions, the property owner, Garnan Properties 2825 Harborview LLC, has received the offer and has agreed to the proposed purchase price.

The proposed easement grants the City a perpetual, exclusive easement over a portion of the property for the purpose of constructing, operating, and maintaining the generator enclosure building and related facilities. The easement area is approximately 317 square feet.

FISCAL CONSIDERATION: In the City's 2025-26 Budget, Wastewater Capital Objective #1 identifies \$2,980,000 to complete the design, permitting, and construction of Lift Station #5. A total of \$1,130,259.58 is authorized via the original professional services contract, Amendment #1, Amendment #2, and the purchase of the lift station. The easement acquisition request of \$50,000, plus \$805 for the cost of real estate excise taxes, will bring the total project authorized spending to \$1,181,064.58. No appropriation is required for the easement acquisition.

2025-26 Budget Project Funding:	
Design and Permitting	\$380,000
Construction	\$2,600,000
Total 2025-26 Funding for Design, Permitting, and Construction:	\$2,980,000
2025-26 Project Expenses:	
Professional Services Contract (July 2024)	\$374,459.14
Amendment #1 (September 2025)	\$33,548.89
Amendment #2 (February 2026)	\$10,901.00

Purchase of Lift Station – Sales Tax Included (February 2026)		\$711,350.55
<i>Easement Acquisition (May 11, 2026)</i>		<i>\$50,805.00</i>
Total 2025-26 Expenses Requested		\$1,181,064.58
Appropriation Required		\$0.00
Expenditure Required:	Amount Budgeted:	Appropriation Required:
\$1,181,064.58	\$ 2,980,000	\$ 0

ATTACHMENTS:

1. Garnan PropertiesLLC_Generator Building Esmt_2026-04-28
2. Garnan LLC_REETA

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

AFTER RECORDING RETURN TO:

City of Gig Harbor
Attn: Public Works
City Reference: LS#5
3510 Grandview St.
Gig Harbor, WA 98335

Grantors: GARNAN PROPERTIES 2825 HARBORVIEW LLC

Grantee: CITY OF GIG HARBOR

Property Legal Description (abbreviated): Ptn GL2 in S. 8, T 21N, R. 02E Pierce County, State of Washington

Tax Parcel ID#: 0221081149

RECITALS

WHEREAS, the Grantee is reconstructing its existing sewer Lift Station #5 in and around the Grantor's property located on existing easements and a new easement; and

WHEREAS, this lift station reconstruction project requires installation of a generator enclosure building and associated appurtenances; and

WHEREAS, the Grantor agrees to provide the Grantee a new easement set forth herein.

NOW, THEREFORE, and in consideration of the mutual terms and covenants contained herein, this Easement is granted by the Grantee to the City according to the following terms and conditions.

EASEMENT

- I. Grant of Easement.** For and in consideration of \$50,000 and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the GRANTOR, **Garnan Properties 2825 Harborview LLC**, hereby grants and conveys to the **City of Gig Harbor**, a municipal corporation of the State of Washington (GRANTEE), its contractors, employees, agents, successors, and assigns, an exclusive perpetual Generator Building easement (Easement) over, under, along, across, and together with the right of ingress and egress upon the Property for access to the Easement Area for the purposes set forth herein.

GRANTEE shall have the right to construct, install, operate, maintain, repair, replace, improve, remove, and access a generator enclosure building and associated appurtenances within the Easement Area. This Easement is limited solely to the Lift Station #5 generator enclosure building and its directly related components, and shall not be used for other utility or facility purposes.

GRANTEE shall have the right to cut, trim, remove, or control any and all brush, trees, or other vegetation in the Easement Area by any prudent and reasonable means on a continuing basis.

II. Property subject to Easement.

The Property subject to this Generator Building Easement is legally described in **Exhibit A** and depicted in **Exhibit B**, attached hereto and incorporated by reference; the Easement Area being a portion of said Property.

III. General Conditions. This Easement is granted subject to the following general terms and conditions:

- A. Any use of, or activity on, the Easement Area by GRANTEE that is inconsistent with the purposes of the Easement is prohibited, and GRANTEE shall not conduct, engage in or permit any such activities.
- B. GRANTOR reserves for itself and its successors, and assigns, any use of, or activity on, the Property which is consistent with the purposes of the Easement. GRANTOR shall not grant or convey to a third party any easement or other right of usage in the Property that would impair or limit the GRANTEE'S use of the Easement Area. Without Grantees written permission which shall not be unreasonably withheld.
- C. GRANTOR reserves the right to use the surface of the Easement Area for any purpose so long as the use does not interfere with the Easement rights herein granted. GRANTOR shall not in any way block, restrict, impede, or obstruct access to the Easement Area; shall not alter the ground surface and subsurface within the Easement Area by excavation or placement of fill material; or allow any third party to do the same. No building, wall, rockery, fence, trees, deep rooted plant vegetation, or structure of any kind shall be erected or planted within the Easement Area without the prior written consent of the GRANTEE.
- D. In carrying out any work under this Agreement, the GRANTEE shall do no unnecessary injury to any trees, shrubs, lawns, buildings, fences, or appurtenances within the Property. Upon completion of any work, the GRANTEE shall restore the surface of the Easement Area and any private improvements disturbed or destroyed during the execution of the work to the same or similar condition in which it was before the start of the improvements, or as near as such restoration can be made.
- E. GRANTEE shall be solely responsible for the costs of exercising the Easement rights herein. In any legal action between the parties hereto to enforce any of the terms of this Easement, the prevailing party shall be entitled to receive all its expenses incurred in connection therewith, including reasonable attorney's fees.
- F. GRANTEE shall hold harmless, indemnify, and defend GRANTOR, its employees, agents, successors, and assigns, (collectively "Indemnified Parties") from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands or judgments, including reasonable attorney's fees, resulting from GRANTEE'S negligence in the exercise of the rights herein granted to GRANTEE except, for that liability attributable to the willful misconduct, recklessness, or negligence of the Indemnified Parties.
- G. This Easement, and all of the terms, conditions, rights and obligations herein contained shall be a covenant running with the Property and burden said Property, and shall be binding upon the GRANTOR, its heirs, successors, lessees, and assigns.
- H. This Easement contains the entire understanding between the parties and supersedes any prior understanding and agreements between the parties respecting the Easement.

Dated this ____ day of _____, 20__.

GRANTOR

Garnan Properties 2825 Harborview LLC

By:

Its: Governor/Manager

STATE OF WASHINGTON)

: ss

County of _____)

On this ____ day of _____, 20____, before me personally appeared _____ to me known to be the Governor of **Garnan Properties 2825 Harborview, LLC.**, a Washington Limited Liability Company that executed the above instrument, and acknowledged this was the free and voluntary act and deed of the Limited Liability Company, for the uses and purposes stated, and on oath stated that (he/she/they) (is/are) authorized to execute this instrument.

(SEAL)

Notary Public in and for the State of
Washington, residing at _____

Printed Name: _____

My commission expires _____

City of Gig Harbor

ACKNOWLEDGED AND ACCEPTED:

By: _____

Its: City Manager

Date: _____

Exhibit A

Legal Description

Generator Building Easement

The north 22.50 feet of the west 14.00 feet of that portion of Government Lot 2, Section 8, Township 21 North, Range 2 East of the Willamette Meridian, in Pierce County, Washington, described as follows:

Commencing at the northeast corner of the southeast quarter of the northeast quarter of the northwest quarter of said section, which corner is marked by a stone monument and is located on the centerline of the Gilbert–Wickersham Road.

Thence from said stone monument along said centerline of the Gilbert–Wickersham Road, South 00°58' West 10.63 feet;

Thence South 38°47' East 332.37 feet;

Thence South 51°13' West 105 feet;

Thence South 44°03' East 200 feet;

Thence South 51°13' East 19.97 feet;

Thence South 15°48' East 141.00 feet;

Thence North 74°12' East 30.00 feet to the **True Point of Beginning**;

Thence continuing North 74°12' East 120.63 feet;

Thence North 71°01' East 177.56 feet, more or less, to the government meander line;

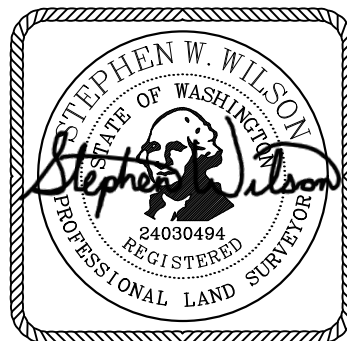
Thence on meander line, North 71°30' West 63.59 feet;

Thence South 68°30' West 290.00, more or less, to a point on county road 38.43 feet North 15°48' West of the True Point of Beginning;

Thence South 15°48' East 38.43 feet to the **True Point of Beginning**.

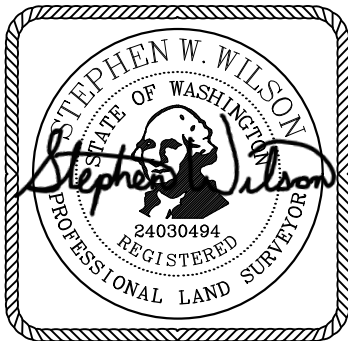
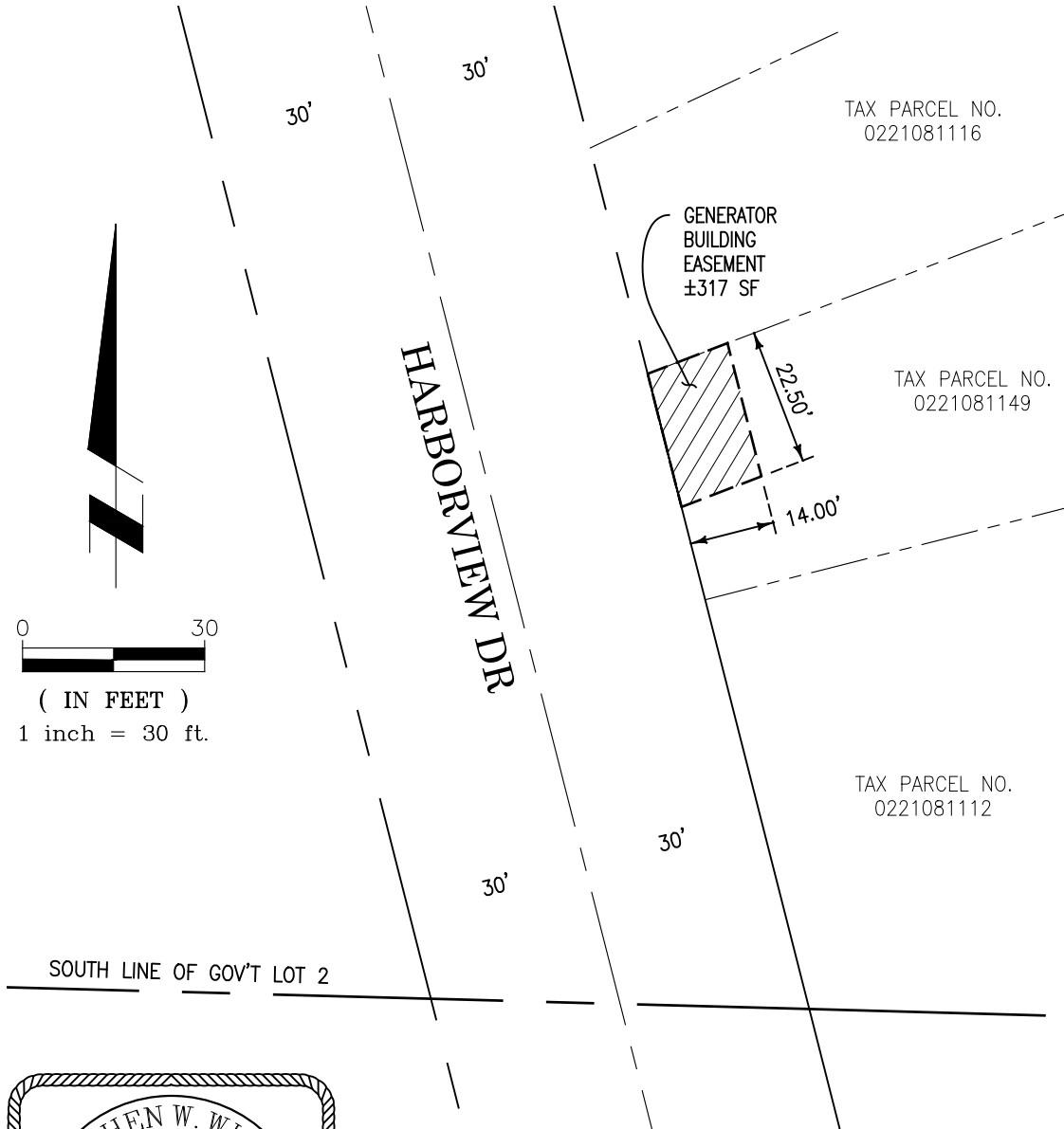
Situate in the County of Pierce,
State of Washington.

The above described easement contains
an area of 317 square feet, more or less.



02-05-2026

EXHIBIT B
IN GOV'T LOT 2, SEC. 8, T.21N., R.2E., W.M.
GIG HARBOR, PIERCE CO., WA



02-05-2026

Parametrix

1019 39th Avenue SE, Suite 100 • Puyallup, WA 98374
Ph: 253.604.6600

Real Estate Excise Tax Affidavit (RCW 82.45 WAC 458-61A)

Only for sales in a single location code on or after January 1, 2026.

This affidavit will not be accepted unless all areas on all pages are fully and accurately completed. This form is your receipt when stamped by cashier. *Please type or print.*

Check box if partial sale, indicate % sold. List percentage of ownership acquired next to each name.

1 Seller/Grantor

Name _____

Mailing address _____
City/state/zip _____
Phone (including area code) _____

2 Buyer/Grantee

Name _____

Mailing address _____
City/state/zip _____
Phone (including area code) _____

3 Send all property tax correspondence to: Same as Buyer/Grantee
Name _____

List all real and personal property tax parcel account numbers **Personal property?** **Assessed value(s)**

Mailing address _____
City/state/zip _____

4 Street address of property
This property is located in _____

(for unincorporated locations please select your county)

Check box if any of the listed parcels are being segregated from another parcel, are part of a boundary line adjustment or parcels being merged.
Legal description of property (if you need more space, attach a separate sheet to each page of the affidavit).

5 Enter any additional codes
(see back of last page for instructions)

Was the seller receiving a property tax exemption or deferral under RCW 84.36, 84.37, or 84.38 (nonprofit org., senior citizen or disabled person, homeowner with limited income)? Yes No

Is this property predominately used for timber (as classified under RCW 84.34 and 84.33) or agriculture (as classified under RCW 84.34.020) and will continue in it's current use? **If yes and the transfer involves multiple parcels with different classifications, complete the predominate use calculator (see instructions)** Yes No

6 Is this property designated as forest land per RCW 84.33? Yes No

Is this property classified as current use (open space, farm and agricultural, or timber) land per RCW 84.34? Yes No

Is this property receiving special valuation as historical property per RCW 84.26? Yes No

If any answers are yes, complete as instructed below.

(1) NOTICE OF CONTINUANCE (FOREST LAND OR CURRENT USE)

NEW OWNER(S): To continue the current designation as forest land or classification as current use (open space, farm and agriculture, or timber) land, **you must sign on (3) below**. The county assessor must then determine if the land transferred continues to qualify and will indicate by signing below. If the land no longer qualifies or you do not wish to continue the designation or classification, it will be removed and the compensating or additional taxes will be due and payable by the seller or transferor at the time of sale (RCW 84.33.140 or 84.34.108). Prior to signing (3) below, you may contact your local county assessor for more information.

This land: does does not qualify for
continuanace.

Deputy assessor signature Date

(2) NOTICE OF COMPLIANCE (HISTORIC PROPERTY)

NEW OWNER(S): To continue special valuation as historic property, **sign (3) below**. If the new owner(s) doesn't wish to continue, all additional tax calculated pursuant to RCW 84.26, shall be due and payable by the seller or transferor at the time of sale.

(3) NEW OWNER(S) SIGNATURE

Signature Signature

Print name Print name

8 I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT

Signature of grantor or agent _____
Name (print) _____
Date & city of signing _____

Signature of grantee or agent _____
Name (print) _____
Date & city of signing _____

Perjury in the second degree is a class C felony which is punishable by confinement in a state correctional institution for a maximum term of five years, or by a fine in an amount fixed by the court of not more than \$10,000, or by both such confinement and fine (RCW 9A.72.030 and RCW 9A.20.021(1)(c)).

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This land: does does not qualify for continuance.

Deputy assessor signature Date

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(3) NEW OWNER(S) SIGNATURE

_____ Signature	_____ Signature
_____ Print name	_____ Print name

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Signature _____	Signature _____
Print name _____	Print name _____

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Yes No

Is this property predominately used for timber (as classified under RCW 84.34 and 84.33) or agriculture (as classified under RCW 84.34.020) and will continue in it's current use? **If yes and the transfer involves multiple parcels with different classifications, complete the predominate use calculator (see instructions)**

Yes No

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Yes No

Is this property classified as current use (open space, farm and agricultural, or timber) land per RCW 84.34?

Yes No

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Yes No

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(3) NEW OWNER(S) SIGNATURE

Signature _____ Signature _____
Print name _____ Print name _____

8 I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT

Signature of grantor or agent _____
Name (print) _____
Date & city of signing _____

Signature of grantee or agent _____
Name (print) _____
Date & city of signing _____

Perjury in the second degree is a class C felony which is punishable by confinement in a state correctional institution for a maximum term of five years, or by a fine in an amount fixed by the court of not more than \$10,000, or by both such confinement and fine (RCW 9A.72.030 and RCW 9A.20.021(1)(c)).

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the WA Relay Service by calling 711.

Instructions

Note: To report a transfer of a controlling interest in real property, please use the Real Estate Excise Tax Affidavit Controlling Interest Transfer Return, Revenue Form No. 84-0001B. This form is available online at dor.wa.gov. This affidavit must be fully and accurately completed. If it is not, the county has the authority to reject the affidavit. See WAC 458-61A-303(6).

Section 1:

If the sale involves property in more than one location code, use the Multiple Location Real Estate Excise Tax Affidavit.

If sale is less than 100%, check the box "Check if partial sale" and fill in the percentage sold.

Enter the name(s) of seller/grantor exactly as listed on the legal conveyance document including the method of holding title.

Attach additional page if necessary to fully list all grantors.

Section 2:

Enter the name(s) of buyer/grantee exactly as listed on the legal conveyance document including the method of holding title.

List the percentage acquired after each name. Attach additional page if necessary to fully list all grantees.

Section 3:

- Enter the name and address where you would like all future property tax information sent.
- Enter the tax parcel number and current assessed value for real and personal property being conveyed in this county. Check the box to indicate personal property.

Section 4:

- Enter the street address of the property.
- Enter the county if in unincorporated area. Enter city name if located within a municipality.
- Enter the legal description of the property. Attach additional page if necessary.

Section 5:

Enter the appropriate land use code for the property. Please list all codes that apply on the lines provided in section 5.

9 - Land with mobile home	25 - Furniture and fixtures	59 - Tenant occupied, commercial properties
10 - Land with new building	26 - Paper and allied products	64 - Repair services
11 - Household, single family units	27 - Printing and publishing	65 - Professional services (medical, dental, etc.)
12 - Multiple family residence (2-4 Units)	28 - Chemicals	71 - Cultural activities/nature exhibitions
13 - Multiple family residence (5+ Units)	29 - Petroleum refining and related industries	74 - Recreational activities (golf courses, etc.)
14 - Residential condominiums	30 - Rubber and miscellaneous plastic products	75 - Resorts and group camps
15 - Mobile home parks or courts	31 - Leather and leather products	80 - Water or mineral right
16 - Hotels/motels	32 - Stone, clay and glass products	81 - Agriculture (not in current use)
17 - Institutional Lodging (convalescent homes, nursing homes, etc.)	33 - Primary metal industries	83 - Agriculture current use RCW 84.34
18 - All other residential not coded	34 - Fabricated metal products	86 - Marijuana grow operations
19 - Vacation and cabin	35 - Professional scientific and controlling instruments; photographic and optical goods;	87 - Sale of Standing Timber
21 - Food and kindred products	watches/clocks manufacturing	88 - Forest land designated RCW 84.33
22 - Textile mill products	39 - Miscellaneous manufacturing	91 - Undeveloped Land (land only)
23 - Apparel and other finished products made from fabrics, leather, and similar materials	50 - Condominiums-other than residential	94 - Open space land RCW 84.34
24 - Lumber and wood products (except furniture)	53 - Retail Trade - general merchandise 54 - Retail Trade - food	95 - Timberland classified RCW 84.34
	58 - Retail trade - eating & drinking (restaurants, bars)	96 - Improvements on leased land

- Check yes if the seller was receiving a property tax exemption or deferral under RCW 84.36, 84.37, or 84.38 (nonprofit organization, senior citizen, or disabled person, homeowner with limited income).
- Check yes if the land is primarily used for timber as defined by RCW 84.34 and 84.33 or agriculture as defined by RCW 84.34.020 and the county assessor has signed that the land does qualify for continuance in the Notice of Continuance in Section 6. See ETA 3215 for additional information. If the entire sale involves multiple parcels in which one or more parcel(s) is classified as above and one or more parcel(s) is not included in these classifications, you must complete the predominate use worksheet which can be found at dor.wa.gov/REET.

Section 6:

Indicate whether the property is designated as forest land per chapter 84.33 RCW, classified as current use (open space, farm, agricultural, or timber) per chapter 84.34 RCW, or receiving special valuation as historic property per chapter 84.26 RCW.

Section 7:

- List personal property included in the selling price of the real property. For example, include tangible (furniture, equipment, etc.) and intangible (goodwill, agreement not to compete, etc.).
- Use tax is due on personal property purchased without payment of the sales tax. Report use tax on your Combined Excise Tax Return or a Consumer Use Tax Return, both available at dor.wa.gov.
- If an exemption from paying the real estate excise tax is being claimed, enter the valid exemption code for that exemption. Refer to the appropriate Washington Administrative Code (WAC) to determine any documentation requirements. A complete listing of all valid exemption codes as well as WAC 458-61A is available online at dor.wa.gov/REET.
- Enter the type of document (quit claim deed, statutory warranty deed, etc.), and date of document (MM/DD/YYYY).
- Enter the selling price of the property. Enter only the portion of selling price assigned to this county. This should equal the selling price reflected on the worksheet, step 3, column C.
- Selling price: For tax purposes, the selling price is the true and fair value of the property conveyed. When property is conveyed in an arm's length transaction between unrelated persons for valuable consideration, there is a presumption that the selling price is equal to the total consideration paid or contracted to be paid, including any indebtedness. Refer to RCW 82.45.030 for more information about selling price.
- Deduct the amount of personal property included in the selling price.
- Deduct the amount of tax exemption claimed.

Instructions Continued

- **Calculate the state excise tax:**

The state portion of excise tax is calculated using a graduated tax rate structure. The amount of tax increases as the amount of the transaction increases. Each portion of the sales amount is taxed at a different rate.

Exception: Property designated as farm and agriculture or timberland is taxed at 1.28% per 83.34 RCW.

Instructions:

1. Enter the sale amount that falls within the specific threshold in column A.
2. Multiply the amount in column A by the state rate in column B. Enter the results in column C.
3. Enter the amount in column C on the appropriate threshold line on page 1 of the affidavit.

Example: This is how the state REET tax would be calculated on a sale totaling \$1,600,000:

	Column A	Column B	Column C
Threshold	Amount within threshold	State rate	Tax
0 to \$525,000	525,000	1.1%	5,775
525,000.01 – 1,525,000	1,000,000	1.28%	12,800
1,525,000.01 to 3,025,000	75,000	2.75%	2,062.50
3,025,000.01 and above	0	3.0%	0
Totals	\$1,600,000		\$20,637.50

Calculate the state excise tax due using this chart:

	Column A	Column B	Column C
Threshold	Amount within threshold	State rate	Tax
0 to \$525,000		1.1%	
525,000.01 – 1,525,000		1.28%	
1,525,000.01 to 3,025,000		2.75%	
3,025,000.01 and above		3.0%	
Totals			

Enter the total tax due amount on the Excise Tax: State line on the first page of the affidavit.

- **Due Date, interest and penalties:** Tax is due at the time of sale/transfer. If tax is not paid within one month of the date of sale/transfer, interest and penalties will apply. The interest rate is variable and determined per RCW 82.32.050. Delinquent penalties are 5% one month after the due date; 10% two months after the due date; and 20% three months after the due date. (RCW 82.45.100)
- **State technology fee:** A \$5.00 Electronic Technology Fee that is due on all transactions. (82.45.180)
- **Affidavit processing fee:** A minimum of \$5.00 shall be collected in the form of tax and processing fee. A processing fee is due on all transactions where no tax is due and on all taxable transactions where the tax due is less than \$5.00. (RCW 82.45.180)

Section 8:

- Both grantor (seller) and grantee (buyer), or the agent of each, must sign this form, certifying that all the information provided is correct.
- Real Estate Excise Tax is a specific lien on the property. The filing of the affidavit may result in a lien on the parcel(s) involved in the transfer if the proper tax is not paid at the time of transfer. RCW 82.45.070.

Audit:

Information you provide on this form is subject to audit by the Department of Revenue. Underpayments of tax will result in the issuance of a tax assessment with interest and penalties. Note: in the event of an audit, it is the taxpayer’s responsibility to provide documentation to support the selling price or any exemption claimed. **This documentation must be maintained for a minimum of four years from date of sale. (RCW 82.45.100)**

Per RCW 82.45.100 (5) No assessment or refund may be made by the department more than four years after the date of sale except upon a showing of:

- (a) Fraud or misrepresentation of a material fact by the taxpayer;
- (b) A failure by the taxpayer to record documentation of a sale or otherwise report the sale to the county treasurer; or
- (c) A failure of the transferor or transferee to report the sale under RCW 82.45.090(2).

Ruling requests:

You may request a predetermination of your tax liability. The written opinion will be binding on both you and the department based on the facts presented (WAC 458-20-100(9)). Go to our website at dor.wa.gov/rulings or fax your request to 360-705-6655.

Perjury:

Perjury in the second degree is a class C felony which is punishable by confinement in a state correctional institution for a maximum term of five years, or by a fine in an amount fixed by the court of not more than \$10,000, or by both such confinement and fine (RCW 9A.72.030 and RCW 9A.20.021(1)(c)).

Real Property:

“Real property” means land or anything affixed to land, including standing timber or crops. Examples: Buildings, condominiums, used park model trailers, used floating homes, underground irrigation systems or utilities, and other types of property that are permanently affixed such as leasehold improvements not required to be removed at the end of your lease. See WAC 458-61A-102 & WAC 458-61A-106 for additional information.

Where to send completed forms:

Completed forms must be submitted to the County Treasurer’s or Recorder’s Office where the property is located.



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

Meeting Date: May 11, 2026

SUBJECT: Resolution 1360 Authorizing a Sister Cities MOU with Bodø, Norway

SUBMITTED BY: Assistant City Clerk Tiffany Aliment

DEPARTMENT: Administration

PHONE: 851-6137

SUGGESTED MOTION: Move to authorize the mayor to execute a Memorandum of Understanding with the city of Bodø, Norway to continue a Sister City Relationship.

BACKGROUND INFORMATION: The city council adopted Resolution 1255 on July 25, 2022, authorizing the mayor to execute a Memorandum of Understanding (MOU) with Bodø, Norway, establishing a Sister City Relationship. The original MOU was for a duration of three years and has since expired. Both the City of Gig Harbor and the City of Bodø, Norway want to continue this Sister City Relationship. The new MOU, if adopted, will not expire until either city expresses an interest in terminating the agreement.

FISCAL CONSIDERATION:

ATTACHMENTS:

1. MOU Gig Harbor and Bodø 2026
 2. R-1360 Sister City Agreement_Bodo
-

STRATEGIC PLAN PRIORITY: Provide a safe, healthy, and inclusive community

**MEMORANDUM OF UNDERSTANDING AGREEMENT FOR A SISTER
CITY RELATIONSHIP BETWEEN THE CITY OF GIG HARBOR,
WASHINGTON USA AND THE CITY OF BODØ, NORWAY**

WHEREAS, both Gig Harbor, Washington, USA and Bodø, Norway seek to enrich cultural understanding, create adult and student exchange opportunities, and broaden cooperation to encourage goodwill between the Cities, and;

WHEREAS, the City of Gig Harbor and the City of Bodø support the promotion of mutual understanding, expansion of official and non-governmental exchanges, and friendship through the promotion of peace, stability, and prosperity, and;

WHEREAS, in order to continue to develop a Sister City Relationship with cooperation between Gig Harbor and Bodø, both Cities agree to support a Sister City Relationship on the following terms:

1. To promote common prosperity and development, both Cities will organize, on the basis of equality, mutual benefit and goodwill, cultural exchanges, contacts to support an electronic "pen pal" program for students, and other information sharing that may include art, business and commerce, culture, governmental administration, health and sports interests, history, science, technology, and other information sharing.
2. Citizens, civic, and business groups of each city are recognized as ambassadors of goodwill to organize exchanges that may include the above topics.
3. Each City shall organize exchanges, to the extent possible, involving adults and students within the duration of this Memorandum of Understanding. Each exchange and or visit shall be reviewed in advance between the City of Gig Harbor and the City of Bodø or their designated Sister City Organizations.
4. Each Sister City or its designated Sister City Organization agrees to assume all costs of a visit to the Sister City including accommodations, meals, and tours unless home stays and other accommodations are agreed upon in advance.
5. Exchange visit details and activities shall be cooperatively agreed upon by organizing citizens, civic, and business groups. Activities shall be provided with the objective to deepen cultural awareness and friendship between citizens, business leaders, and government officials.
6. The implementation of the MOU will start on the date of its signature by Both Signatories and will remain in effect until either party expresses in writing a desire to terminate the agreement.
7. This MOU is not legally binding, does not give rise to legal rights or obligations under international law, and the above-mentioned activities will be conducted within the budgetary constraints of each Signatory's law.
8. Any difference concerning the interpretation and implementation of this MOU shall be resolved by dialogue between the two Signatories.

9. This Memorandum of Understanding represents the entire agreement between the Cities. It may not be changed or modified without a resolution signed by the leaders of both cities.

These two Cities hereby execute this Memorandum of Understanding.

Gig Harbor, Washington, USA

Bodø, Norway

Mayor Mary Barber
Date:

Mayor Ida Pinnerød
Date:

RESOLUTION 1360

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF BODØ, NORWAY, CONTINUING A SISTER CITY RELATIONSHIP.

WHEREAS, the City of Gig Harbor and the City of Bodø, Norway, continue to seek to enrich cultural understanding, create adult and student exchange opportunities, and broaden cooperation to encourage goodwill between the Cities, and;

WHEREAS, the City of Gig Harbor and the City of Bodø support the promotion of mutual understanding, expansion of official and non-governmental exchanges, and friendship through the promotion of peace, stability and prosperity,

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

Section 1. The Mayor is authorized to execute a memorandum of understanding with the City of Bodø to continue a Sister City relationship, as set forth in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 11th day of May, 2026.

Mary Barber
Mayor

Attest:

Tiffany Aliment, CMC
Acting City Clerk

A twice-monthly summary from your City of Gig Harbor Leadership Team

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

Administration

City Administrator Katrina Knutson

Raising Girls Luncheon: Some staff had the opportunity to participate in the Raising Girls Luncheon, which brought together community leaders committed to uplifting and empowering young people.

The event highlighted the importance of mentorship, equity, and early investment in youth leadership and well-being. It served as a strong reminder of the role local government can play in supporting initiatives that advance opportunity and resilience for youth and families.



Poulsbo housing, health, and human services tour: The mayor, city administrator, community development director, and housing health and human services program manager were hosted by Poulsbo’s mayor, city administrator, and housing, health, and human services director to tour their robust programs. Including their affordable housing community, the recovery house, resource center, and recovery café.

These programs reflect a thoughtful, integrated approach to supporting individuals on their path to stability, recovery, and self-sufficiency. Seeing these services in action underscores the value of coordinated community-based responses to complex social needs.



Northwest Women’s Leadership Academy Summit: Housing, Health, and Human Services Program Manager Shea Smiley and Senior Engineer Stephanie Seibel attended the Northwest Women’s Leadership Academy Summit, which convened emerging and established leaders from across the region. The summit emphasized collaborative leadership, equity-centered practice, and the importance of cultivating diverse voices in decision-making spaces. City Administrator Knutson was a guest panelist, contributing her experience and perspective to the discussion. It was an energizing opportunity to reflect on how we continue to strengthen leadership pipelines within our organization and community.



Hunt Street property: The city council voted to approve the mayor’s authorization to accept FISH foodbank’s offer to return the Hunt Street property back into city ownership. All documents are now signed and filed with the auditor’s office. This action represents a critical step forward in advancing affordable housing opportunities within our community. We look forward to engaging partners and stakeholders as we move into the next phase of planning.

Mental health: May is Mental Health Awareness Month, and the mayor has formally recognized this through a signed proclamation affirming our community’s commitment to reducing stigma and expanding access to care. This is an important opportunity to elevate awareness, encourage help-seeking, and highlight the resources available to our residents. We will be partnering with local organizations to promote a series of events and activities throughout the month.

Upcoming events

- Peninsula School District Mental Health Townhalls:
 - Ken Peninsula Civic Center 5/7/26 6-8pm
 - Gig Harbor Civic Center 5/18/26 6-8pm
- Gig Harbor Youth Council's Youth Mental Health Summit at the Civic Center on 5/30/26 11:00am – 1:00pm



Senior Services Grant: The city council approved the Senior Services Grant award recommendations as brought forward by staff. This investment reflects the city's continued commitment to supporting older adults through targeted, community-based services.

Total Funding Awarded: \$80,000

Organizations Funded:

- Olympic Civic Services: up to \$25,000
- Greater Gig Harbor Foundation: up to \$42,250
- Good Roots: up to \$12,750

Community Development

Community Development Director Eric Baker

In the vein of two things can be true at the same time, we are both ecstatic and devastated that Patty McGallian, the city's permit coordinator, is taking her well-earned retirement starting at the end of May. She has been the rock of the department for decades and no one will be able to replace her

dedication, knowledge, and experience. Truly irreplaceable. We are super excited for her future as she gets to be grandma full-time and travel the world one golf course at a time.

On the policy front, to address the proliferation of temporary signage along our roadways, city council has directed staff to bring code revisions forward to better define “sign” to ensure that all temporary signage places in the right of way meets the same code requirements (size, location, permitting, etc.). The proposal should come before council for public hearing in early June.

Planning: Chick-fil-A has formally resubmitted its application for a Conditional Use Permit (CUP), incorporating revisions in response to prior staff comments and review feedback. City staff will now conduct a detailed evaluation of the updated submission to ensure that all identified issues have been adequately addressed and that the proposal complies with applicable regulations and development standards.

Once staff determines that all elements of the application meet the necessary requirements, they will prepare a recommendation for approval. The final decision will then be made by the city’s Hearing Examiner, who is responsible for reviewing the full record, considering any additional input or testimony, and ultimately issuing a determination on the proposal.

The Shoreline Substantial Development Permit (SDP) application for the city’s Commercial Fishing Homeport project has been formally scheduled for a public hearing on June 2, at 1:30 p.m. in the council chambers. During this hearing, city staff will present their analysis of the proposal along with a recommendation and conditions. Following the hearing and consideration of the record, the city’s Hearing Examiner will make the final determination on the permit application.

Building: Forever #1 in our hearts...



Code enforcement: April saw a total of 19 cases ranging from noise complaints, dissatisfaction with customer service at various businesses, view obstruction, public nuisance, business cue line backups onto public streets, businesses operating in the city right of way, and businesses potentially operating without the proper permits in place.

Staff are continuing bi-monthly temporary sign sweeps and public education on the proper process for placing temporary signs. Additionally, there are ongoing meetings with WWTP staff in efforts to streamline the implementation of the notice of violation letters regarding the F.O.G. (Fats, Oils, Grease) program.

Court

[Court Administrator Stacy Colberg](#)

No updates this time but stay tuned!

Finance

[Finance Director Scott Larson](#)

No updates this time but stay tuned!

Human Resources

[Human Resources Director Shannon Costanti](#)

Advance your career: Looking to grow in your career? Check out the [current job opportunities](#) here at the city!

Position	Type	Status
Seasonal Worker	FT	Open until filled
Water Quality Specialist	FT	Open until May 12
Associate Engineer	FT	Open until May 20
Permit Coordinator	FT	Open until May 21
Community Development Assistant	FT	Open until May 25
Infrastructure Systems Engineer	FT	Closed - selection pending

Developing future leaders: The city recently launched its second annual emerging leaders' program, Harbor Rising. This program is designed to cultivate the next generation of leaders within our organization. Participants were nominated by their peers and leadership staff because they were identified as high-potential individuals who are not currently in formal leadership positions but have demonstrated exceptional initiative, influence, and potential through their roles as informal leaders.

Over the course of eight months, the program will equip participants with foundational leadership skills, self-awareness, team-building tools, and community insights to enhance their current impact as an informal leader while preparing them for future leadership opportunities.

Key program principles

- **Focus on informal leadership:** Sessions emphasize practical strategies to lead from any position, leveraging one's current role to influence outcomes without formal power.
- **Building potential:** Activities and discussions highlight demonstrated strengths and provide tools to bridge the gap toward formal leadership roles.

- **Holistic development:** Self-reflection, assessments, team dynamics, ethical navigation, and community engagement to foster well-rounded growth.
- **Interactive and collaborative:** Hands-on exercises, peer discussions, guest testimonials, and a capstone community project to apply learning in real-time.

Program outcomes

By the end of the program, participants will:

- Strengthen their informal leadership presence in daily roles.
- Gain self-awareness through assessments and feedback.
- Understand team behaviors and how to contribute effectively.
- Build social capital and create inclusive environments.
- Navigate organizational policies and conflicts confidently.
- Broaden perspectives on community partnerships and impact.
- Graduate with a network of peers, mentors, and community connections, ready for emerging leadership opportunities.



Caption: The 2026 class of Harbor Rising. From left: Kelsey Dove, Joe Hicks, Matt Hemphill, David Boyer (front), Tyler Ellingboe, Seth Wahto, Cacilia Clemente (front), Steve Demmer, Chris Harper, Mandy Chapman, and City Administrator Katrina Knutson. Not pictured Nestor Geuvara. Photo by city staff.

Information Technology Systems

ITS Manager Logan Rosenstiel

Sendio is leaving us: Last Wednesday, the ITS team completed work on the city's new email protection suite and "pulled the lever" to re-route inbound and outbound email. Accordingly, we'll retain access to log into Sendio for about two weeks before fully killing it. Please be sure to jump into Sendio and release any queued messages at your earliest opportunity.

Fast progress toward faster speeds: Last Thursday, contractors working with Comcast pulled new fiberoptic lines into the operations facility on Skansie. This represents a very big step toward speeding up the network there!

More progress toward new cellphones and Windows 11: The team continues knocking out milestones building out our new patch management and device management tools. Once these are completed, we can begin the mammoth undertaking of deploying new cell phones and getting Windows 11 to all city staff.

Building partnerships to drive cybersecurity: ITS Manager Logan Rosenstiel recently met with a representative of the Washington State Cybersecurity Incident Response Team (CIRT). As a result, the city has offered to host training events for cybersecurity professionals around the state. The CIRT is comprised of vetted, background-screened volunteer IT professionals, operating under a state-sanctioned program, to offer rapid response to cybersecurity incidents for government entities that may not have the fiscal or technical resources to respond effectively.

In slightly unrelated news, Logan has applied to be an incident responder with the CIRT program. Wish him luck!

Whether or not members of the Gig Harbor team make the cut, hosting training events gives us a great opportunity to collaborate with peers and learn valuable cybersecurity response skills.

Repetitive security tip of the day: Remember that it is IMPERATIVE we all keep our passwords safe and secure. Storing passwords on paper, in Excel spreadsheets, Word documents, or any other un-encrypted fashion is a major no-no! The city has an enterprise subscription to LastPass to securely store passwords and credentials.

Police

Police Chief Tray Federici

A duty of honor and remembrance: Officer Matt Bonsib and Sergeant Eddy Dominguez recently completed a week of Honor Guard training. The experience was a powerful reminder of the importance of this role, not for ourselves, but for those who deserve to be honored with dignity and respect.

Honor Guard members serve families during some of the most difficult moments of their lives, providing professionalism and compassion from the moment they receive unimaginable news. Ongoing training is essential to ensure we remain sharp, prepared, and able to serve at the highest standard.



Officer Goff completes field training: In our last two updates, we celebrated Officer Dustin Hulbrock’s and Officer Cali Hinzman’s completion of field training and their transition to solo patrol status. This update, we once again recognize this important milestone, this time for Officer April Goff.



The Gig Harbor Police Department is proud to announce that Officer April Goff has successfully completed the department’s Field Training and Evaluation Program and is now serving as a solo patrol officer.

The department’s field training program is designed to prepare officers for the demands and responsibilities of independent patrol work. Throughout the program, officers are evaluated on decision-making, officer safety, communication, problem-solving, and overall performance in the field.

After successfully meeting the standards of the program and demonstrating the professionalism, judgment, and skill expected of a Gig Harbor police officer, Officer Goff was recommended by the department’s training division for solo patrol status.

Congratulations to Officer Goff on reaching this important milestone in her career.

Team effort results in vehicle theft arrest: Detectives developed probable cause for the arrest of a motor vehicle theft suspect based on video surveillance and historical cell phone data. Using an active location ping, the suspect was located in Poulsbo.

With support from the department’s newly formed Directed Enforcement Team (DET), detectives conducted surveillance at the location and identified the suspect’s vehicle parked outside an apartment complex. When the suspect exited the residence, officers coordinated their approach and safely took him into custody without incident.

The suspect was subsequently booked into the Pierce County Jail on one count of theft of a motor vehicle.

Community drug take-back event: The police department, in partnership with the Drug Enforcement Administration, hosted a drug take-back event led by Property and Evidence Technician Adam Blodgett, providing community members with a safe and convenient way to dispose of unused, unwanted, and expired medications.

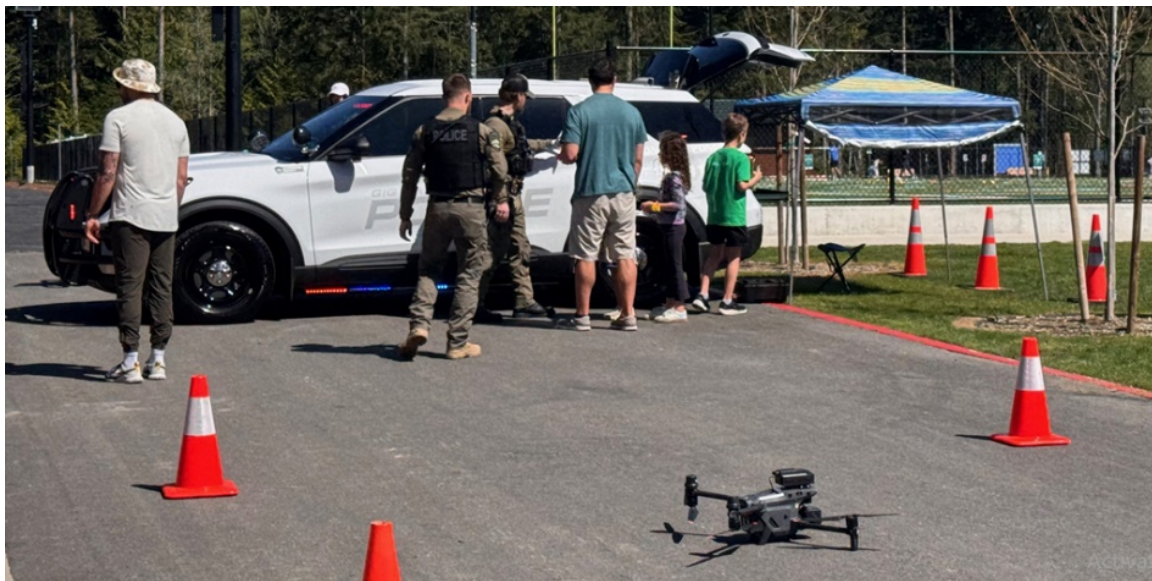
Residents turned in a variety of prescription and over-the-counter medications, helping to reduce the risk of misuse, accidental ingestion, and environmental harm caused by improper disposal. Events like this play an important role in preventing prescription drug abuse and keeping medications out of the hands of those who may misuse them.

The department appreciates the community's participation and continued support in promoting public safety and responsible medication disposal.



Community engagement and field operations: The Gig Harbor Police Department's Drone Team recently delivered back-to-back successes, highlighting both community outreach and operational effectiveness.

First, drone team operators participated in Healthy Kids Day at the new sports field in partnership with the YMCA. As part of the event, the team set up a drone station and conducted multiple live demonstrations, including operational



flights and tours of the department's drone-equipped vehicle. Community members had the opportunity to see firsthand how drone technology is used to support public safety operations, from search efforts to situational awareness.

Second, on April 29, the drone team assisted the Pierce County Sheriff's Office in locating and apprehending a domestic violence suspect who had fled the scene of an initial incident and was hiding in a heavily wooded area.

Supporting Paddlers Cup: Additionally, officers were assigned to secure and monitor the Paddlers Cup event. Operations were coordinated through an incident command structure, with personnel deployed both on land and on the water to ensure comprehensive coverage throughout the event area.

On land, officers managed traffic control, crowd movement, and access points, while maintaining a visible presence to support public safety. On the water, the department's patrol vessel was utilized to monitor race activity, enforce safety zones, and assist participants as needed.

This coordinated approach allowed for efficient oversight of the event and helped ensure a safe environment for participants and spectators.



Department improvements: And a special thank you to our public works partners, Jared Garcia and Will Sonntag, for their outstanding work restriping and helping reorganize the parking area at the police department. Their efforts have improved the functionality and safety of the space for daily operations.

Strong interdepartmental partnerships like this are invaluable, and we truly appreciate the collaboration and support that help us operate as one team.



Public Works

Public Works Director Jeff Langhelm

Parks Appreciation Day: We had a great turnout for Parks Appreciation Day on May 2, with dozens of volunteers putting in time at Wilkinson Farm Park, Grandview Forest and Soundview Forest. Invasive weeds were removed, trees were planted, and trails were resurfaced, giving those parks a spring refresh.

Thank you to the parks commissioners who served as park supervisors – Kim Anderson, Guy Magnus, Andrew Peabody and Louise Tieman, and to Louis, Kiel and Alex from operations who gave up their Saturdays to help. As usual, the Gig Harbor High School Interact Club had a great showing at Wilkinson Farm.



WRPA Conference: Parks Manager Jennifer Haro attended the Washington Recreation and Parks Association Conference in Tacoma the week of April 18. There were valuable sessions applicable to Gig Harbor parks, including pickleball and public engagement lessons for park planning projects.

Gas leak at Wastewater Treatment Plant: Wastewater staff found a leak in the natural gas line entering the lab/operations building and supplying gas to the hot water tank. The leak was at the union fitting outside of the building and was entering the building through the hole in the exterior CMU block wall. After the gas company performed outside repairs and a city contractor verified there are no leaks in the interior of the building, the hot water tank was turned on and no leaks were found.

Civic Center security upgrades. Thanks to the facilities crews, the city has now installed security upgrades to Building A (Community Development and Public Works). The public will now receive service at a newly installed “storefront” with access control located in the hallway as you enter Building A. As necessary, staff may then escort the public into Building A to either meet at the counter or in a conference room. And we want to shout out ITS for their support in connecting the access control system to this storefront!



Capital improvement project status updates: For the most recent updates on the city’s design and construction projects, see our online [CIP StoryMap](#).



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

Meeting Date: May 11, 2026

SUBJECT: Professional Services Contract Amendment #4 – Lift Station 1a Rehabilitation

SUBMITTED BY: Marcos McGraw

DEPARTMENT: Public Works

PHONE: 253-853-2647

SUGGESTED MOTION: Approve and authorize the mayor to execute Professional Services Contract amendment #4 with Kennedy-Jenks in an amount not to exceed \$39,172.00.

BACKGROUND INFORMATION: Sanitary sewer Lift station 1 is located in the southwest corner of Crescent Creek Park. It was built in 1973. Due to the age of the various structures, parts, and components of this lift station it is nearing the end of its usable life.

In November 2023, City Council approved the consultant, Kennedy-Jenks, to proceed with predesign efforts and prepare documents for improvements to the sewer lift station. Council subsequently approved contract amendments one through three for design efforts related to unanticipated liquifiable soils, special deep foundation, geotechnical recommendations, utility services for the public restroom, and rehabilitation of an existing sewer manhole.

Amendment #4 will direct the consultant to complete a cultural resource analysis for the site based on comments from local Tribes.

FISCAL CONSIDERATION: The project is included in the 2025-26 Budget, under the Wastewater Capital Fund as objective 3 "Lift Station 1A (Crescent Creek Park) Rehabilitation." While the total design effort will exceed the original proposed design budget, there are funds within the ending fund balance of the wastewater capital fund to pay for the additional costs associated with this amendment. A budget summary is shown on the table below:

2025-26 Mid-Biennium	
Budget Project	
Funding:	
Wastewater Capital fund	\$3,475,000.00
Total 2022 Budget:	\$3,475,000.00
Total Project	
Expenses:	
Remaining costs_Current Professional Services Contract – Kennedy-Jenks	(\$93,110.00)

2025 Professional Service Contract Amend. #3 [added scope]	(\$120,995.00)
2026 Professional Service Contract Amend. #4 [added scope]	(\$39,172.00)
Available 2025-26 Budget for Permit fees & Construction:	\$3,221,723.00

Expenditure Required: \$ 39,172.00	Amount Budgeted: \$ 3,475,000.00	Appropriation Required: \$ 0.00
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ATTACHMENTS:

1. PSC-AMEND.4_KJ-CONTRACT PACKAGE-FOR SIGNATURE

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

FOURTH AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
KENNEDY JENKS CONSULTANTS, INC

THIS **FOURTH AMENDMENT** is made to that certain Professional Services Contract dated May 2, 2023 (the “Agreement”), as amended on November 15, 2023, November 21, 2024 and again on August 8, 2025, by and between the City of Gig Harbor, a Washington municipal corporation (hereinafter the “City”), and Kennedy Jenks Consultants, Inc., a Washington organized under the laws of the State of Washington (hereinafter the “Consultant”).

RECITALS

WHEREAS, the City is presently engaged in completing the design for the rehabilitation of the Lift Station 1A 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 Thirty-Nine Thousand, One Hundred Seventy-Two Dollars and No Cents (\$39,172.00), as shown in **Exhibit B**, attached to this Amendment and incorporated herein for a total contract amount of (\$ 752,321.00).

3. Duration of Work. Section 3 of the Agreement is amended to extend the duration of this Agreement to **December 31, 2026**.

[Remainder of page left intentionally blank]

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

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

CONSULTANT

CITY OF GIG HARBOR

By: _____
Title: _____

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

City of Gig Harbor and Kennedy/Jenks Consultants, Inc.
Contract Amendment

Client Contract No. CSSP-2309
KJ Project No. 2397007*00

AMENDMENT NO. 4 TO AGREEMENT FOR CONSULTING SERVICES
BETWEEN KENNEDY/JENKS CONSULTANTS, INC.
AND THE CITY OF GIG HARBOR
FOR LIFT STATION 1A REPLACEMENT

RECITALS:

WHEREAS, CLIENT is authorizing CONSULTANT to perform additional or amended services as set forth herein; and

WHEREAS, CLIENT and CONSULTANT agree to revise the PROJECT as follows: CONSULTANT will contract with ICF Environmental, Inc. hereinafter "SUBCONSULTANT" to perform a cultural resources study at Crescent Creek Park (3303 Vernhardson Street, Gig Harbor, WA 98332) and produce final deliverables to meet state and federal requirements. The cultural resources survey will be conducted for Parcels 0222323018, 0222323031, 0222323032, and 0222323033, as identified by the Pierce County Assessor and Treasurer.

NOW, THEREFORE, CLIENT and CONSULTANT agree to amend the AGREEMENT as follows:

Scope of Services: The Scope of Services in the AGREEMENT is amended as follows:

- CONSULTANT will subcontract with SUBCONSULTANT to complete fieldwork and final deliverables to meet the Washington State Department of Archaeology and Historic Preservation's (DAHP) *Washington State Standards for Cultural Resource Reporting* (April 2023) requirements. The scope will also meet federal standards and guidelines for reporting under Section 106 of the National Historic Preservation Act.
- SUBCONSULTANT will complete background research and literature review of available records for Crescent Creek Park prior to cultural resources fieldwork to identify any known cultural resources or surveys within 1-mile of the project area.
- SUBCONSULTANT will deploy a two-person crew to complete a pedestrian survey within the boundaries of the project area. Approximate boundaries of the project area are depicted in the figure below. During the fieldwork, archeologists will examine ground disturbances and excavate shovel probes across the project area to meet DAHP expectations for subsurface surveys. Shovel probes will be backfilled upon completing documentation of the probe's contents and location.

City of Gig Harbor and Kennedy/Jenks Consultants, Inc.

Contract Amendment



- SUBCONSULTANT will prepare a draft and a final technical report to meet the Washington State Department of Archaeology and Historic Preservation (DAHP) guidelines. The report will summarize the results of the field survey and literature review.
- CONSULTANT will hold up to two 1-hour meetings with the CLIENT to communicate and coordinate the progress of the cultural resources work. Two CONSULTANT staff will participate in each of these meetings.
- CONSULTANT will communicate and coordinate with the SUBCONSULTANT to support the cultural resources study, fieldwork, and technical report preparation. CONSULTANT will also communicate project expectations and CLIENT comments and questions to the SUBCONSULTANT.
- Per CLIENT request, an additional \$10,000 is added to the Project Management Reserve as part of this amendment.
- **Scope Assumptions:**
 - There will be no cultural resources found within the survey area.
 - The CLIENT will allow SUBCONSULTANT access to the whole of Crescent Creek Park and will coordinate any other required access or permissions to allow SUBCONSULTANT to complete the fieldwork.

City of Gig Harbor and Kennedy/Jenks Consultants, Inc.

Contract Amendment

- No utility locates are necessary prior to shovel probing.
- No DAHP permits or other local permits are required to complete fieldwork.
- The project area examined during the field inspections does not exceed 10 acres in area.
- No new archaeological sites will be identified.
- SUBCONSULTANT will excavate up to 20 shovel probes
- The CLIENT will complete all tribal, agency, and interested party consultations.
- The CLIENT will provide a single consolidated set of comments on the draft cultural resources report to the CONSULTANT. It is assumed that the comments included will be minor in nature.
- Up to 10 hours are budgeted to collect, review, coordinate, and address comments received from DAHP and other interested parties. It is assumed that the comments included will be minor in nature.

Schedule: CONSULTANT is authorized to proceed with the modified Scope of Services effective on the date of this Amendment. The modified Scope of Services shall be completed by 31 July 2026.

Compensation: Compensation for the services provided under this Amendment shall be calculated on the same basis as in the AGREEMENT unless explicitly modified by this or previous amendment(s). The labor hours and cost estimates for completing the services defined in this Amendment are shown in Attachment 1. Compensation for the services performed under this Amendment is \$39,172 which increases the total compensation under the AGREEMENT to \$752,321.

All other terms and conditions of the AGREEMENT and any amendments thereto remain unchanged.



April 22, 2026

RFP Response

→ **Cultural Resource Survey at Crescent Creek
Park, City of Gig Harbor, Washington --
REVISED**

Submitted to:
Kennedy Jenks

Laura Tejera, P.E.
Associate Engineer
Kennedy Jenks
253.835.6438
LauraTejera@kennedyjenks.com

Submitted by:
ICF Environmental, Inc.
1200 6th Avenue, Unit 1800
Seattle, WA 98101
206.801.2800

**Burr Neely, PNW Cultural
Resource Director**
907.978.9684
Burr.neely@icf.com



This proposal includes data that shall not be disclosed outside the Recipient and shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of—or in conjunction with—the submission of the data, the Recipient shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Recipient’s right to use information contained in the data if it is obtained from another source without restriction. The data subject to this restriction are contained in this volume and its appendices and attachments.



April 22, 2026

Laura Tejera (Weiden), P.E.
Associate Engineer
215 Union Boulevard, Suite 500
Lakewood, CO 80228-1828

Subject: ICF proposal to complete cultural resource services in support of the Gig Harbor Lift Station Project at Crescent Creek Park, City of Gig Harbor, Washington

Dear Laura,

ICF Environmental, Inc. (an ICF company hereafter referred to as "ICF"), is pleased to submit our revised proposal to provide cultural resource services for the above-referenced project. Per your email request (dated April 20, 2026) ICF is providing costs to complete a cultural resource survey and technical reporting for the entire public park parcel at Crescent Creek Park. Costs are also updated to reflect the slightly larger survey area (now including the north strip and the area around the volleyball courts and BMX track).

Our staff meet and exceed the necessary qualifications in historical and precontact archaeology, architectural history, and history. We have extensive, relevant experience completing projects requiring compliance with the Washington State Environmental Policy Act (SEPA), Washington Governor's Executive Order 21-02, and local ordinances pertaining to the consideration of cultural resources during project implementation. This includes conducting previous cultural surveys for projects involving county and city-level agencies and review.

Enclosed please find our methodology, budget narrative, proposed schedule, and qualifications to complete the project. ICF's proposal is valid for 90 days from its submittal. Stacey Irwin has the authority to sign this letter on behalf of ICF, and it certifies that, to the best of her knowledge, the information presented in this response is a statement of facts. If you have any questions regarding this submittal, please contact Burr Neely at 907.978.9684 or burr.neely@icf.com.

Sincerely,


Stacey Irwin
Senior Contracts Administrator


Burr Neely
Director, PNW Cultural Resources

Scope of Work

ICF will complete three primary tasks for this project and ensure that the fieldwork and final deliverables meet the Washington State Department of Archaeology and Historic Preservation's (DAHP) *Washington State Standards for Cultural Resource Reporting* (April 2023). The project will also meet all federal standards and guidelines for reporting under Section 106 of the National Historic Preservation Act. ICF has successfully deployed the following three-task methodology on several similar cultural resource survey projects in Washington.

ICF understands that the City of Gig Harbor requires a technical report detailing the cultural resource survey results so that it can move forward in consultation with DAHP and other consulting agencies to commence the project. ICF is providing costs to conduct a cultural resource survey of the entire Crescent Creek Park with a survey area estimated to be between 5 and 10 acres. This survey and report would be completed in support of the City's Master Plan update process that may result in potential changes at Crescent Creek Park.

ICF has previously completed cultural resource technical reports for neighboring counties, and we maintain detailed background information covering local precontact and historical period cultural resources. Each scenario will follow the three tasks listed below.

Task 1: Background Research and Literature Review and Pre-field Logistics

ICF archaeologists will conduct a literature review prior to field work to identify any known cultural resources or surveys within a 1-mile radius of the project area with particular attention to any sites or previous survey in or directly adjacent to the Crescent Creek Park. ICF has many of the resources for this task already in hand from our previous work.

The Washington Information System for Architectural and Archaeological Records Database (WISSARD) will be the primary source to identify previously documented archaeological, ethnographic, and historic resources. The database includes completed cultural resources survey reports, properties listed in (or determined eligible for listing in) the National Register of Historic Places, Washington Historic Register-listed properties, archaeological sites, cemeteries, and inventoried historic resources. Additionally, data from academic sources, geotechnical reports, geologic mapping, soil surveys, or any other relevant sources will be incorporated, such as historical maps, local City histories and site registries, and other sources detailing past land use in the project area. The results of the literature search will be included in the technical report and will inform field methodology.

ICF will also prepare for fieldwork during Task 1, including developing field maps, GPS, and gear prep, and working out necessary access and field planning. We currently assume that no permits are required from DAHP to complete fieldwork and that ICF does not need to independently secure access permission to the project areas. We also assume no utility locate will be required prior to field survey, or that the City of Gig Harbor will ensure utilities are located prior to survey.

Task 2: Fieldwork

ICF will deploy a two-person crew under the direction of a Secretary of the Interior (SOI) qualified Principal Investigator to complete the pedestrian survey within the boundaries of the project areas as depicted on maps provided by Kennedy Jenks marking the park boundaries. During this phase, archaeologists will seek out and examine ground exposures (e.g., ditches, cutbanks, etc.) and conduct pedestrian surveys.

ICF will also excavate shovel probes across the project area to meet DAHP expectations for subsurface survey. Probes will be excavated to a minimum depth of 100 centimeters below the surface (cmb), or until glacial deposits, channel cobbles, or other impassible conditions are encountered. Probe placement will be up to the judgment of the field supervisor based on prefield mapping, topographic circumstances, wetland areas, and other field observations. All excavated sediment will be screened through ¼-inch mesh. Sediment observed in each shovel probe will be documented on an ArcGIS Collector app. Cultural material found in each shovel probe will be photographed using a digital camera and replaced in the probe once recording is complete. Shovel probes will be backfilled upon completing documentation and their location will be noted using a Global Position System (GPS) instrument with sub-meter accuracy. ICF will excavate up to 20 shovel probes.

If cultural materials are found, subsequent delineation probes and recordation would need to occur, and this would be managed as a new discovery. ICF will notify Kennedy Jenks of this discovery and mutually work out an approach to completing further work including additional scope and cost consideration. Current fieldwork assumptions include:

- ICF is not responsible for obtaining land-owner permission to complete the survey and ICF is allowed access to the entire project area.
- No utility locates by ICF are necessary prior to shovel probing.
- No DAHP permits or other local permits are required to complete fieldwork.
- No new archaeological sites are identified. If a site is identified, ICF will work with Kennedy Jenks to determine next steps and additional costs.
- The project area does not exceed 10 acres.
- The City will complete all tribal and interested party consultations. ICF is not responsible for any Tribal, Agency, or consulting party coordination or consultation.

Task 3: Post-Field Analysis and Reporting

ICF will prepare a technical report summarizing the results of the field survey and a literature review. This report will be prepared to meet the Washington State Department of Archaeology and Historic Preservation (DAHP) guidelines. ICF will submit a draft report to Kennedy Jenks and the City for review and comment in electronic format. ICF will make any necessary revisions to the draft report. Once finalized, ICF will submit an electronic final report to Kennedy Jenks for delivery to the City. Once ICF addresses all comments, the report will be submitted to DAHP's state database. The report will include: any pertinent maps, graphics, or tables; a description of the Project; a summary of applicable laws and

regulations; the geological, ethnographic, and historic background of the area; a summary of the results of the background literature and records research; the methods used during the fieldwork; the results of fieldwork; a description of any cultural resources found; technical conclusions and recommendations; and references cited.

Budget Narrative

ICF has provided the attached cost estimates by task for review.

We have prepared each budget on a time and materials basis for the not-to-exceed amount indicated on the spreadsheet. We also provide direct costs associated with completing the work.

Other assumptions that inform our pricing include:

- ICF assumes this proposal shall be incorporated by reference into the contract resultant from this RFP.
- All project deliverables will be provided in an electronic format, Microsoft Office Suite or PDF.
- All days are presumed to be “business days” unless otherwise specified.

Proposed Schedule

ICF appreciates that time is of the essence to complete the project. We would begin work immediately upon receipt of an executed contract. Initial work will involve logistical project set up, literature review, and initial report production. Fieldwork would be completed ASAP and no later than within one month of receipt of an executed contract. Project deliverables would be submitted within a one-month period following fieldwork, adhering to the tentative project timeline below that assumes an executed contract by May 18, 2026, if not sooner. Pending the date of the contract execution, *ICF may be able to accelerate the schedule below*. We can commit to completing the project no later than July 10, 2026, and can refine this schedule to accommodate specific project needs.

<u>Action</u>	<u>Date</u>
Task 1: Background Research	Commence no later than May 18, 2026
Task 2: Fieldwork	Complete no later than June 5, 2026
Task 3: Draft Report	Submit no later than June 26, 2026
Draft Report Review Period	June 29–July 3, 2026 (one week)
Final Report and Project Close Out	No later than July 10, 2026

Proposal Fee Estimate

EXHIBIT B



CLIENT Name: **City of Gig Harbor**
 PROJECT Description: **Lift Station #1A Replacement**
 Proposal/Job Number: **2397007*00** Date: **4/22/2026**

January 1, 2026 Rates	J. Foray	K. LaFitte	L. Tejera	J. Powell	F. Herndon	J. Jindra	J. Hart	J. Sautter	T. Boland	Name Adm		KJ	KJ	Sub	KJ	KJ	KJ	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Classification:	Eng-Sci-8 QA/QC	Eng-Sci-7 Contract	Eng-Sci-6 PM	Eng-Sci-5 Struct Engr	Eng-Sci-4 Bldg Mech	Eng-Sci-4 Bldg Mech	Eng-Sci-4 Engr Staff	Eng-Sci-3 Engr Staff	Project Admin.	Admin. Assist.	Total	Labor	Assoc. Proj. Costs	ICF (Cultural Resources)	Sub-Markup	ODCs	ODCs Markup	Total Labor	Total Subs	Total Expenses	Total Labor + Subs + Expenses
Hourly Rate:	\$300	\$275	\$255	\$229	\$206	\$206	\$206	\$183	\$140	\$110	Hours	Fees	\$8.00		10%	Fees	10%				Fees
300- Permitting																					
306 - Cultural Resources Study & Report	2	2	16	0	0	0	10	18	2	0	50	\$10,864	\$400		\$1,628	\$0	\$0	\$11,264	\$17,908	\$0	\$29,172
ICF Environmental Inc.											0	\$0	\$0	\$16,280	\$1,628		\$0	\$0	\$17,908	\$0	\$17,908
Project Management														\$360							
Prefiled Research and Logistics														\$1,670							
Field Investigations														\$5,635							
Technical Reporting, Analysis, and Comments														\$8,305							
Project Closeout														\$310							
Kennedy Jenks Consultants																					
Subconsultant Subcontracting, Coordination, and Meetings	2	2	16				10	18	2		50	\$10,864	\$400		\$0		\$0	\$11,264	\$0	\$0	\$11,264
Management Reserve																\$10,000		\$0		\$10,000	\$10,000
All Phases Total	2	2	16	0	0	0	10	18	2	0	50	\$10,864	\$400		\$1,628	\$10,000	\$0	\$11,264	\$17,908	\$10,000	\$39,172

UPCOMING GIG HARBOR CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
W	May 6	5:30pm	Parks Commission	<i>see agenda</i>
TH	May 6	5:30 pm	Planning Commission	CANCELLED
TH	May 7	3:00pm	Quarterly Civil Service Commission Meeting	
M	May 11	5:00pm	Reception for 26th Legislative District Delegation	
M	May 11	5:30pm	City Council Meeting	<i>see agenda</i>
TH	May 14	3:00pm	City Council Study Session	<ul style="list-style-type: none"> • Public Infrastructure and Risk discussion • North Creek Culvert Replacement – RSI Next Steps • Parking Study Presentation
TH	May 14	5:30pm	Planning Commission	<ul style="list-style-type: none"> • Critical Areas Ordinance
TU	May 19	11:00am	Arts Commission Meeting	<ul style="list-style-type: none"> • Welcome New Commissioners • Harbor Arbor Art Applications • 2027-28 Work Plan
TU	May 26	5:30pm	City Council Meeting	Public Hearing <ul style="list-style-type: none"> • Artena Lane Non-User Statute Right of Way Vacation Consent: Business: <ul style="list-style-type: none"> • Public Works Contract Award for Public Works Construction, Materials Testing, and Construction Support – 38th Avenue Improvement Project Phase 2
TH	May 28	3:00pm	City Council Study Session	<ul style="list-style-type: none"> • 2027-2032 Six-Year Transportation Improvement Program (TIP) discussion • Critical Areas Ordinance Planning Commission Recommendation • Wastewater Comp Plan Technical Amendment – Gracie Place Plat
TU	Jun 2	1:30 pm	Hearing Examiner	Gig Harbor Commercial Fishing Homeport
W	Jun 3	5:30 pm	Parks Commission	
M	Jun 8	5:30pm	City Council Meeting	First Reading of Critical Areas Ordinance
TH	Jun 11	3:00pm	City Council Study Session	<ul style="list-style-type: none"> • Commercial Fishing Homeport Moorage Agreements and Regulations
M	Jun 22	5:30pm	City Council Meeting	Presentations: <ul style="list-style-type: none"> • Harbor Hill Sanctuary Joint Proclamation w/Pierce County

UPCOMING GIG HARBOR CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

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

Day	Date	Time	Group	Agenda Items
				Business: <ul style="list-style-type: none"> • Resolution 13XX – 2027-2032 Six-Year Transportation Improvement Program (TIP)
TH	Jun 25	3:00pm	City Council Study Session	
M	Jul 27	5:30pm	City Council Meeting	Staff Reports <ul style="list-style-type: none"> • Quarterly Finance and Budget Reports
M	Sept 14	5:30pm	City Council Meeting	Presentations: <ul style="list-style-type: none"> • State of the Library Update (Executive Director, Gretchen Caserotti)