

AGENDA
GIG HARBOR CITY STUDY SESSION
Thursday, July 28, 2022 – 2:00 p.m.
Virtual Meeting

*This meeting may be accessed through Zoom
at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering
Meeting ID 932 1605 6382.*

CALL TO ORDER/ROLL CALL

DISCUSSION ITEMS

**1. Climate Change Comprehensive Plan Update - Senior
Planner Roxy Robles**

Documents:

[STAFF MEMO Climate Change Comprehensive Plan Update.pdf](#)

**2. Pierce Transit Trolley Update - Tourism & Communications
Director Laura Pettitt**

Documents:

[STAFF MEMO Pierce Transit Trolley Update.pdf](#)

ADJOURN

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.



STAFF MEMORANDUM

July 28, 2022

FROM: Roxanne Robles, Senior Planner

TO: City Council

CC: Mayor Tracie Markley
Katrina Knutson, City Administrator

RE: **City Council Study Session, July 28, 2022**
Council Priority: Promote environmental sustainability and preserve Gig Harbor's natural beauty

City Council has prioritized goals and actions within the City's Two-Year Strategic Plan 2022-23 (Strategic Plan) to promote environmental sustainability and address the climate change emergency. Over the last two months, staff has convened the Climate Change Comprehensive Plan Amendment Committee (CCCPAC), an interdisciplinary group comprised of City staff and regional stakeholders.

The CCCPAC has received presentations from subject matter experts including green building code, energy efficiency, energy sourcing, transportation issues, sustainable land use, waste reduction and conversion, and regional and statewide collaboration. CCCPAC participants have subsequently drafted goals and policies to guide a Comprehensive Plan amendment based on these educational sessions.

CCCPAC Roster

The CCCPAC is an interdisciplinary group of stakeholders from the Gig Harbor region including:

Barbara Ann Smolko (Pierce County Planning and Public Works), Bri Ellis (City of Gig Harbor Public Works), Britni Wickens (Peninsula Light), Carl de Simas (City of Gig Harbor Community Development), David Boyer (City of Gig Harbor Building), Georgina Armstrong (City of Gig Harbor Parks Commission), Jason Gano (Pierce County Master Builders Association), Jason Jordan (Port of Tacoma), Jeff Langhelm (Director, City of Gig Harbor Public Works), Jeni Woock (City of Gig Harbor City Council), Jon Ashlock (City of Gig harbor Design Review Board), Krystal Kyer (Pierce County Floodplain Management), Kyla Wilson (Pierce County Sustainability Resources), Matthew Keough (City of Gig Harbor Parks), Mike Simmons (City of Gig Harbor Public Works), Paul Rice (City of Gig Harbor Building Official), Robert Soltess (City of Gig Harbor Planning Commission), Roger Henderson (City of Gig Harbor City Council), Ryan Redmond (Peninsula Light Resource Management), Seth Storset (City of Gig Harbor City Council), Stena Troyer (Harbor Wildwatch).

Education Session Summaries

May 18, 2022 | Introduction

Attendance: Henderson, Gano, Ellis, Armstrong, de Simas, Jordan, Ashlock, Kyer, Rice, Langhelm, Storset, Redmond, Woock, Wickens, Soltess, Smolko, Robles

The May 18th session served as an introduction to the CCCPAC process. The presentation described the project purpose, topics to be covered in subsequent education sessions, and an overview of potential future projects including a climate action plan and comprehensive plan update. Staff defined concepts and terms related to climate change, as well as the City's role in climate change policy, mitigation, and adaptation. The discussion question was *what is important for your role or organization?*

June 8th, 2022 | Regional Approaches

Attendance: Keough, Armstrong, Troyer, Soltess, Henderson, Woock, Rice, de Simas, Langhelm, Smolko, Wilson, Ashlock, Kyer, Redmond, Jordan, Ingraham, Simmons, Ellis, Robles

In this session the CCCPAC received a presentation from Kelly McGourty, Director of Transportation Planning for the Puget Sound Regional Council. McGourty provided several different resources for regional collaboration including the Vision 2050 plan which includes

strategies and goals for communities in the Puget Sound to reduce greenhouse gas emissions and adapt to a changing climate. The discussion portion of the session had many participants discussing how to best utilize and share data, strategies, and policies from neighboring jurisdictions so as not to duplicate work.

June 22, 2022 | Buildings & Energy

Attendance: Henderson, Woock, Smolko, Ellis, de Simas, Armstrong, Ashlock, Kyer, Wilson, Keough, Simmons, Rice, Soltess, Redmond, Robles

The CCCPAC received presentations from Beth Doglio, a consultant with Climate Solutions, and Kathleen Petrie, Program Manager for the King county Green Building Communitywide Program. Doglio impressed upon the group the importance of building performance in greenhouse gas reduction, as buildings are the biggest emitter. Utilizing fossil fuels for heating and cooking emits pollutants and is a health risk and installing these types of appliances creates infrastructure that is difficult and expensive to remove and retrofit. City policy can go a long way to keeping this infrastructure from being built and to reduce the footprint of future structures. Petrie provided an overview of regional green building code resources and educational opportunities. Residential code amendments are being considered at a state level with proposals and final testimony in September, so there is potential for change shortly. The square footage threshold for building retrofits is decreasing every year!

July 13, 2022 | Transportation & Land Use

Attendance: Smolko, Jordan, Langhelm, de Simas, Wilson, Wickens, Ellis, Armstrong, Simmons, Soltess, Troyer, Boyer, Robles

Leah Missik, Washington Transportation Policy Manager for Climate Solutions and Tim Trohimovich, Director of Planning and Law for Futurewise provided presentations about the future of transportation and sustainable land use, respectively. Trohimovich emphasized that, especially in the Pacific Northwest, stormwater is an important concern and strategic land use and partnerships can help keep stormwater from wreaking havoc and polluting waterways. As a shoreline community, it is also important that Gig Harbor utilize soft shorelines when possible to keep from degrading shoreline ecosystems. Missik regaled the group with a discussion of the benefits of smart land use and transportation planning in tandem with the electrification of

different transportation modes. There are a number of state policies that already regulate the push toward electrified transport and reduced emissions however, there are number of ways that City's can fill the gap. Safe ways to live car-free, convenient EV charging, government and utility support for electrification, and pilot projects and demonstrations.

July 27, 2022 | Statewide Approaches, Waste & Community Engagement

At the time of writing, this meeting has not yet occurred however, the CCCPAC will hear from Sarah Fox, Climate Program Manager for the Washington State Department of Commerce and Kyla Wilson, Sustainability Coordinator for Pierce County. Fox will discuss statewide approaches to climate change adaptation and mitigation, as well as results of the comprehensive plan climate element pilot project. Wilson will discuss how to reduce waste in a municipal context.

Goal & Policy Assignments

The CCCPAC was asked to develop two goals and associated policies related to each education session and to submit them to staff to inform the comprehensive plan amendment. Staff has collected the goals and policies submitted by many of the CCCPAC participants. Staff has compiled the goals and policies into a working document organized by comprehensive plan element topic, and these goals will inform the development of a comprehensive plan amendment, as well as the climate action plan (see next steps). CCCPAC participants were also asked to submit helpful resources to a shared file, which is also being utilized as a reference in the comprehensive plan amendment process.

Next Steps

1. Amend the comprehensive plan to include climate change goals

It is important that the comprehensive plan include a goal to develop and adopt a climate action plan prior to the adoption of the climate action plan. Furthermore, consistent with Vision 2050, the County-wide Planning Policies, and Washington State guidelines, the City will need to incorporate goals around climate change into the Comprehensive Plan. Therefore, staff will work to include this goal, as well as a limited suite of other climate-related goals and policies, as part of the 2022 comprehensive plan amendment process.

2. Develop and adopt a climate action plan

The City has been awarded a grant by the WA Department of Commerce to support climate change mitigation actions. The grant application included reimbursement for work starting July 1, 2022 related to the CCCPAC, amending the comprehensive plan to include a goal to adopt a climate action plan, and hiring a consultant to develop the climate action plan. The climate action plan will be used to thoughtfully inform goals and policies related to climate change adaptation and mitigation within the 2024 comprehensive plan periodic update.

Staff will need to develop an RFQ and hire a consultant to complete this work as soon as possible, to comply with the grant timeline (see Exhibit A).

3. Use the climate action plan to inform the 2024 comprehensive plan periodic update

City staff are currently preparing for the 2024 Comprehensive Plan Periodic Update process, which will begin in Fall 2022. As noted in item 1, it is important for the City to adopt goals and policies to develop a climate action plan in the 2022 comprehensive plan amendment process prior to the adoption of a plan.

Exhibits

Exhibit A: Early Implementation Climate Planning Grant award letter



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000
www.commerce.wa.gov

July 19, 2022

Tracie Markley, Mayor
3510 Grandview ST
Gig Harbor, WA 98335

RE: Early Implementation Climate Planning Grant

Dear Mayor Markley:

I am pleased to inform you that you have been awarded \$76,410.46 in grant funds from Growth Management Services (GMS) to incorporate climate action elements into your periodic update.

Before we disburse the funds, a contract with an agreed upon scope of work and budget will need to be executed between your organization and the Department of Commerce. Funds may be retroactively applied to project costs related to your grant scope of work, beginning July 1, 2022. Therefore, you will not need to delay work on the grant until the contract is signed. All work associated with this grant must be complete by June 2023.

In addition to this financial assistance, GMS will continue to provide technical assistance for you during this process, and our professional regional planners are ready to assist you with any questions. Please feel free to contact your assigned regional planner, Keri Sallee, Commerce, with any questions at keri.sallee@commerce.wa.gov.

Sarah Fox, our GMS Climate Program Manager will be in contact with you to develop the contract and answer any questions that you may have. Sarah may be reached at sarah.fox@commerce.wa.gov or 360-725-3114.

Sincerely,

Dave Andersen, AICP
Managing Director
Growth Management Services

Cc: Roxanne Robles, Senior Planner
Keri Sallee, Commerce



MEMORANDUM

DATE: July 22, 2022

TO: City Council

FROM: Laura Pettitt, Tourism & Communications Director

SUBJECT: Pierce Transit Trolley Planning

In 2014, the City entered into an Interlocal Agreement (ILA) with Pierce Transit in order to provide an attractive transit option to lessen traffic congestion and increase alternatives to parking downtown. In a trial phase in 2013, the Pierce Transit Trolley offered trips every 30 minutes during the summer, from the hours of 11:00a – 7:30p. Seeing success for our business districts and with a firm positive sentiment from the community, Pierce Transit worked in partnership with the City of Gig Harbor to create Route 101, and launch Trolley service each summer.

Route 101 was created with a total of 40-42 stops marked with distinctive burgundy signs, connecting downtown Gig Harbor, Uptown Gig Harbor, Gig Harbor North and Peacock Hill / Borgen Boulevard. Route 101 also connected with Tacoma-bound buses at the Kimball Drive Park and Ride.

The fare, 50 cents a ride, or all-day for \$1, was underwritten by a City of Gig Harbor tourism budget line item of approximately \$50,000. Without this buy-down, the fares would be \$2 / per ride. This amount was offset by \$5k donations from community partners, including Heron's Key (Borgen stop), the Inn at Gig Harbor, the Gig Harbor Downtown Waterfront Alliance, Uptown, and the Chamber of Commerce, ending in a total cost to the city of approximately \$25,000.

Total operations cost for Trolley from past years as estimated from Pierce Transit sat at approximately \$250,000 - \$290,000.

In the initial ILA Appendix A amendment proposed by Pierce Transit for 2022 service, a total operations cost of \$307,776 is proposed, with a maximum expenditure from the City of Gig Harbor of \$49,244.26. This estimate included a 16% fare box recovery rate.

In changes proposed by Pierce Transit for 2023, the fare box recovery rate rises to 20%, which increases the City of Gig Harbor's expected contribution to around \$62,000. Additionally, Pierce Transit is considering additional fare increases from \$2/ride to \$2.25 to \$2.50/ride. This would be an added expense to that estimated increase.

In both 2018 and 2019, the trolley carried approximately 16,000 passengers (data courtesy Tacoma News Tribune) from mid-June until Labor Day.

Trolley service was cancelled for 2020, as COVID protocol for public transit limited the feasibility of service. 2021 Trolleys ran between June 13 through Sept. 2 with mask requirements and social distancing. 2021 ridership numbers (with social distancing lessened capacity) were at 7,630.

In 2022, Pierce Transit CEO Mike Griffus delivered the unfortunate news that a driver shortage would mean Route 101 (Trolley Service) could not be serviced with the full 42 stops and every 30-minute schedule.

As an alternate, wrapped coaches were offered on a modification of Route 100 (adding in Uptown to their existing route). This meant less frequent service and eliminated the following stops:

- i. Stop 3670: Pt Fosdick and Olympic Drive NW
- ii. Stop 3672: 56th and 32nd Streets
- iii. Stop 4589: Burnham Drive and McCormick Creek Drive
- iv. Stop 4588: Burnham Drive and RV Resort
- v. Stop 4587: Burnham Drive and Hy-iu-hee-hee

Pierce Transit has expressed that 108 new drivers would need to be hired and trained in order to resume their special event and seasonal service, and that staffing levels may not return to that amount until 2025.

Additionally, three vintage-styled Trolleys were removed from the route in 2021, and replaced with wrapped 30' coaches, as the vintage-styled Trolleys needed additional expenditures to become compliant with ADA standards. There is not an anticipated date of the return to service for these vintage-styled trolleys.

Community feedback has long been positive – and often, inquiries have been received asking about the possibility of an extension of Trolley service to a year-round option, as parking capacity and damp weather can discourage some visitors from travel between neighborhoods.

With the disruption of service for 2022 and potentially the years to follow, an opportunity exists to look at the options for public transport servicing Gig Harbor.



March 30, 2022

City of Gig Harbor
ATTN: Tracie Markley, Mayor
3510 Grandview Drive
Gig Harbor, WA 98335

Subject: Shortage of Operators for Additional Seasonal Service

Mayor Markley and the Residents of Gig Harbor,

The COVID-19 pandemic has created many challenges for the transit industry, including a national shortage of bus drivers. Like our colleagues, Pierce Transit is experiencing a significant shortage of drivers to operate the level of bus service we already have in our regular schedule. Unfortunately, this means we are unable to provide seasonal or special events service for the 2022 season, including The Gig Harbor Trolley (Route 101). We realize this impacts the communities we serve, and we sincerely regret this development.

To remedy this situation for the long term, Pierce Transit is engaged in the largest and most intensive bus driver recruitment campaign in its history. To recover to pre-pandemic service levels that include seasonal service (such as the Route 101 Gig Harbor Trolley), we must hire a net of approximately 108 drivers. We anticipate achieving this goal, but unfortunately not in the short term.

I recognize that communities large and small depend on Pierce Transit to keep services running at frequencies that can move their residents and riders efficiently. We also know seasonal services, such as the Trolley, are important for communities' economic health and vitalities. With that said, our staff has developed some ideas for how we may be able to serve Gig Harbor this summer, despite not being able to provide Trolley service.

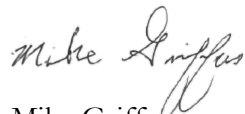
1. Run Route 100 with the 30' wrapped Trolley Coaches
 - a. Route 101 (the official Trolley route) has 56 Stops (2021); five of those are not regularly served by Route 100 on a daily basis. These are:
 - i. Stop 3670: Pt Fosdick and Olympic Drive NW
 - ii. Stop 3672: 56th and 32nd Streets
 - iii. Stop 4589: Burnham Drive and McCormick Creek Drive
 - iv. Stop 4588: Burnham Drive and RV Resort
 - v. Stop 4587: Burnham Drive and Hy-iu-hee-hee
 - b. Route 100 has 92 Stops (2021) and services from Purdy to Tacoma Community College, providing riders more opportunities to reach further locations.



- c. Pierce Transit, upon the request of the City of Gig Harbor, could examine the possibility of providing a seasonal modification to Route 100 to serve the additional five stops listed above that will be missed without Trolley service (if conducive to construction detours).
2. City of Gig Harbor could choose to spend its funds set aside to buy down Route 101 fares and purchase single-use fare passes for distribution that could be used on the Route 100. These would be provided to you to distribute as you see fit upon purchase and do not expire.
3. Finally, Pierce Transit has vehicles available that do not require a specialized license (CDL) to drive. Specifically, we have the Community Use Program that can provide vans at a reduced per-mile cost and the organization or business requesting the van provides the driver. Pierce Transit can work with the City to quickly get this program up and running to also help mitigate the unrelated issues you are facing with summer construction downtown. More information is available on our website at PierceTransit.org/CommunityVan; please note the frequently asked questions at the bottom of the page, including the fact that children may be transported in the smaller vans.

In closing, despite the challenge of not being able to provide Trolley service due to the driver shortage, I believe we can find a solution that will serve the citizens of your community this summer. I look forward to working closely with you in identifying the best approach forward.

Sincerely,



Mike Griffus

Chief Executive Officer

P: 253.983.2734 | C: 253.365.4081

3701 96th St. SW, Lakewood, WA 98499

Attachment: Route 100 Schedule

CC:

Mayor Kim Roscoe – Pierce Transit Commissioner – Small Cities Representative

Ryan Wheaton – Executive Director of Planning and Community Development

Lindsey Sehmel – Principal Planner – Scheduling

Tony Piasecki – Interim City Administrator – Gig Harbor

Laura Pettitt – Communications and Tourism Director – Gig Harbor



Route 101 (Trolley) Activity represented at Stop Level 2019

2019 Total Ridership (FTA Recorded):

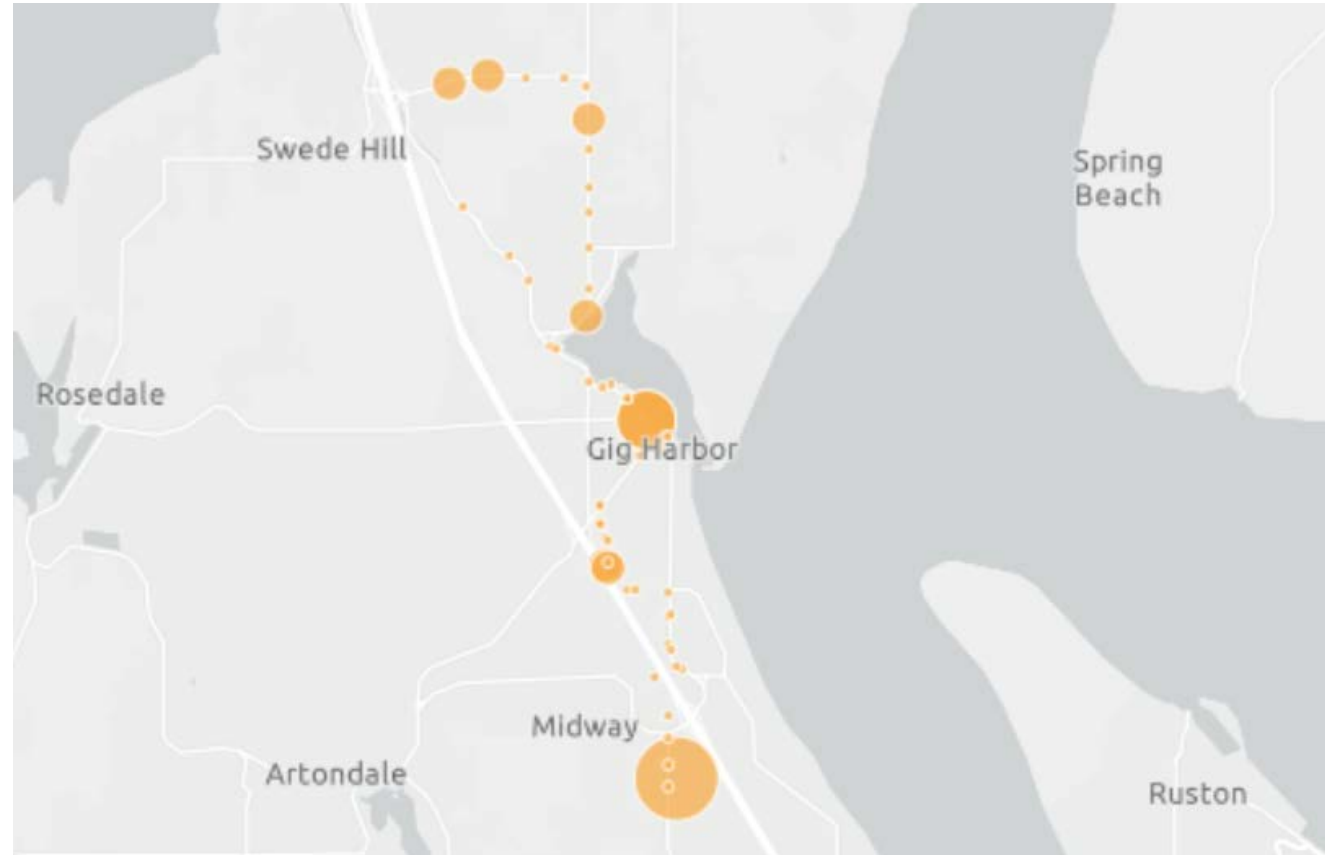
16,146

Revenue Hours in 2019:

2,053

Boardings per Revenue Mile:

1



Route 101 (Trolley) Activity represented at Stop Level 2021

2021 Total Ridership (FTA Recorded):

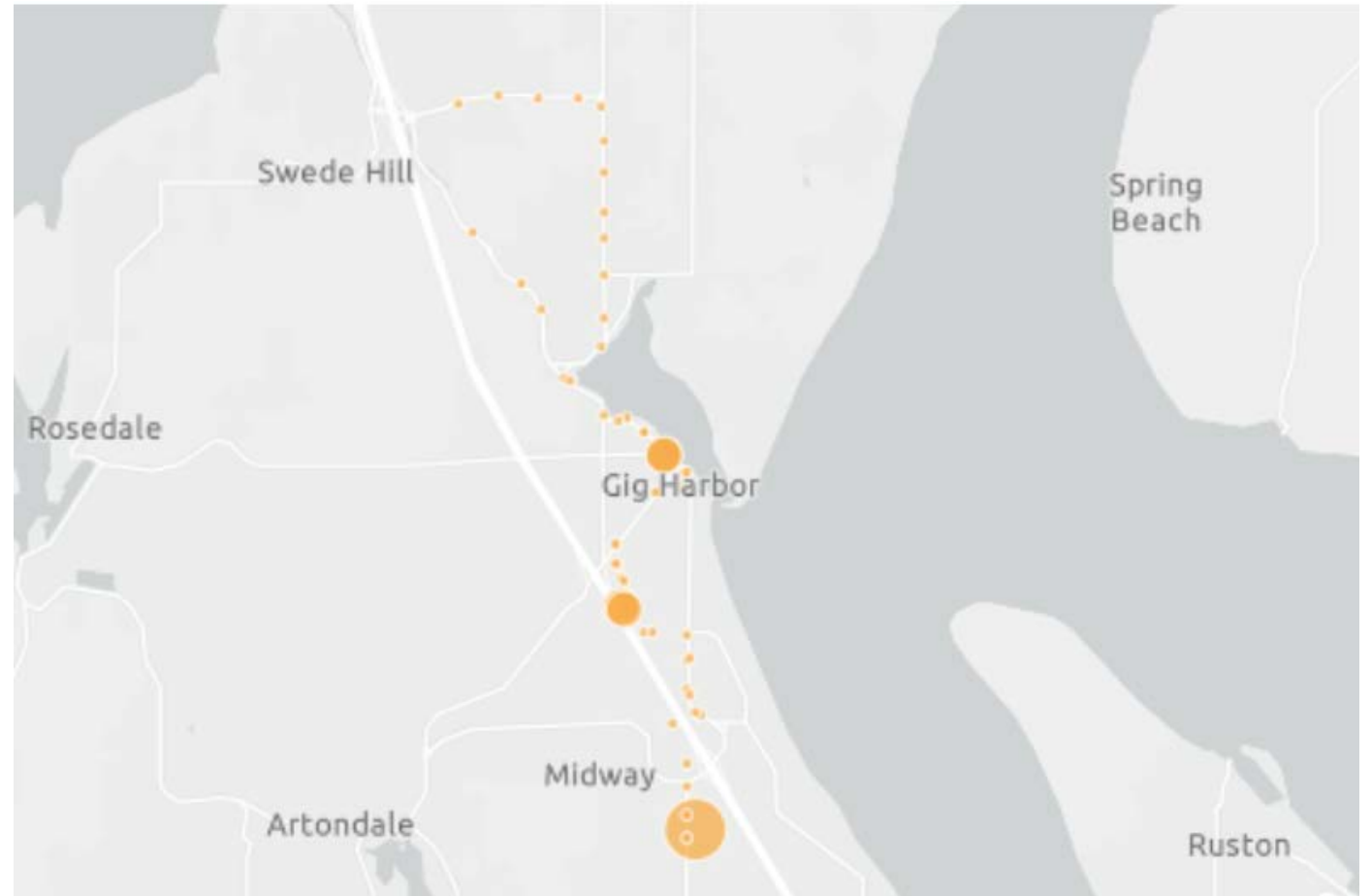
7,630

Revenue Hours in 2021:

1,488

Boardings per Revenue Mile:

0 (averaged under .5)



Weekdays



**Pierce
Transit**

Bus load size, by route and peak/non-peak hours

Report contact: Pam Gant | Data Analyst | pgant@piercetransit.org

Data sources: APC data, HASTUS, GIS Bus Stops

This report uses the average of the maximum load size by hour/route.

Year, MonthName

Multiple selections ▼

Rte#-Name

101 - Gig Harbor... ▼

Day

Weekday ▼

Peak or not

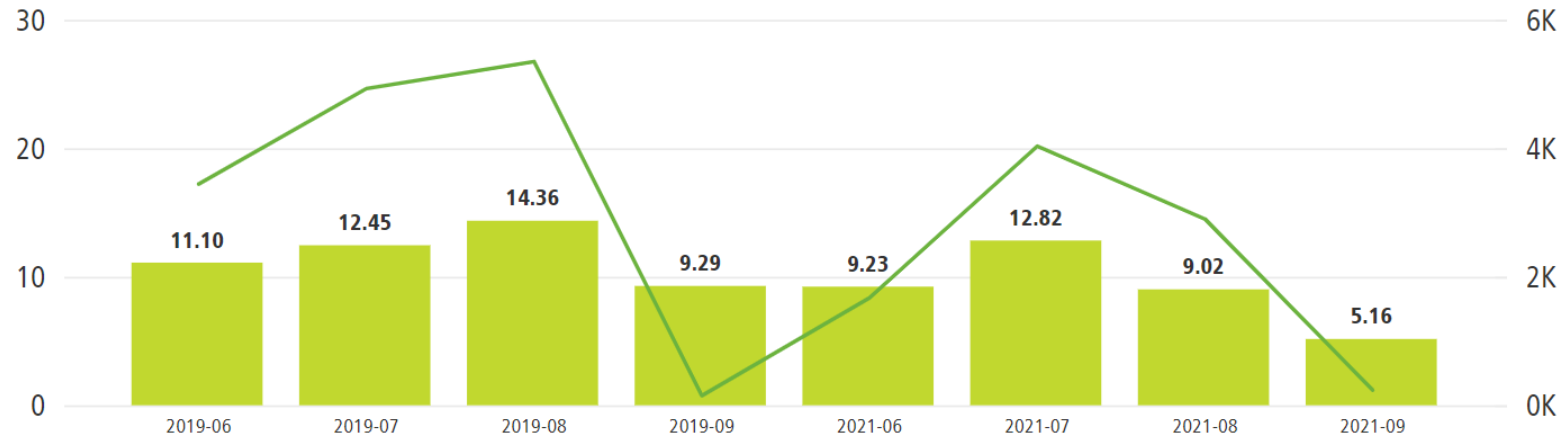
All ▼

Hour

Multiple selec... ▼

Bus load size (avg. maximum) and boardings, by year and month

● Maximum Bus Load Size (average) ● Boardings



Route & Hour	10	11	12	13	14	15	16	17	18	19	20	Total
101	1.00	11.19	10.67	13.45	14.39	12.79	11.88	11.73	9.03	8.42	7.84	11.07
Total	1.00	11.19	10.67	13.45	14.39	12.79	11.88	11.73	9.03	8.42	7.84	11.07

Average max load, by route

11.07

Average of MaxLoad

11.36

Avg Max Load during Peak

10.88

Avg Max Load during Non-Peak

Weekday peaks

5-9am hour blocks

3-6pm hour blocks

Weekend peak

3-6pm hour blocks

101

11.1

Saturdays



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Year, MonthName

Multiple selections ▼

Rte#-Name

101 - Gig Harbor... ▼

Day

Saturday ▼

Peak or not

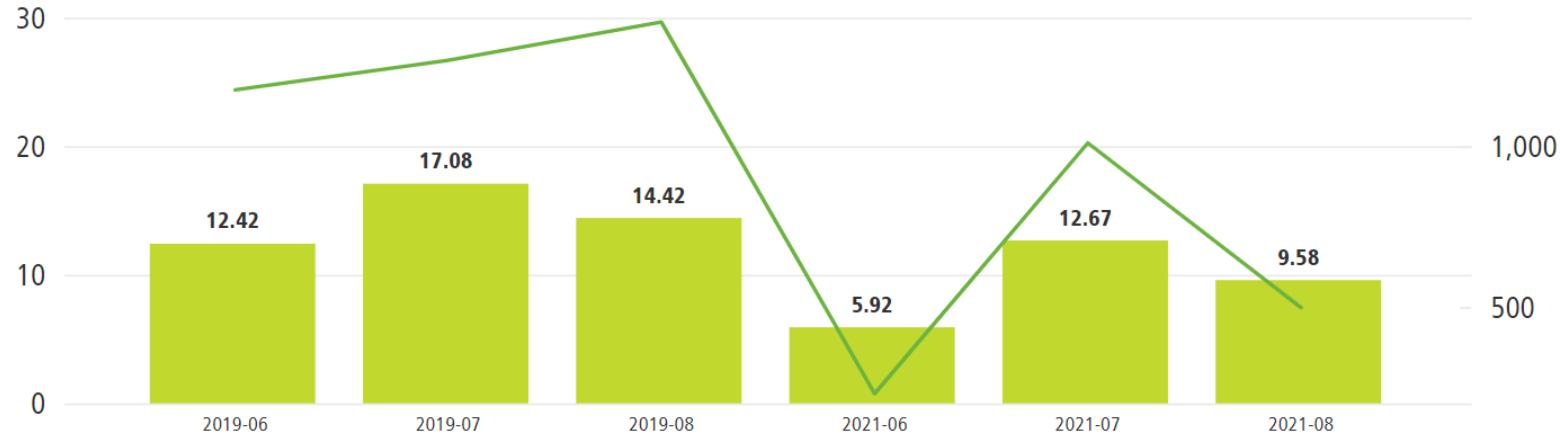
All ▼

Hour

Multiple selec... ▼

Bus load size (avg. maximum) and boardings, by year and month

● Maximum Bus Load Size (average) ● Boardings



12.01

Average of MaxLoad

14.25

Avg Max Load during Peak

10.90

Avg Max Load during Non-Peak

Average max load, by route

Weekday peaks

5-9am hour blocks

3-6pm hour blocks

Weekend peak

3-6pm hour blocks

101

12.0

Route & Hour	10	11	12	13	14	15	16	17	18	19	20	21	Total
101	6.33	14.50	14.83	11.67	14.67	16.33	13.00	14.83	12.83	10.67	10.00	4.50	12.01
Total	6.33	14.50	14.83	11.67	14.67	16.33	13.00	14.83	12.83	10.67	10.00	4.50	12.01

Sundays



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Year, MonthName

Multiple selections ▼

Rte#-Name

101 - Gig Harbor... ▼

Day

Sunday ▼

Peak or not

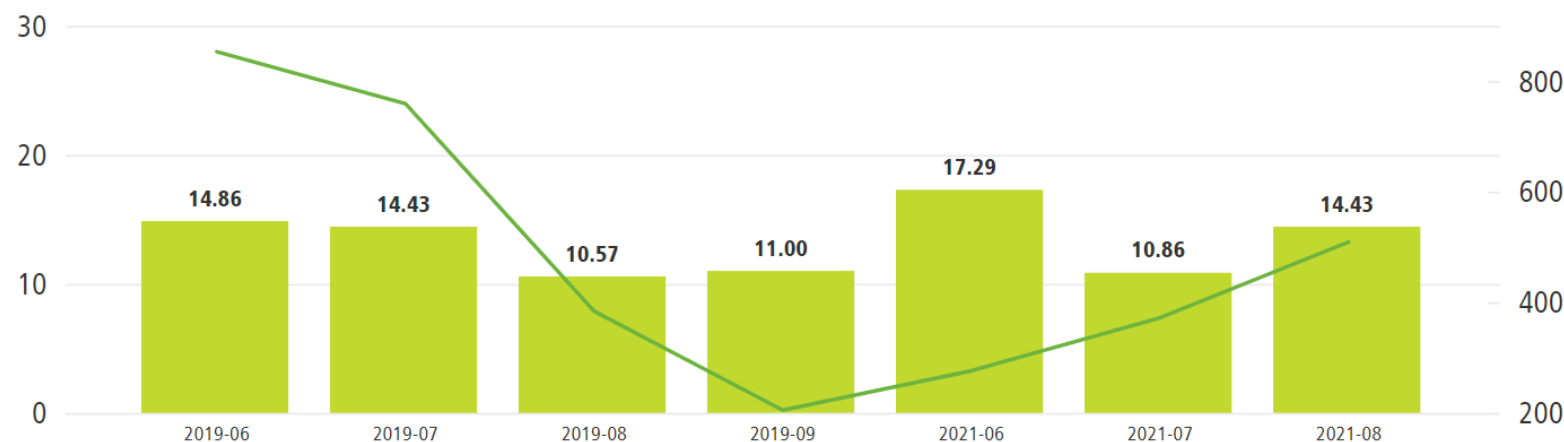
All ▼

Hour

Multiple selec... ▼

Bus load size (avg. maximum) and boardings, by year and month

● Maximum Bus Load Size (average) ● Boardings



Route & Hour	12	13	14	15	16	17	18	Total
101	11.71	10.00	15.29	14.14	10.71	16.57	15.00	13.35
Total	11.71	10.00	15.29	14.14	10.71	16.57	15.00	13.35

13.35

Average of MaxLoad

14.11

Avg Max Load during Peak

12.33

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Average max load, by route

Weekday peaks
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101

13.3

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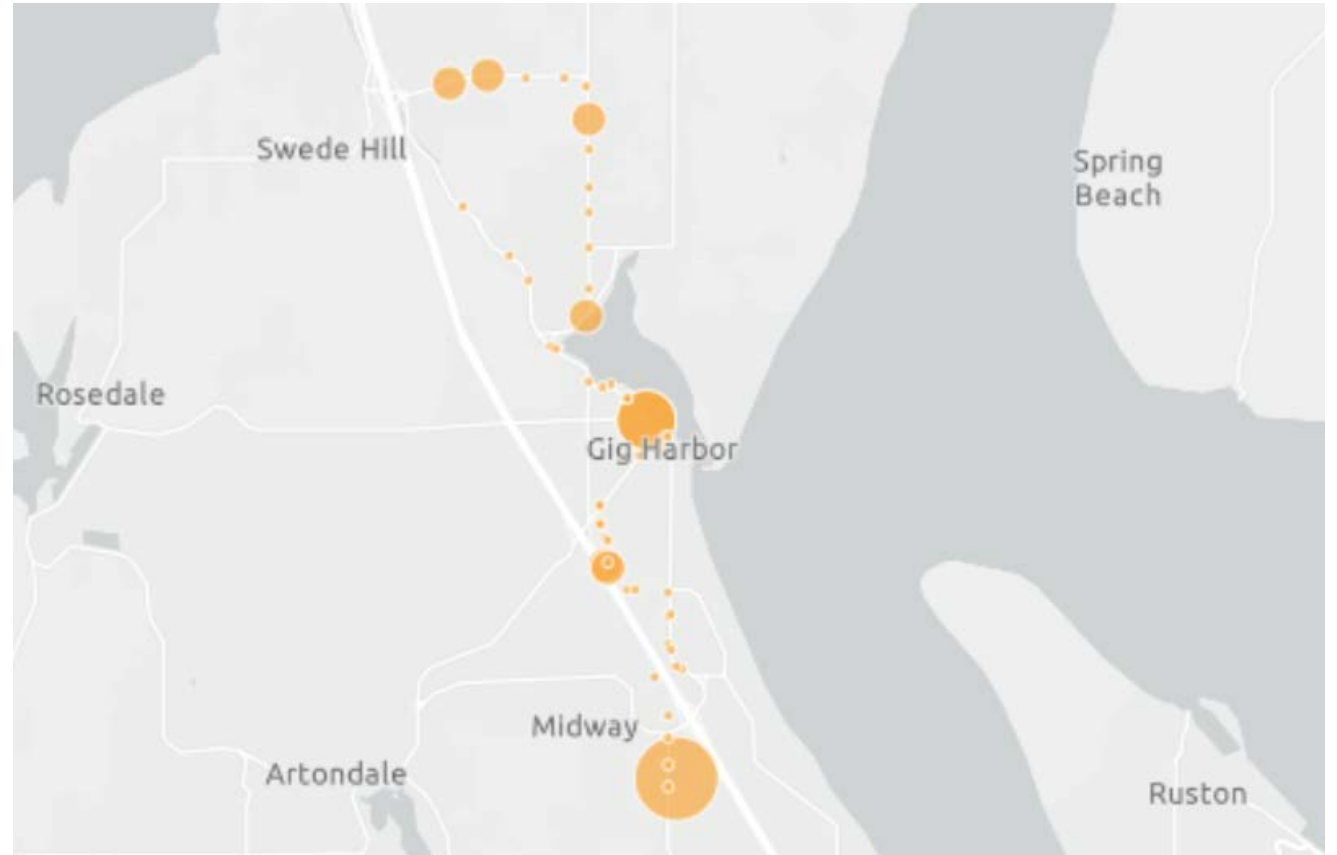
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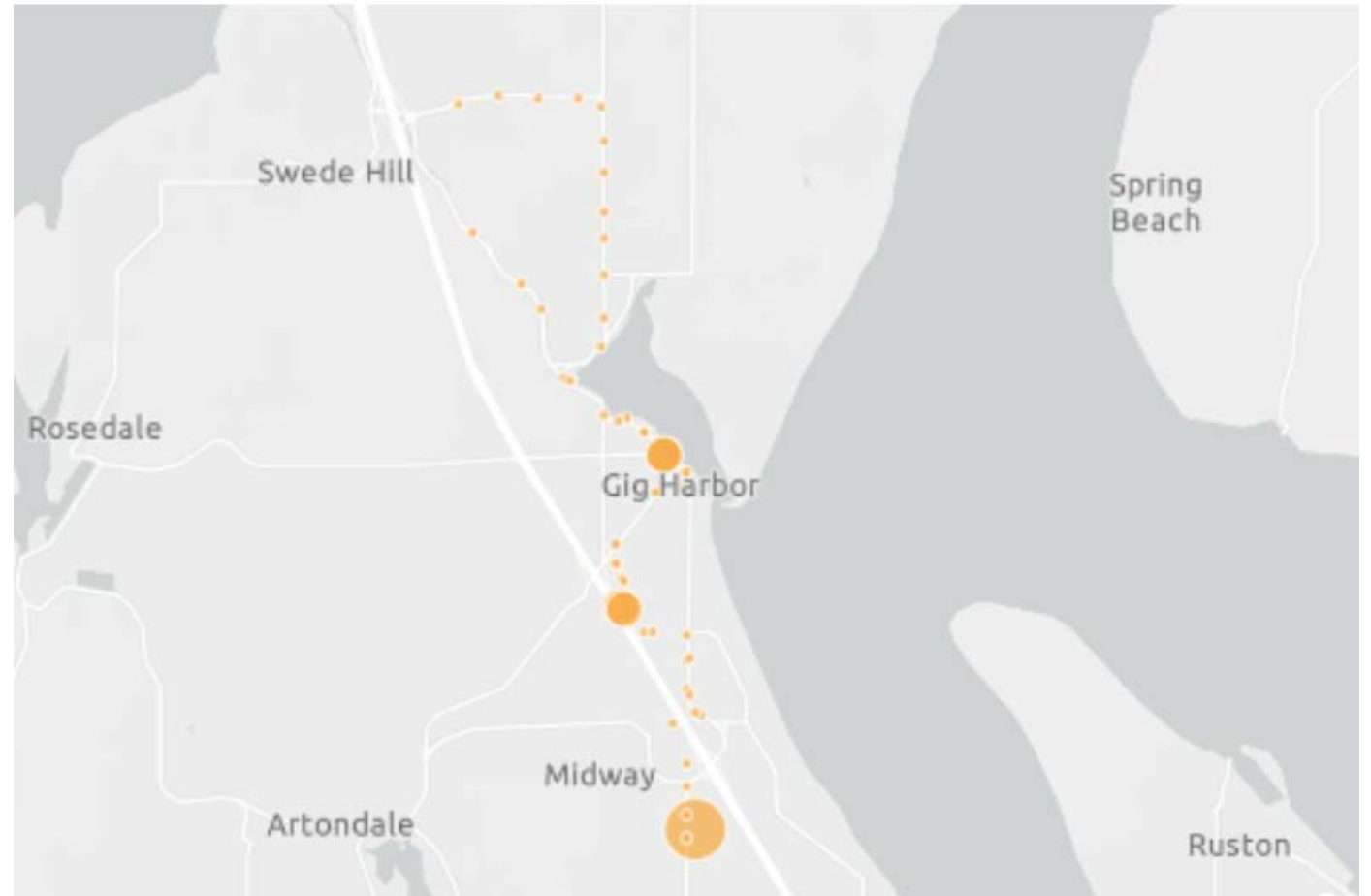
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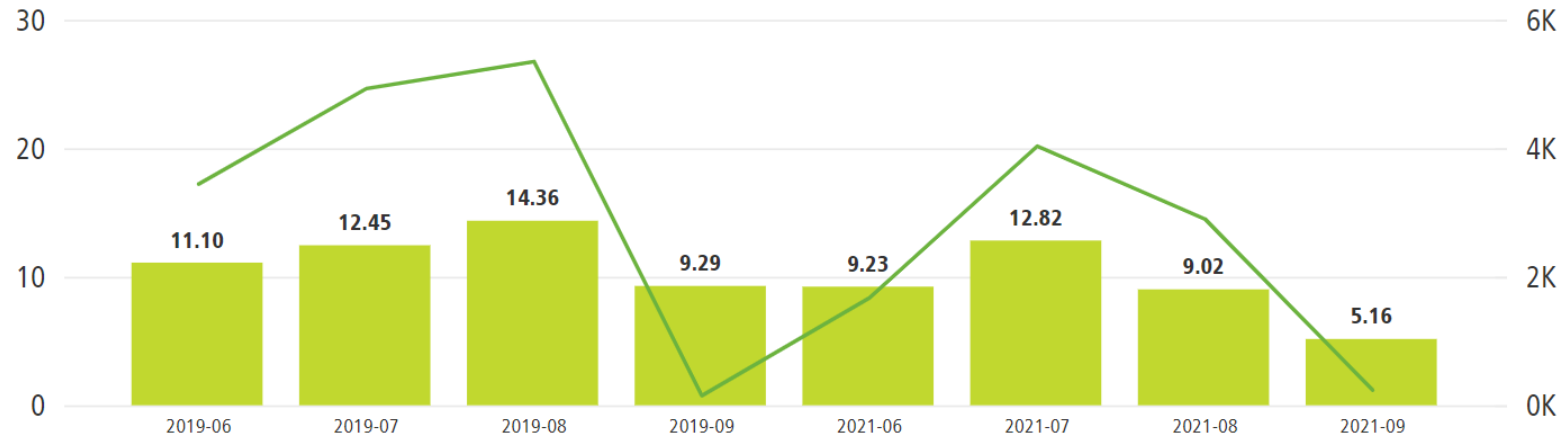
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Rte#-Name

101 - Gig Harbor... ▼

Day

Saturday ▼

Peak or not

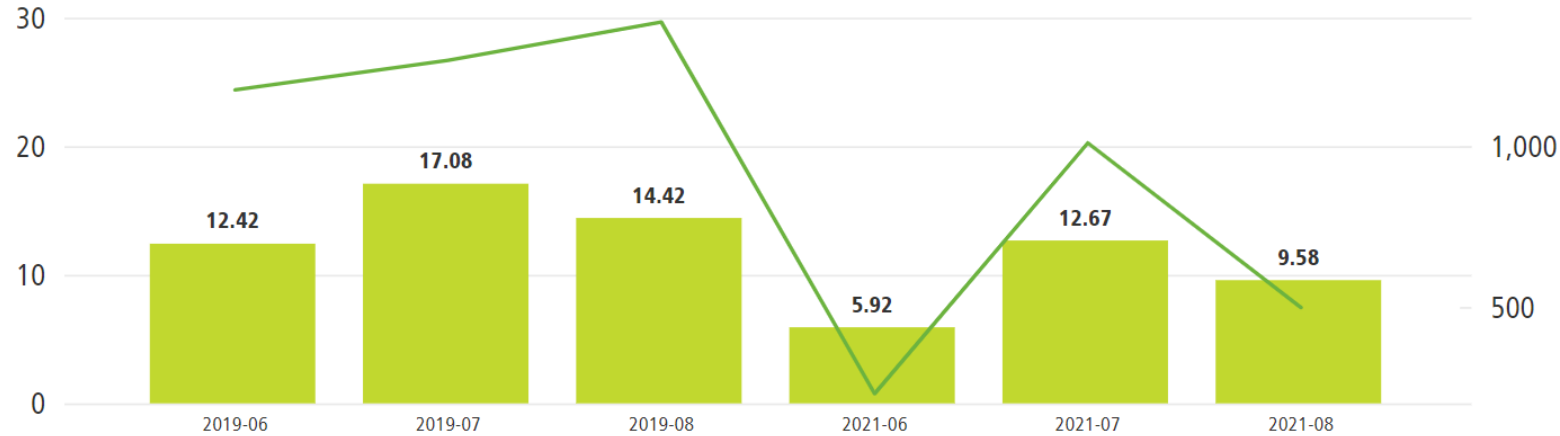
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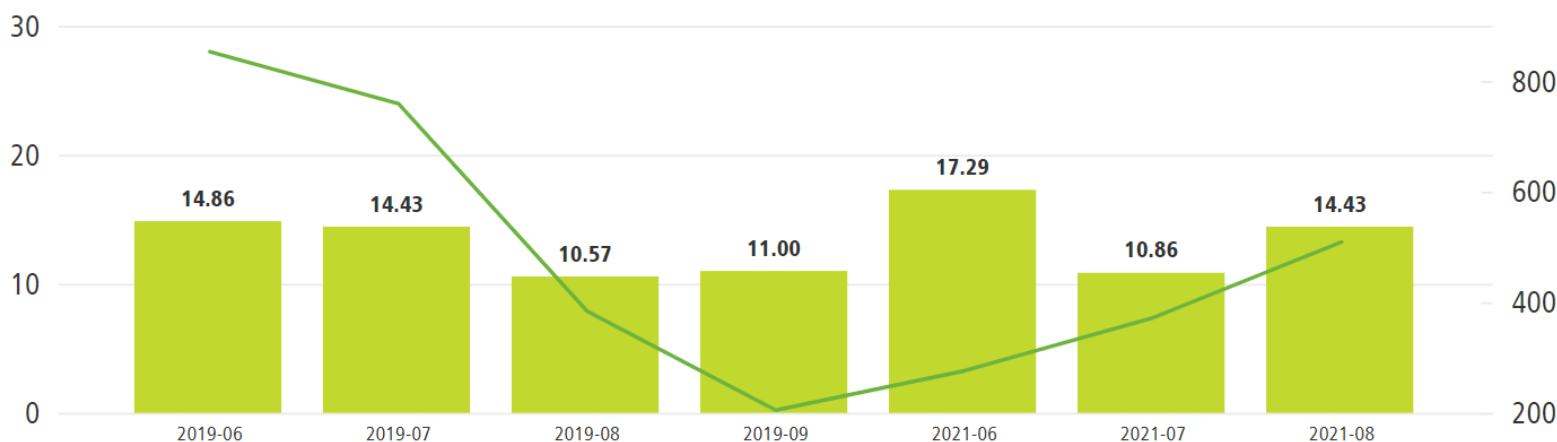
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101

13.3

From: [Katrina Knutson](#)
To: [Lindsey Sehmel](#)
Cc: [Ryan Wheaton](#); [Laura Pettitt](#)
Subject: RE: ILA - Originally adopted in 2014 - Legal Update needed
Date: Tuesday, June 14, 2022 7:39:22 AM

Hi Lindsey,

The City appreciates our partnership with Pierce Transit and I look forward to working with you and your team in support of Gig Harbor's transit needs. Your explanation below is appreciated, especially since I am quickly coming up to speed on all things trolley.

I will review the information sent with staff and be in touch with questions.

Sincerely,
Katrina

[Katrina Knutson, AICP](#) | Interim City Administrator
3510 Grandview Street | Gig Harbor, WA 98335
P (253) 851-8136 | F (253) 858-6408 | www.cityofgigharbor.net

From: Lindsey Sehmel <lsehmel@piercetransit.org>
Sent: Friday, June 10, 2022 9:23 AM
To: Katrina Knutson <kknutson@gigharborwa.gov>
Cc: Ryan Wheaton <rwheaton@piercetransit.org>
Subject: ILA - Originally adopted in 2014 - Legal Update needed

Hi Katrina,

Pierce Transit's legal team advised this year that we need to get a new Master ILA for the Trolley service. This will likely impact both my budgeting and the City's due to the fare buy down percentage portion of the agreement needing to be updated to reflect our current code. I've included the current version of the ILA with the 2014 we have been working from for your reference.

Most of the changes will need to be in attachment A – The Agency adopted a fare box recovery rate in our code of 20% a few years back - [3.72.010\(A\) FARES](#) - and this will be the biggest change to the agreement I anticipate. If you would like to see what that means for 2023 financials with those fixed numbers I have amended the 2022 estimate to be accurate at the 20%. For summary this year's costs were estimated at 49K for the City Share – under 20% to follow our adopted code, that budgeted amount would be 62K to cover 75% of the 2\$ fare to buy down to .50. My Board has also asked me to review Fares and look into increasing to a 2.25 or 2.50 cash fare and assessment of the fare box recovery rate, so I plan to process that request before coming back to Gig Harbor to get this cleaned up. This spreadsheet will allow you to plug in those changes and see what it may mean for your own budgeting needs.

As far as timeline goes, due to the preparing and work necessary for the Trolley each year, our team

does all of the planning/scheduling/marketing development and design work for the operational services in January and February of each calendar year. Therefore, Pierce Transit would like to have this master agreement finalized before end of year 2022 in order to be able to prepare for 2023 service accordingly.

Please reach out should you have any questions and when this is ready for us to process, we will be in touch.

Respectfully,

Lindsey Sehmel, EMPA, AICP

Principal Planner - Scheduling

P: 253.581.8079 | C: 253.320.8767

3701 96th St. SW, Lakewood, WA 98499





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

Meeting Date: February 14, 2022

SUBJECT: Interlocal Agreement with Pierce Transit for 2022 Trolley Service

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to authorize the annual agreement with Pierce Transit to provide trolley service in downtown Gig Harbor.

SUGGESTED MOTION: Move to authorize the Mayor to sign an Interlocal Agreement with Pierce Transit for 2022 Trolley.

SUBMITTED BY: Laura Pettitt

DEPARTMENT: Tourism & Communications

PHONE: 853-3554

BACKGROUND INFORMATION: Pursuant to the terms of the Agreement between Pierce Transit and the City of Gig Harbor, dated February 24, 2014, Gig Harbor agrees to pay the Community Investment amount listed below for the 2022 PT Trolley Service to offset the adult fare charged to customers of the Service.

This cost has been offset by donations from city partners in years past totaling \$20,000.

DISCUSSION: We will again be approaching Uptown Business District, Herons' Key, the Inn at Gig Harbor, the Downtown Waterfront Alliance, and the Gig Harbor Chamber of Commerce to offset the total cost. The amount budgeted from LTAC funds is \$25,000, we estimate coming in just below that at \$24,244.26.

FISCAL CONSIDERATION:

Expenditure Required: \$49,244.26	Amount Budgeted: \$50,000.00	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: Amendment to 2014 Master Interlocal Agency Agreement Between City of Gig Harbor and Pierce Transit

REVIEWED BY:

☒ Mayor
☐ City Administrator
☐ City Attorney

☒ Finance Director
☐ Department Head

**Amendment to 2014 Master Interlocal Agency Agreement
Between City of Gig Harbor and Pierce Transit
2022 Trolley Service Cost-Sharing Agreement**

- I. **Service Cost Estimates and Monetary Contributions:** Monetary contributions by the City of Gig Harbor and Pierce Transit pursuant to Interlocal Agreement for Trolley Service dated February 24, 2014 for the 2022 Seasonal PT Trolley Service are described below.
- A. The estimated cost is a planning level estimate based on the hours and miles identified by Pierce Transit. The 2022 PT Trolley Service is proposed to operate from June 4, 2022 to September 4, 2022. The actual hours and miles needed to operate the service is determined by Pierce Transit during the scheduling of the service prior to implementation.
 - B. Pierce Transit's targeted system average fare box recovery rate is 16% based on a \$2.00 adult fare. The City of Gig Harbor partnership will allow customers to be charged a \$.50 adult fare, a 75% discount to customers of the usual adult fare, for the seasonal 2022 Trolley Service. The City of Gig Harbor agrees to contribute the estimated targeted 16% fare box recovery to achieve Pierce Transit's average fare box recovery rate. Pierce Transit will deduct fare box revenue from the final invoice to the City of Gig Harbor to achieve at least a 16% fare box recovery rate.
 - C. The City of Gig Harbor's maximum estimated cost is \$47,068.13. Pierce Transit's estimated cost is \$247,107.69. If actual costs exceed the estimated amount, Pierce Transit will be liable for the higher cost as long as the service provided does not change significantly. If the parties agree to alter the service in ways that result in an increase in service hours, then this cost-sharing agreement will be renegotiated.
 - D. Due to the extraordinary circumstances related to COVID-19, this 2022 Cost Sharing Agreement between the City of Gig Harbor and Pierce Transit requires flexibility with respect to the 2022 Trolley season. As such, appropriate start dates, pro-rated invoicing, and/or termination of the 2022 Trolley season will be coordinated between the City of Gig Harbor and Pierce Transit. Cancellation of the 2022 Trolley season will be coordinated with the 2014 Master Agreement between said agencies.

These don't match
the 2022 estimated
costs below...

II. **2022 Trolley Service Estimates:**

Estimated 2022 Trolley Service Hours
Estimated 2022 Budgeted Cost Per Service Hour
Estimated Cost to Operate Service

1,888
\$ 163.00
\$ 307,776.60

PT Targeted Average Fare Box Recovery Rate
Community Investment Required
(16% x Estimated Cost to Operate Service)

16%
\$ 49,244.26



Pierce Transit will deduct actual Gig Harbor Trolley fare box revenue, up to 16% partnership funds, from the final invoice.

Estimated Financial Contributions

Pierce Transit	\$ 258,532.34
City of Gig Harbor	<u>\$ 49,244.26</u>
Estimated Cost to Operate Service	\$ 307,776.60

Pursuant to the terms of the Parties' Agreement, dated February 24, 2014, Gig Harbor agrees to pay the Community Investment amount listed above for the 2022 PT Trolley Service to offset the adult fare charged to customers of the Service.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement on the _____ day of _____ 2022.

CITY OF GIG HARBOR

By:

Tracie Markley, Mayor

Date: _____

**PIERCE COUNTY PUBLIC
TRANSPORTATION BENEFIT AREA
CORPORATION**

By:

Michael Griffus
Chief Executive Officer

Date: _____