

Gig Harbor City Council Meeting

**May 13, 2013
5:30 p.m.**



**AGENDA FOR
GIG HARBOR CITY COUNCIL MEETING
May 13, 2013**

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

CONSENT AGENDA:

1. Approval of City Council Minutes Apr. 22, 2013.
2. Liquor License Action: a) Special Occasion Liquor License – Coastal Heritage Alliance; b) Special Occasion Liquor License – Gig Harbor Canoe and Kayak Club.
3. Receive and File: a) Finance – Quarterly Report; b) Planning Commission Minutes: Feb. 21, 2013, Mar. 7, 2013, Mar. 21, 2013, Apr. 4, 2013, Apr. 11, 2013, and Apr. 18, 2013; c) Council Workstudy Minutes Apr. 22, 2013; d) Parks Commission Minutes Apr. 3, 2013; e) Lodging Tax Advisory Committee Minutes Apr. 25, 2013.
4. Appointment to Lodging Tax Advisory Committee.
5. Resolution No. 929 – Surplus Vehicles and Equipment.
6. Donkey Creek Restoration and Transportation Project – Pierce County Conservation District Green Partnership Fund Grant Agreement.
7. Resolution No. 930 – Maritime Pier Pump-out Sole Source Purchase.
8. Amendment to Agreement for Attorney Services, William Joyce.
9. Approval of Payment of Bills May 13, 2013: Checks #72390 through #72537 in the amount of \$1,336,699.78.
10. Approval of Payroll for the Month of April: Checks #6959 through #6968 and direct deposits in the total amount of \$337,340.16.

OLD BUSINESS: None.

NEW BUSINESS:

1. Public Hearing and First Reading of Ordinance – Interim Regulations on Food Trucks.
2. Arts Commission Request for Public Art at Bogue Viewing Platform.

STAFF REPORT:

PUBLIC COMMENT:

MAYOR'S REPORT / COUNCIL COMMENTS:

ANNOUNCEMENT OF OTHER MEETINGS:

1. Operations Committee: Thu. May 16th at 3:00 p.m.
2. Civic Center Closed for Memorial Day – Mon. May 27th
3. Boards and Commission Candidate Review: Tue. May 28th at 4:30 p.m.
4. City Council: **Tue. May 28th** at 5:30 p.m. (due to holiday)
5. Joint Council / Planning Commission Worksession: Mon. Jun 3rd at 5:30 p.m.

**ADJOURN TO JOINT COUNCIL / LODGING TAX ADVISORY COMMITTEE
WORKSTUDY SESSION**

MINUTES OF GIG HARBOR CITY COUNCIL MEETING – April 22, 2013

PRESENT: Councilmembers Ekberg, Young, Guernsey, Perrow, Malich, Payne, Kadzik, and Mayor Hunter.

CALL TO ORDER: 5:31 p.m.

PLEDGE OF ALLEGIANCE:

CONSENT AGENDA:

1. Approval of City Council Minutes Apr. 8, 2013.
2. Liquor License Action: a) Renewals: Susanne's Bakery, Walgreens, Anthony's at Gig Harbor, Kelly's Café and Espresso, Tanglewood Grill, Sunset Grill, Bistro Satsuma, Heritage Distilling Company; b) Assumption: Cigar Land;
3. Receive and File: Parks Commission Minutes: March 6, 2013;
4. Donkey Creek Project – Change Order No. 1.
5. Lift Station No. 4 Geotechnical Assistance.
6. Approval of Payment of Bills Apr. 22, 2013: Checks #72269 through #72389 in the amount of \$559,937.55.

MOTION: Move to adopt the Consent Agenda as presented.
Ekberg / Malich – unanimously approved.

PRESENTATIONS: National Volunteer Appreciation Week – Police.

Chief Mike Davis explained that the efficiency, effectiveness, and overall success of a police department depends upon several components; one of these includes the members of the C.O.P.S. volunteer unit. He presented an overview of some of the duties these volunteer perform and shared that in 2012, these eight members contributed over 1297 volunteer hours, freeing up a regular officer and resulting in a huge saving for the taxpayers. In recognition of their service, he asked the volunteers who were present to come forward so that he could present them with a certificate of appreciation and acknowledgement. Mort Altman, Tony Giammarinaro, Phil Regnart, Dennis Schaumann, and Larry Geringer came to the podium. Ed Meyer, Diane Bertram, and Ken McCray could not be present.

OLD BUSINESS:

1. Resolution No. 928 Findings and Conclusions Related to Comprehensive Plan Amendment: PL-COMP-13-0001. Senior Planner Lindsey Sehmel presented the background for this resolution to adopt findings for not forwarding a private application forward for consideration.

MOTION: Move to adopt Resolution No. 928 with Findings and Conclusions Related to PL-COMP-13-001 which will not be processed during the

2013 comprehensive plan amendment cycle.
Ekberg / Malich – unanimously approved.

NEW BUSINESS:

1. Well No. 5 Motor Replacement and Installation Project – Small Public Works Contract Award. Public Works Director Jeff Langhelm presented the background for this contract for replacement of the motor at Well No. 5 and answered questions.

MOTION: Move to authorize the Mayor to execute a Small Public Works Contract with Pumptech, Inc. in an amount not to exceed \$36,754.96 for the award of the Well No. 5 Motor Replacement and Installation Project and authorize the Public Works Director to approve additional expenditures up to \$2,000 to cover any cost increases that may result from contract change orders.
Ekberg / Guernsey – unanimously approved.

STAFF REPORT: None.

PUBLIC COMMENT: None.

MAYOR’S REPORT / COUNCIL COMMENTS:

Mayor Hunter announced the he and Denny Richards went to Joint Base Lewis McChord for a briefing on the reduction of troops as a result of Congress action taken in 2011. He explained that JBLM remains the main staging area for the Pacific, but there is an anticipated reduction of approximately 8000 soldiers by 2018. He said that re-enlistment is more selective and there is an on-base training program for released soldiers; there is a connector program designed to get base people assimilated back into the general public, but impact to the peninsula will probably be minimal.

Councilmember Guernsey announced that she has been appointed to the Economic Development Board in Tacoma.

Councilmember Perrow asked when he could expect to see amendments to the Peddler’s License ordinance back before Council. He said that he is asking for this as a result of recent fraudulent activity in his neighborhood, and will get in touch with the City Clerk to discuss.

ANNOUNCEMENT OF OTHER MEETINGS:

1. Lodging Tax Advisory Committee: Thu. Apr 25th at 8:45 a.m.
2. Parks Commission: Wed. May 1st at 5:30 p.m.
3. Planning/Building Committee: Mon. May 6th at 5:15 P.M.

EXECUTIVE SESSION: To discuss pending litigation per RCW 42.30.110(1)(i).

MOTION: Move to go into Executive Session at 5:50 p.m. for approximately 15 minutes to discuss pending litigation per RCW 42.30.110(1)(i). There may be action taken after the session.

Payne / Kadzik – unanimously approved.

MOTION: Move to return to regular session at 6:02 p.m.

Kadzik / Perrow – unanimously approved.

MOTION: Move to authorize settlement authority to the city's attorney in the matter of Cox verses the City of Gig Harbor as recommended and discussed in Executive Session.

Guernsey / Payne – unanimously approved.

ADJOURN:

MOTION: Move to adjourn at 6:03 p.m.

Kadzik / Payne – unanimously approved.

CD recorder utilized: Tracks 1002 – 1017

Charles L. Hunter, Mayor

Molly Towslee, City Clerk

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

TO: MAYOR OF GIG HARBOR

April 23, 2013

SPECIAL OCCASION # 093402

COASTAL HERITAGE ALLIANCE
PO BOX 914
GIG HARBOR, WA 98335

DATE: MAY 31, 2013

TIME: 4:30 PM TO 9:30 PM

PLACE: SKANSIE BROS NET SHED

CONTACT: JOHN MOIST

253-255-5050

SPECIAL OCCASION LICENSES

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

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

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

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

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

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

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

TO: MAYOR OF GIG HARBOR

May 1, 2013

SPECIAL OCCASION # 090404

GIG HARBOR CANOE & KAYAK RACING TEAM
3225 SHAWNEE DR NW
GIG HARBOR, WA 98335

DATE: JUNE 1, 2013

TIME: NOON TO 7 PM

PLACE: JAVA & CLAY CAFE (DRIVEWAY) - 3210 HARBOR VIEW DR, GIG HARBOR

CONTACT: TERRI ANDERSON

253-265-3580

SPECIAL OCCASION LICENSES

- * License to sell beer on a specified date for consumption at specific place.
- * License to sell wine on a specific date for consumption at a specific place.
- *
- * Spirituous liquor by the individual glass for consumption at a specific place.

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

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

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

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

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



TO: MAYOR HUNTER AND CITY COUNCIL
FROM: DAVID RODENBACH, FINANCE DIRECTOR
DATE: May 13, 2013
SUBJECT: 1st QUARTER FINANCIAL REPORTS

A handwritten signature in blue ink, appearing to be "DR", located to the right of the "FROM:" line.

The financial reports for the first quarter of 2013 are attached.

Total resources, including revenues and beginning cash balances for all funds, are 56% of the annual budget (as compared to 54%, 57% and 46% in 2010, 2011 and 2012 respectively). Beginning fund balance for all funds in the current fiscal year was \$17,895,975 (as compared to \$18,375,159 for the same period in 2012). Revenues, excluding beginning cash balances and budgeted transfers, are at 14% of budget, while expenditures are at 9%.

General Fund first quarter revenues (excluding beginning balance) are at 21% of budget as compared to 22% for the same period last year. Sales tax revenues are on pace to meet budget at 24.9%; while city utility tax revenues are slightly behind pace at 24.3%. Building permit fees are 22.8% of budget. Through the first quarter, we have received Planning review fees totaling \$104,000. This is 88% of budget.

General Fund expenditures (less transfers) are at 23% of budget (same as 2012). All General Fund departments are within first quarter budgeted expenditures.

Water, Sewer and Storm operating fund revenues are at 22%, 24% and 16% of budget; this compares to first quarter 2012 as follows: 25%, 22% and 20% respectively. Water, Sewer and Storm expenditures (excluding transfers) are at 24%, 19% and 16% through the end of the first quarter. For the same period in 2012 the expenditures were 14%, 23% and 21% of budget, respectively.

All funds have adequate cash on hand at this time to meet upcoming obligations.

CITY OF GIG HARBOR
CASH AND INVESTMENTS
YEAR TO DATE ACTIVITY
AS OF MARCH 31, 2013

FUND NO.	DESCRIPTION	BEGINNING BALANCE	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING BALANCE
001	GENERAL GOVERNMENT	\$ 1,639,423	\$ 2,167,137	\$ 2,198,594	\$ (107,496)	\$ 1,500,470
101	STREET FUND	273,754	236,906	323,133	(40,903)	146,624
102	STREET CAPITAL FUND	266,404	51,793	104,407	(110,915)	102,876
105	DRUG INVESTIGATION FUND	7,836	184	-	-	8,021
106	DRUG INVESTIGATION FUND	28,209	11	-	-	28,220
107	HOTEL-MOTEL FUND	102,431	45,757	42,484	(10,646)	95,059
108	PUBLIC ART CAPITAL PROJECTS	92,075	37	-	-	92,112
109	PARK DEVELOPMENT FUND	102,829	189,263	83,911	(6,307)	201,874
110	CIVIC CENTER DEBT RESERVE	1,162,028	67,173	-	-	1,229,201
111	STRATEGIC RESERVE FUND	1,009,217	80,441	-	-	1,089,658
112	EQUIPMENT RESERVE FUND	100,236	50,061	-	-	150,297
113	CONTRIBUTIONS/DONATIONS	-	2,171	-	-	2,171
208	LTGO BOND REDEMPTION	73,880	30	-	-	73,910
209	2000 NOTE REDEMPTION	39,878	16	-	-	39,894
210	LID NO. 99-1 GUARANTY	95,536	39	-	-	95,575
211	UTGO BOND REDEMPTION	232,003	7,609	-	-	239,612
301	PROPERTY ACQUISITION FUND	223,829	68,302	-	-	292,131
305	GENERAL GOVT CAPITAL IMPR	175,594	59,737	-	-	235,330
309	IMPACT FEE TRUST	684,176	39,579	-	(19,460)	704,295
310	HOSPITAL BENEFIT ZONE	2,555,454	238,387	-	-	2,793,841
401	WATER OPERATING	486,077	286,383	304,826	1,434	469,067
402	SEWER OPERATING	702,405	822,364	534,215	90,545	1,081,100
403	SHORECREST RESERVE FUND	56,412	16,092	381	2,479	74,602
407	UTILITY RESERVE	1,360,755	7,986	144	(22)	1,368,575
408	UTILITY BOND REDEMPTION	5,408	108,125	4,240	-	109,293
410	SEWER CAPITAL CONSTRUCTION	4,755,410	275,109	58,216	(22,899)	4,949,404
411	STORM SEWER OPERATING FUND	157,253	133,382	133,126	111,119	268,628
412	STORM SEWER CAPITAL	301,272	37,214	20,281	(87,756)	230,449
420	WATER CAPITAL ASSETS	1,204,075	217,663	277,199	(63,034)	1,081,506
605	LIGHTHOUSE MAINTENANCE TRUST	2,114	1	-	-	2,115
631	MUNICIPAL COURT	-	25,796	25,674	-	121
		<u>\$ 17,895,975</u>	<u>\$ 5,234,746</u>	<u>\$ 4,110,831</u>	<u>\$ (263,861)</u>	<u>\$ 18,756,028</u>

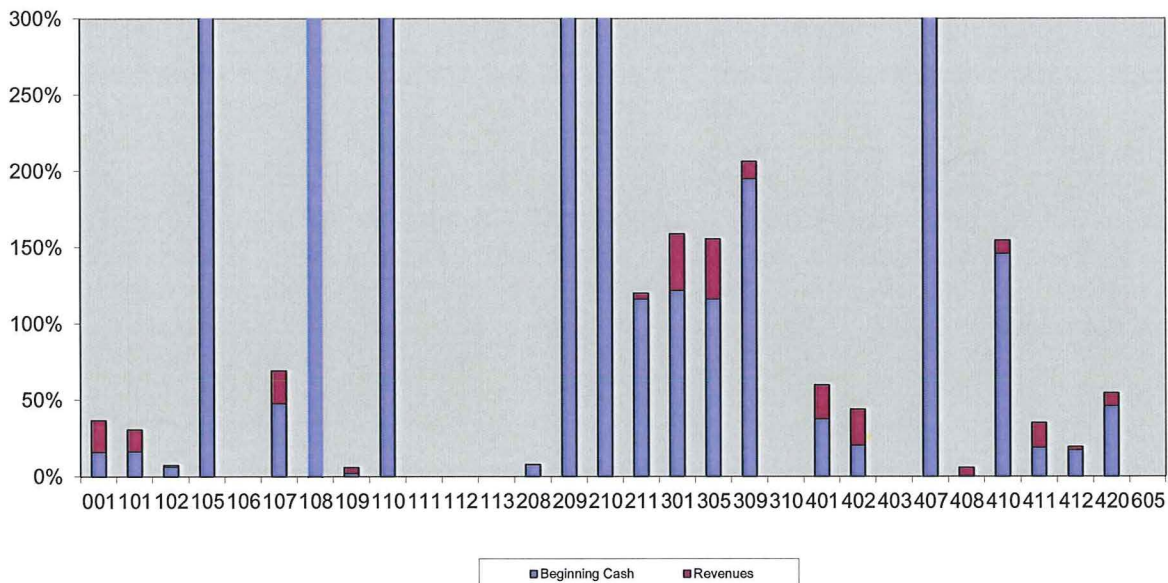
COMPOSITION OF CASH AND INVESTMENTS
AS OF December 31, 2012

	MATURITY	RATE	BALANCE
CASH ON HAND			300
CASH IN BANK			841,550
Adjustment for Unclaimed Property			(1,201)
INVESTMENTS/US BANK			318,978
INVESTMENTS/CD COLUMBIA BANK	May 2013	0.5000%	1,000,000
INVESTMENTS/US BANK	July 2017	0.1250%	1,004,048
LOCAL GOVERNMENT INVESTMENT POOL		0.1807%	15,592,353
			<u>\$ 18,756,028</u>

CITY OF GIG HARBOR
YEAR-TO-DATE RESOURCE SUMMARY
AND COMPARISON TO BUDGET
AS OF MARCH 31, 2013

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL Y-T-D RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	\$ 10,394,731	\$ 3,806,560	\$ 6,588,171	37%
101	STREET FUND	1,676,798	510,660	1,166,138	30%
102	STREET CAPITAL FUND	4,362,300	318,197	4,044,103	7%
105	DRUG INVESTIGATION FUND	1,010	8,021	(7,011)	794%
106	DRUG INVESTIGATION FUND	30	28,220	(28,190)	94067%
107	HOTEL-MOTEL FUND	214,959	148,188	66,771	69%
108	PUBLIC ART CAPITAL PROJECTS	100	92,112	(92,012)	92112%
109	PARK DEVELOPMENT FUND	5,127,000	292,092	4,834,908	6%
110	CIVIC CENTER DEBT RESERVE	80,866	1,229,201	(1,148,335)	1520%
111	STRATEGIC RESERVE FUND	80,450	1,089,658	(1,009,208)	1354%
112	EQUIPMENT RESERVE FUND	50,125	150,297	(100,172)	300%
113	DONATIONS/CONTRIBUTIONS	-	2,170	(2,170)	
208	LTGO BOND REDEMPTION	975,050	73,910	901,140	8%
209	2000 NOTE REDEMPTION	200	39,894	(39,694)	19947%
210	LID NO. 99-1 GUARANTY	200	95,575	(95,375)	47787%
211	UTGO BOND REDEMPTION	200,300	239,612	(39,312)	120%
301	PROPERTY ACQUISITION FUND	184,099	292,131	(108,032)	159%
305	GENERAL GOVT CAPITAL IMPR	151,600	235,330	(83,730)	155%
309	IMPACT FEE TRUST	351,000	723,755	(372,755)	206%
310	HOSPITAL BENEFIT ZONE	1,956,454	2,793,841	(837,387)	143%
401	WATER OPERATING	1,297,522	772,460	525,062	60%
402	SEWER OPERATING	3,484,298	1,524,770	1,959,528	44%
403	SHORECREST RESERVE FUND	16,537	72,503	(55,966)	
407	UTILITY RESERVE	22,300	1,368,741	(1,346,441)	6138%
408	UTILITY BOND REDEMPTION	2,030,541	113,533	1,917,008	6%
410	SEWER CAPITAL CONSTRUCTION	3,259,000	5,030,519	(1,771,519)	154%
411	STORM SEWER OPERATING FUND	834,819	290,636	544,183	35%
412	STORM SEWER CAPITAL	1,765,104	338,486	1,426,618	19%
420	WATER CAPITAL ASSETS	2,618,500	1,421,739	1,196,761	54%
605	LIGHTHOUSE MAINTENANCE TRUST	-	2,115	(2,115)	#N/A
631	MUNICIPAL COURT	-	25,796	(25,796)	
		\$ 41,135,893	\$ 23,130,720	\$ 18,005,173	56%

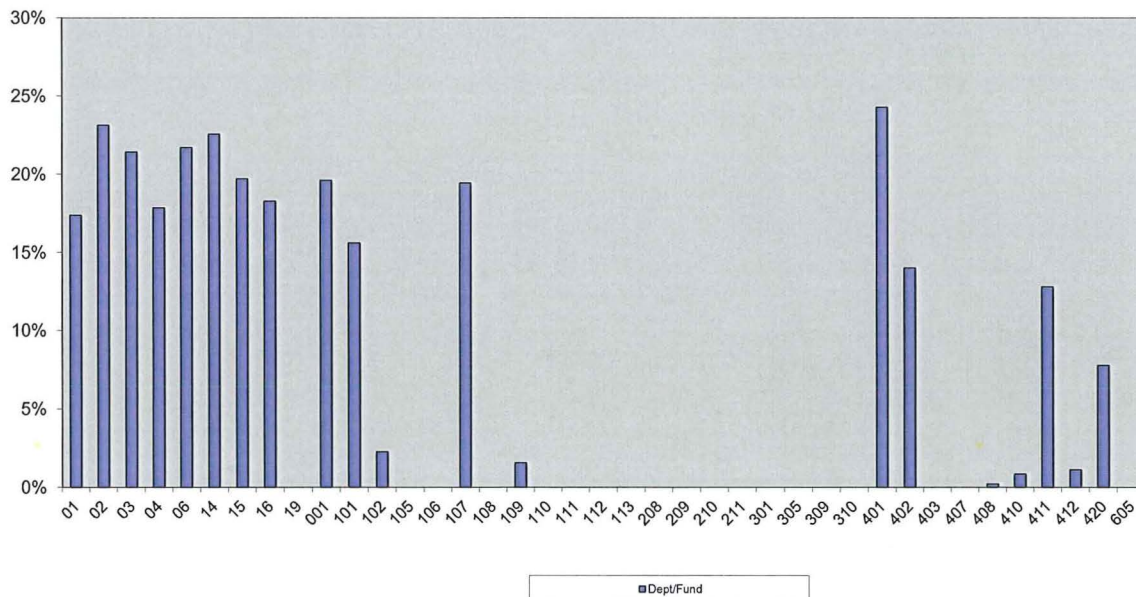
Resources as a Percentage of Annual Budget



CITY OF GIG HARBOR
YEAR-TO-DATE EXPENDITURE SUMMARY
AND COMPARISON TO BUDGET
FOR PERIOD ENDING MARCH 31, 2013

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL Y-T-D EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 3,715,722	\$ 645,651	\$ 3,070,071	17%
02	LEGISLATIVE	59,492	13,764	45,728	23%
03	MUNICIPAL COURT	376,000	80,493	295,507	21%
04	ADMINISTRATIVE/FINANCIAL	1,619,850	288,942	1,330,908	18%
06	POLICE	3,130,050	678,984	2,451,066	22%
14	COMMUNITY DEVELOPMENT	1,298,925	293,048	1,005,877	23%
15	PARKS AND RECREATION	745,075	146,782	598,293	20%
16	BUILDING	278,800	50,931	227,869	18%
19	ENDING FUND BALANCE	-	-	-	
001	TOTAL GENERAL FUND	11,223,914	2,198,594	9,025,320	20%
101	STREET FUND	2,073,218	323,133	1,750,085	16%
102	STREET CAPITAL FUND	4,622,100	104,407	4,517,693	2%
105	DRUG INVESTIGATION FUND	7,500	-	7,500	
106	DRUG INVESTIGATION FUND	10,000	-	10,000	
107	HOTEL-MOTEL FUND	218,650	42,484	176,166	19%
108	PUBLIC ART CAPITAL PROJECTS	-	-	-	
109	PARK DEVELOPMENT FUND	5,354,600	83,911	5,270,689	2%
110	CIVIC CENTER DEBT RESERVE	-	-	-	
111	STRATEGIC RESERVE FUND	648,000	-	648,000	
112	EQUIPMENT RESERVE FUND	-	-	-	
113	DONATIONS/CONTRIBUTIONS	-	-	-	
208	LTGO BOND REDEMPTION	1,050,163	-	1,050,163	
209	2000 NOTE REDEMPTION	39,000	-	39,000	
210	LID NO. 99-1 GUARANTY	97,000	-	97,000	
211	UTGO BOND REDEMPTION	265,811	-	265,811	
301	PROPERTY ACQUISITION FUND	150,000	-	150,000	
305	GENERAL GOVT CAPITAL IMPR	150,000	-	150,000	
309	IMPACT FEE TRUST	350,000	-	350,000	
310	HOSPITAL BENEFIT ZONE	2,625,000	-	-	
401	WATER OPERATING	1,256,317	304,826	951,491	24%
402	SEWER OPERATING	3,817,259	534,215	3,283,044	14%
403	SHORECREST RESERVE FUND	2,700	381	2,319	
407	UTILITY RESERVE	200	144	56	
408	UTILITY BOND REDEMPTION	2,079,159	4,240	2,074,919	0%
410	SEWER CAPITAL CONSTRUCTION	6,808,000	58,216	6,749,784	1%
411	STORM SEWER OPERATING FUND	1,040,729	133,126	907,603	13%
412	STORM SEWER CAPITAL	1,809,400	20,281	1,789,119	1%
420	WATER CAPITAL ASSETS	3,564,700	277,199	3,287,501	8%
605	LIGHTHOUSE MAINTENANCE TRUST	-	-	-	
631	MUNICIPAL COURT	-	25,674	(25,674)	
		\$ 49,263,420	\$ 4,110,831	\$ 42,527,589	8%

Expenditures as a Percentage of Annual Budget



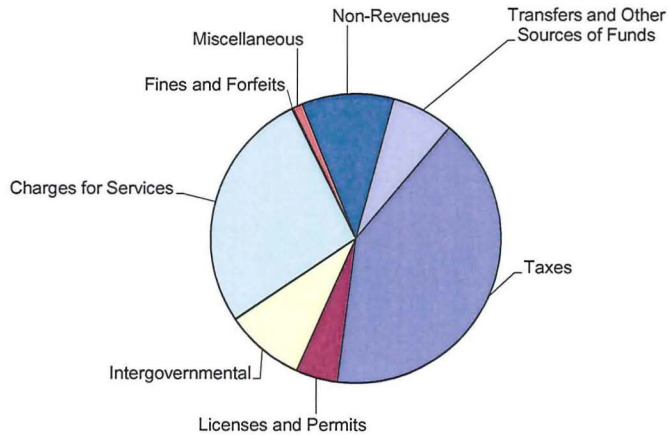
**CITY OF GIG HARBOR
YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
FOR PERIOD ENDING MARCH 31, 2013**

<u>TYPE OF REVENUE</u>	<u>AMOUNT</u>
Taxes	\$ 2,141,060
Licenses and Permits	242,859
Intergovernmental	464,722
Charges for Services	1,422,206
Fines and Forfeits	6,866
Miscellaneous	57,531
Non-Revenues	536,626
Transfers and Other Sources of Funds	362,877
Total Revenues (excludes Court Pass Thru)	<u>5,234,746</u>
Beginning Cash Balance	17,895,975
Total Resources	<u>\$ 23,130,721</u>

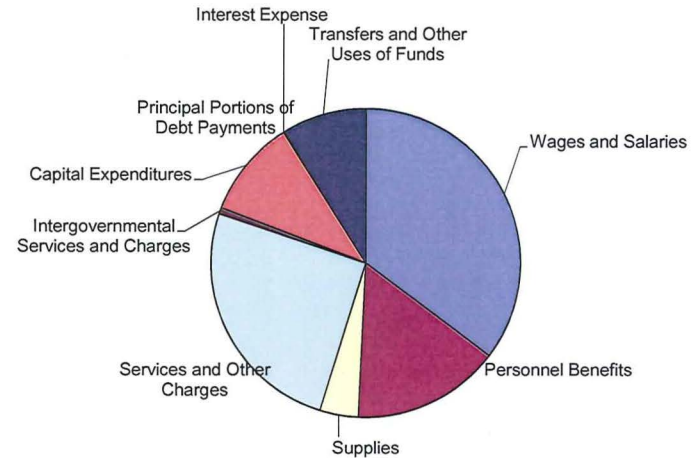
**CITY OF GIG HARBOR
YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
FOR PERIOD ENDING MARCH 31, 2013**

<u>TYPE OF EXPENDITURE</u>	<u>AMOUNT</u>
Wages and Salaries	\$ 1,445,960
Personnel Benefits	633,205
Supplies	164,668
Services and Other Charges	1,042,516
Intergovernmental Services and Charges	26,076
Capital Expenditures	419,114
Principal Portions of Debt Payments	-
Interest Expense	4,240
Transfers and Other Uses of Funds	362,752
Total Expenditures (excludes Court Pass Thru)	<u>4,098,531</u>
Ending Cash Balance	18,756,028
Total Uses	<u>\$ 22,854,559</u>

Revenues by Type - All Funds



Expenditures by Type - All Funds



**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2013**

	SPECIAL REVENUE FUNDS										
	001	101	102	105	106	107	108	109	110	111	112
	GENERAL GOVERNMENT	STREET	STREET CAPITAL	DRUG INVESTIGTN	DRUG INVESTIGTN	HOTEL - MOTEL	PUBLIC ART PROJECTS	PARK DVLP FUND	CIVIC CTR DEBT RESERVE	STRATEGIC RESERVE	EQUIPMENT RESERVE
ASSETS											
CASH	\$ 60,515	\$ 7,498	\$ 5,261	\$ 410	1,443	\$ 4,861	\$ 4,711	\$ 10,324	\$ 11,721	\$ 55,724	\$ 7,686
INVESTMENTS	1,439,955	139,126	97,615	7,610	26,777	90,197	87,402	191,551	1,217,480	1,033,934	142,611
RECEIVABLES	1,293,485	2,806	51,731	-	-	32,011	-	-	312,400	-	-
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,793,955	149,430	154,607	8,021	28,220	127,070	92,112	201,874	1,541,601	1,089,658	150,297
LIABILITIES											
CURRENT	(113,955)	3,750	6,494	-	-	-	-	1,773	-	-	-
LONG TERM	70,038	-	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	(43,917)	3,750	6,494	-	-	-	-	1,773	-	-	-
FUND BALANCE:											
BEGINNING OF YEAR	2,869,329	231,907	200,727	7,836	28,209	123,796	92,075	94,749	1,474,428	1,009,217	100,236
Y-T-D REVENUES	2,167,137	236,906	51,793	184	11	45,757	37	189,263	67,173	80,441	50,061
Y-T-D EXPENDITURES	(2,198,594)	(323,133)	(104,407)	-	-	(42,484)	-	(83,911)	-	-	-
ENDING FUND BALANCE	2,837,872	145,680	148,113	8,021	28,220	127,070	92,112	200,102	1,541,601	1,089,658	150,297
TOTAL LIAB. & FUND BAL.	\$ 2,793,955	\$ 149,430	\$ 154,607	\$ 8,021	28,220	\$ 127,070	\$ 92,112	\$ 201,874	\$ 1,541,601	\$ 1,089,658	\$ 150,297

**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2013**

	SPECIAL REVENUE FUNDS							TOTAL SPECIAL REVENUE
	113 CONTRIBUTIONS DONATIONS	301 PROPERTY ACQUISITION	305 GEN GOVT CAPITAL IMP	309 IMPACT FEE TRUST FUND	310 HOSPITAL BENEFIT	605 LIGHTHOUSE MAINT	631 MUNICIPAL COURT	
ASSETS								
CASH	\$ 111	\$ 14,939	\$ 12,035	\$ 36,017	\$ 142,874	\$ 108	\$ 121	\$ 315,844
INVESTMENTS	\$ 2,060	277,192	223,296	668,278	2,650,967	2,007	-	6,858,101
RECEIVABLES	-	-	-	-	-	-	-	398,948
FIXED ASSETS	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,171	292,131	235,330	704,295	2,793,841	2,115	121	7,572,893
LIABILITIES								
CURRENT	-	-	-	22,240	-	-	-	34,257
LONG TERM	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	-	-	-	22,240	-	-	-	34,257
FUND BALANCE:								
BEGINNING OF YEAR	-	223,829	175,594	642,476	2,555,454	2,114	-	6,962,647
Y-T-D REVENUES	2,171	68,302	59,737	39,579	238,387	1	25,796	1,155,600
Y-T-D EXPENDITURES	-	-	-	-	-	-	(25,674)	(579,609)
ENDING FUND BALANCE	2,171	292,131	235,330	682,055	2,793,841	2,115	121	7,538,637
TOTAL LIAB. & FUND BAL.	\$ 2,171	\$ 292,131	\$ 235,330	\$ 704,295	\$ 2,793,841	\$ 2,115	\$ 121	\$ 7,572,894

**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2013**

	208 LTGO BOND REDEMPTION	209 2000 NOTE REDEMPTION	210 LID 99-1 GUARANTY	211 UTGO BOND REDEMPTION	TOTAL DEBT SERVICE
ASSETS					
CASH	\$ 3,780	\$ 2,040	\$ 4,888	\$ 12,253	\$ 22,961
INVESTMENTS	70,130	37,854	90,687	227,358	426,030
RECEIVABLES	-	-	-	9,424	9,424
FIXED ASSETS	-	-	-	-	-
OTHER	-	-	-	-	-
TOTAL ASSETS	73,910	39,894	95,575	249,036	458,414
LIABILITIES					
CURRENT	-	-	-	-	-
LONG TERM	-	-	-	7,782	7,782
TOTAL LIABILITIES	-	-	-	7,782	7,782
FUND BALANCE:					
BEGINNING OF YEAR	73,880	39,878	95,536	233,645	442,939
Y-T-D REVENUES	30	16	39	7,609	7,693
Y-T-D EXPENDITURES	-	-	-	-	-
ENDING FUND BALANCE	73,910	39,894	95,575	241,254	450,632
TOTAL LIAB. & FUND BAL.	\$ 73,910	\$ 39,894	\$ 95,575	\$ 249,036	\$ 458,414

**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2013**

	PROPRIETARY									TOTAL PROPRIETARY	TOTAL
	401 WATER OPERATING	402 SEWER OPERATING	403 SHORECREST RESERVE	407 UTILITY RESERVE	408 UTILITY BOND REDEMPTION	410 SEWER CAP. CONST.	411 STORM SEWER OPERATING	412 STORM SEWER CAPITAL	420 WATER CAP. ASSETS		
ASSETS											
CASH	\$ 24,082	\$ 55,381	\$ 3,815	\$ 18,641	\$ 5,589	\$ 253,107	\$ 13,737	\$ 11,785	\$ 55,307	\$ 441,445	\$ 840,764
INVESTMENTS	444,985	1,025,719	70,787	1,349,933	103,704	4,696,297	254,891	218,664	1,026,199	9,191,178	17,915,264
RECEIVABLES	172,469	369,536	(386)	5,823	54,343	-	89,946	-	-	691,731	2,393,588
FIXED ASSETS	6,814,182	33,706,630	-	-	-	404,272	665,781	999,216	843,203	43,433,283	43,433,283
OTHER	-	-	-	-	151,566	-	-	-	-	151,566	151,566
TOTAL ASSETS	7,455,718	35,157,265	74,216	1,374,398	315,201	5,353,676	1,024,354	1,229,665	1,924,709	53,909,202	64,734,464
LIABILITIES											
CURRENT	1,013	25	-	-	1,533,364	-	29	-	32,713	1,567,144	1,487,446
LONG TERM	50,841	76,500	-	-	21,339,877	-	46,245	-	-	21,513,463	21,591,283
TOTAL LIABILITIES	51,854	76,524	-	-	22,873,241	-	46,274	-	32,713	23,080,607	23,078,729
FUND BALANCE:											
BEGINNING OF YEAR	7,422,307	34,792,591	58,506	1,366,556	(22,661,925)	5,136,783	977,824	1,212,732	1,951,531	30,256,905	40,531,821
Y-T-D REVENUES	286,383	822,364	16,092	7,986	108,125	275,109	133,382	37,214	217,663	1,904,317	5,234,747
Y-T-D EXPENDITURES	(304,826)	(534,215)	(381)	(144)	(4,240)	(58,216)	(133,126)	(20,281)	(277,199)	(1,332,628)	(4,110,831)
ENDING FUND BALANCE	7,403,864	35,080,741	74,216	1,374,398	(22,558,040)	5,353,676	978,080	1,229,665	1,891,996	30,828,595	41,655,736
TOTAL LIAB. & FUND BAL.	\$ 7,455,718	\$ 35,157,265	\$ 74,216	\$ 1,374,398	\$ 315,201	\$ 5,353,676	\$ 1,024,354	\$ 1,229,665	\$ 1,924,709	\$ 53,909,203	\$ 64,734,466

City of Gig Harbor Planning Commission
Work Study Session
Planning and Building Conference Room
February 21, 2013
5:00 pm

PRESENT: Rick Gagliano, Jim Pasin, Pam Peterson, Craig Baldwin and Reid Ekberg. Harris Atkins and Bill Coughlin were absent.

STAFF PRESENT: Staff: Jennifer Kester, Lita Dawn Stanton, and Tom Dolan

APPROVAL OF MINUTES:

MOTION: Move to approve the minutes of February 7, 2013. Gagliano/Baldwin – Motion carried.

Work Study Session – 5:00 p.m.

1. **Residential building Height and Front Setback along the Waterside of Harborview and North Harborview Drive** – Consider where height should be measured for residential buildings along Harborview and North Harborview Drive to allow for the retention of the historic residential character of that streetscape.

Ms. Kester went over the history behind this subject and distributed a staff report. She explained that the current regulations were encouraging houses in a hole along the water side of Harborview Drive. She stated that there were two proposals; one was to change where height is measured from and the other was to shrink the front setback. Discussion was held on the impact to views and it was noted that view corridors would still be required. A poll was taken amongst the commission members. Mr. Ekberg said he could see how it would help preserve the historic streetscape. Ms. Kester noted that if they don't change the front setback; waterfront lots will be severely restricted due to the new shoreline regulations which will have a much larger setback from the water. Mr. Baldwin said that he didn't like the houses below the street level and suggested that they could have a step approach. Mr. Gagliano said that he was a little worried about consistency with other regulations. He said he would rather move the setback and measure from the footprint in order to keep it more consistent. Ms. Peterson said she favored reducing the setback. Mr. Pasin said that he felt the issue of houses in a hole needed to be dealt with; however, he wanted to be careful not to assume that by changing this regulation you will have houses that fit the historic character. He also pointed out that the 18' height regulation is probably not appropriate. He stated that he felt that you should measure height as close to the front property line as possible. Ms. Kester said that she could come back with some proposals for changing the setback and she felt that changing the 18' was too much of a change for the "low hanging fruit" amendments. Mr. Gagliano suggested that they make the same change to 27' that they were proposing for the DB zone. Ms. Kester asked if they wanted to add this change on to the March 21st public hearing. Mr. Ekberg said he felt that they should add it, go to

27' and move the setback. Mr. Gagliano felt that they should just propose changing the setbacks at this time. Mr. Pasin said he felt they should propose changing both. Mr. Dolan stated that they may want to split the two issues since he will be leaving and a new Senior Planner will be coming on board. In addition, he noted that two commissioners aren't here. Ms. Kester noted that they will have to delay the start of the visioning policy if they want to address this now. Mr. Pasin said that he was fine with separating the two and doing the second meeting on the 18th of April. Mr. Ekberg said he also felt that separating the commercial and residential was a good idea. Mr. Gagliano pointed out that whether or not we delay the visioning policy is a Mayor and Council decision. Ms. Kester said that she could bring it to the Planning and Building Committee on March 4th. Possible scenarios for different setbacks were discussed and it was decided to use 6' to a porch 12' to the house and 18' to the garage as a starting point for front setbacks.

2. **Medical Cannabis Collective Gardens** – Through ORD 1247, the City Council extended an interim ordinance regarding development regulations on medical cannabis collective gardens. The interim ordinance requested the Planning Commission to report back to the Council with a recommendation on whether to permanently adopt the regulations or modify them. The interim regulations are set to expire on April 11, 2013.

Ms. Kester distributed a memo from the City Attorney regarding the need for an extension of the interim ordinance. She then went over the regulations.

MOTION: Move to recommend extending the Ordinance as previously extended. Ekberg/Gagliano – Motion carried.

Ms. Kester briefed the commission on the arrival of the new Senior Planner Lindsay Sehmel. The Planning Commission thanked Tom Dolan for his great leadership of the Planning Department.

MOTION: Move to adjourn. Baldwin/Coughlin – Motion carried.

City of Gig Harbor Planning Commission
Work Study Session
Planning and Building Conference Room
March 7, 2013
5:00 pm

PRESENT: Rick Gagliano, Jim Pasin, Pam Peterson, Craig Baldwin, Bill Coughlin, Reid Ekberg and Harris Atkins.

STAFF PRESENT: Staff: Jennifer Kester, Lita Dawn Stanton and Lindsey Sehmel

Work Study Session – 5:00 p.m.

1. **Residential Building Height and Front Setback along the Waterside of Harborview and North Harborview Drive** – Consider where height should be measured for residential buildings along Harborview and North Harborview Drive to allow for the retention of the historic residential character of that streetscape.

A report was given by Ms. Kester on the outcome of the meeting with the Planning and Building Committee. She went over the three options discussed. The first was to measure height at the property line or sidewalk, the second option was moving the setback for residences along the water side of Harborview and the third was proposing changing the 18' height limit to 27'. She noted that the committee talked about the need for more livable space but they felt that the third option should not be considered as part of the common sense amendments. Ms. Kester stated that the committee liked the first and second options. Mr. Pasin distributed some information he wanted to present to the commission. Mr. Atkins suggested they move forward with Agenda Items 1 and 2 and then if the commission wanted to discuss Mr. Pasin's proposal, they do so at the next meeting. Discussion was held on the first option related to where height would be measured and Ms. Kester asked if height should be measured from the property line or the sidewalk. She suggested that it be the property line since that is where we measure from for commercial development and that would make it more consistent. It was noted that if the goal is to bring houses above the level of the sidewalk then you should measure from the sidewalk. Ms. Kester explained that with the adoption of the new Shoreline Master Program it will reduce the amount of buildable area, so changing the setbacks alone would help that situation. It was decided to go to public hearing with options one and two. Scheduling for the hearing was discussed. It was decided to hold the public hearing at a special meeting on April 11, 2013.

2. **Downtown Building Height Amendments** – Preparation for open house and public hearing.

Ms. Kester noted that Mr. Baldwin had gone out and taken pictures with a story pole so that graphics can be created for the meeting. She asked that a discussion be held on the schedule for the evening, keeping in mind that the public hearing needs to be held at 6:00 p.m. Mr. Atkins suggested that there be a briefing on the graphics at the

beginning of the meeting so that everyone is educated on the amendments. Ms. Kester went over the language that will go into the public notice and the graphics that will be provided at the meeting. Discussion was held on who will be noticed. It was decided to notice property owners within the commercial zones of the Historic District, along with all the community groups. Additionally, it was decided that notice should be provided two lots away from the Downtown Business zone.

Mr. Pasin's proposal was discussed. He stated that he was proposing this so that older residences could be rebuilt. Mr. Pasin went on to say that he was concerned with so many of the older homes being torn down and being rebuilt in a way that doesn't necessarily reflect the historic character. Ms. Kester noted that the current proposal for the DB and WC would apply to residential in those zones. Mr. Atkins wondered how you define whether someone is rebuilding what they had. Ms. Kester explained the current regulations and what you would be able to rebuild if your home is destroyed by an act of nature. She noted that within the Shoreline Master Program designation you are allowed to rebuild by choice. Mr. Gagliano noted that there are lots of other modern requirements that affect what you can rebuild. Mr. Atkins stated that this is allowed in other zones and that the only difference with this proposal is that this is geared toward replicating a house. Ms. Kester said you could just add all residential uses within the Historic District to the previous proposal to allow rebuilding. Mr. Ekberg said that he felt that adding something to the "low hanging fruit" at this time was risky. Mr. Coughlin agreed that we had to stop adding some things at some point. Mr. Baldwin felt that it was a minor change that could be accomplished. Mr. Gagliano stated that he didn't necessarily think that everyone wanted to rebuild what they had.

Ms. Kester went over the Planning and Building Committee's direction on interim regulations on food trucks. She noted that they wanted to try allowing food trucks in zones where we allow full scale restaurants and write some regulations for them for 6 months to a year. She said that they wanted to do this via direct consideration to the City Council and then add it to the work program for the Planning Commission if it seems to be working. Ms. Kester went over which zones they would be allowed in and noted that they would only be allowed in private parking lots. Mr. Pasin asked how their location would be reviewed and Ms. Kester went over the proposed process. Mr. Pasin asked if anybody thought a property owner would really spend the money to go through the site plan amendment process. Ms. Kester answered that it is a minor permit that doesn't cost much. Mr. Atkins noted that the commission just needed to let the council know if they agreed with them doing this via direct consideration. It was agreed to allow direct consideration.

Adjournment

Move to adjourn Gagliano/Baldwin. Motion carried.

City of Gig Harbor Planning Commission
Open House and Public Hearing
Council Chambers
March 21, 2013
5:00 pm

PRESENT: Rick Gagliano, Jim Pasin, Pam Peterson, Craig Baldwin, Bill Coughlin, Reid Ekberg and Harris Atkins.

STAFF PRESENT: Staff: Jennifer Kester, Lita Dawn Stanton, Lindsey Sehmel, Peter Katich and Diane McBane

Open House – 5:00 p.m.

Downtown Building Height Amendment

The Planning Commission is considering recommending increases to the maximum building height in the City's downtown area in order to allow flat-roof, two-story buildings in the City's downtown. Under the Commission's initial proposal, all buildings would be allowed to be 27 feet high as measured from the building footprint. The Commission is considering allowing this increased height in the Downtown Business (DB zoning district and the Waterfront Commercial (WC) zoning district that abuts the DB district.

The public had an opportunity to look at various graphics and photographs placed around the room illustrating how the proposed height increase may affect the downtown.

Mr. Atkins gave a brief overview of the history of this proposed amendment and it's intent. Ms. Kester gave a presentation using pictures and graphics of the streetscape. She explained that all of the other character defining elements of size, setbacks and design would still have to be adhered to. She stated that the Council's direction in the summer of 2012 was to review and identify codes that inhibit the preservation of character defining historic buildings in the downtown. Ms. Kester thanked everyone for coming and invited them to move around the room and look at the various graphics.

5:40 Questions and Answers

What is the view corridor dimension?

Ms. Kester explained the view corridor dimensions and the required sideyard setbacks, stating that it depends on the width of the lot with the minimum total being 20' with perhaps 5' on one side and 15' on another. She noted that there is also a requirement for public access to the shoreline for waterfront lots.

Why do the yellow lines on the map go out into the water?

The map is based on tax parcels and some of those parcels go out into the water.

How will the parking be addressed?

The parking requirements will remain the same. If square footage is added, the developer will have to provide parking.

What about traffic impacts?

Those would be addressed at the project level.

What is the overall goal?

The goal was to allow the historic character defining buildings to be maintained and to allow new buildings to match that character.

What about the pie shaped piece of property on Soundview and Harborview?

It is zoned RB-1 and would not be a part of this proposal. It would have to be rezoned in order to take advantage of these changes.

How do the existing buildings along Harborview meet setbacks?

The uphill side of Harborview if the building was no more than 6000 square feet in size and they had firewalls you could have buildings right next to each other, but not on the water side.

What is the tallest building in Gig Harbor?

St Anthony's Hospital. Downtown it would be the Bayview Plaza or the Luengen Building where Morso is located.

Would a project have to go through the same approval process for traffic?

Yes, each project would have to go through site plan review and have traffic analyzed. We analyze different areas of town in about a three year cycle or if there is a big project. We have a traffic model that analyzes the traffic.

Is the height being calculated within the buildable area for the properties downhill of Harborview?

It would be measured within the footprint of the building.

Chairman Atkins called a 5 minute recess before the public hearing.

6:00 Public Hearing

Mr. Atkins opened the public hearing at 6:00 pm

Jeni Woock, 3412 Lewis St., Gig Harbor WA Ms. Woock read the Harbor vision statement. She emphasized that two story buildings do nothing to promote the historic character of the downtown and stated that there is no room for picturesque views or the natural environment. Ms. Wood said it would be grand if there were second floor living with retail below, maybe that should be the requirement. How will this affect traffic? Perhaps we should do a traffic study first.

Dave Morris, 2809 Harborview Dr., Gig Harbor Mr. Morris expressed appreciation for the work that has gone into this and he thought it made sense and provided some equity and fairness to the downtown property owners and gives them some capabilities that others already have. He noted that most of the historic buildings downtown are 27' tall and it might help preserve them. He stated that he does own buildings downtown and fully support this.

David Boe, 705 Pacific Ave., Tacoma WA 98402 Mr. Boe stated that he has worked on many projects in Gig Harbor. He point out that this goal is in the comprehensive plan so it should be part of the zoning code. It says we want street frontage retail with housing above and he noted that you can't do that with 16' height restrictions. Mr. Boe went on to say that there are no flat roofed buildings, they are minimum pitch roofs, buildings settle so you need a ½ for every foot. It's very important that the 27' be measured from the sidewalk if you want retail at the street. They need 10' ceilings and room for duct work, etc. He explained that he would recommend measuring from the sidewalk in order to have an active street face. The minimum square footage you need is a 12,000 foot print in order to make a second floor pencil. He felt that the design requirements would support larger buildings. Mr. Boe pointed out that there are very few properties that could be redeveloped and concluded by saying that he supported the change with these slight amendments.

Peter Stanley, Tides Tavern, P.O. Box 287, Vaughn WA 98394

Thanked the commission for their hard work and said he was supportive of the proposal. He felt that this will help preserve downtown and he also felt that an increase in building size should be considered as well. The Tides would never have been built if it needed a traffic study. People will go where they want, regardless of traffic. We want downtown to be viable.

Mr. Atkins closed the public hearing at 6:16 p.m.

Mr. Atkins suggested that the commission have an opportunity to think about what has been said. Is there any additional data that could be helpful? None noted. Mr. Pasin noted that they should discuss measuring from the sidewalk. Ms. Kester also noted that it should be clarified existing grade or final grade. She pointed out that she had provided them with copies of the e-mails and written comments received. She noted that she had received verbal comments regarding concern about the water side of Harborview. Mr. Gagliano said that he had heard comments about expanding the area. He suggested creating a map of two story buildings in the other commercial areas. Mr. Atkins asked what the issues were around measuring from the sidewalk. Ms. Kester noted that not every building has sidewalk frontage so we would have to define something. She would suggest limiting the location where you would measure from the sidewalk. Some of what appears to be right of way is private property and vice versa. She went over the setbacks. Mr. Pasin stated that the expectation in a downtown is that you step off the sidewalk into the building. Mr. Atkins suggested that they could measure differently in WC and DB. Ms. Kester said you could word it that you measure from the footprint and if you put your building at the front property line you measure from

the sidewalk. Mr. Atkins clarified that we need to discuss where we measure from and do we have the right area. Mr. Gagliano noted that view of the water seems to be a big concern. He also noted that Mr. Boe's suggestion that you needed to increase gross floor area could be addressed with two 6000 square foot buildings with a firewall.

Other Business

Discussion of upcoming meetings – April 4th, 2013. Ms. Kester reminded them that the public hearing on residential height will be April 11th. She noted that she will not be at the April 4th meeting. Mr. Pasin said he would like to still meet on the 4th. It was decided that they would meet to deliberate this issue on April 4th.

Move to adjourn 6:50 pm. Pasin/Gagliano – Motion carried.

City of Gig Harbor Planning Commission
Work Study Session
Planning Conference Room
April 4, 2013
5:00 pm

PRESENT: Rick Gagliano, Jim Pasin, Pam Peterson, Craig Baldwin, Bill Coughlin, Reid Ekberg and Harris Atkins.

STAFF PRESENT: Staff: Lita Dawn Stanton, Lindsey Sehmel and Peter Katich

Approval of Minutes

Mr. Coughlin pointed out that he was absent at the February 21st meeting and couldn't have made the motion to adjourn. Ms. Sehmel said she would correct them.

MOTION: Move to adopt the minutes of February 21st with the change of Mr. Ekberg making the motion to adjourn. Pasin/Coughlin, motion passed.

MOTION: Move to adopt the March 7th. Baldwin/Gagliano. Motion passed

MOTION: Move to adopt the March 21st as written. Pasin/Coughlin. Motion passed

WORK-STUDY SESSION

1. Downtown Building Size Amendments –

Deliberation on Downtown Heights for the downtown commercial zones, based upon comments received at public hearing held March 21, 2013.

Mr. Atkins noted that there were two issues to go over; the first being where this would apply and second was how to measure the height. He asked that they take a poll on which zones they felt this should apply. Ms. Peterson said that she felt that it should apply to areas as proposed. Mr. Gagliano felt that it should just be the DB zone along Harborview on the uphill side, perhaps up Pioneer to the church. Mr. Ekberg said he agreed with all of DB and WC as it abuts DB. Mr. Baldwin agreed with the DB and WC as it abuts. Mr. Coughlin said he agreed with the DB but had a little concern with the WC. Mr. Pasin said he supports all the DB and WC abutting DB. He additionally said that he felt that perhaps 27' was a foot or two too short. Mr. Ekberg said he had also had that thought. Mr. Atkins said he wanted to include the entire DB, he wasn't sure that it should include WC. Ms. Sehmel pointed out the area that would allow development agreements that may allow additional height. Mr. Gagliano went over his reasons for not including the WC. Through a show of hands, 6 members agreed that the entire DB should be included and 4 members agreed to include the WC abutting DB. Discussion was held on whether 27' was the right number. Through a show of hands it was decided to recommend 27' height. Discussion was then held on how the

27' should be measured. Ms. Sehmel went over how the height is currently measured and noted that they had previously discussed whether it should be the footprint, the property line or the right of way adjacent to the parcel. Mr. Ekberg said he still felt that it should be the footprint. Mr. Pasin said he thought it should be measured at the sidewalk. Discussion was held on perhaps expanding the Parkway designation to include the parcels Southeast of Soundview. Mr. Atkins pointed out that this really only affected three properties. Discussion continued on how to measure the 27' height and whether it should be existing or final grade. It was decided to recommend that the 27' be measured from the footprint of the front facing facade.

Mr. Atkins called a 5 minute recess.

Senior Planner Lindsey Sehmel went over several scenarios for measuring from existing and/or final grade. Mr. Baldwin said he had always thought they were staying within a 27' envelope and that he was more inclined to go with existing grade. Discussion was held on the Design Manual requirements to respect natural topography. Mr. Gagliano pointed out that if you go with final grade you will get people doing strange things to the natural topography. Mr. Ekberg said that he felt it should be measured from existing and it seems to be consistent with other regulations. Ms. Peterson said she thought it should be existing. Mr. Coughlin agreed. Mr. Pasin said he could accept existing with some reservations. It was decided to measure from existing grade. Mr. Gagliano pointed out that they still needed to discuss the building envelope and whether they can exceed 27' within the building envelope as long as they stay at 27' at the street and on the downhill. Discussion was held on possible scenarios with averaging. It was decided to recommend the restriction of 27' at the front and rear and an average in the middle. Mr. Katich also noted that they would need to add language saying that in no case can the building exceed the maximum allowed uphill elevation. Ms. Sehmel said she would draft language for the next meeting for them to review.

OTHER BUSINESS

Discussion of upcoming meetings – April 11th, 2013

ADJOURNMENT

MOTION: Move to adjourn at 7:12 pm. Pasin/Ekberg – Motion carried.

**City of Gig Harbor Planning Commission
Work Study Session and Public Hearing
Council Chambers
SPECIAL MEETING
April 11, 2013
6:00 pm**

PRESENT: Rick Gagliano, Craig Baldwin, Bill Coughlin, and Reid Ekberg. Jim Pasin, Pam Peterson, and Harris Atkins were absent

STAFF PRESENT: Staff: Lindsey Sehmel and Jennifer Kester

6:00 p.m. - Call to order, roll call

PUBLIC HEARING

1. **CITY OF GIG HARBOR, 3510 Grandview St, Gig Harbor, WA 98335** - Application for a Gig Harbor Municipal Code text amendment (PL-ZONE-12-0009) to consider recommendation on code amendments regarding the measurement of residential building height and front setbacks along the waterside of Harborview and North Harborview Drives.

Ms. Kester gave a brief summary of the proposal and background.

Mr. Baldwin opened the public hearing at 6:00 p.m.

Jack Bujacich, 3607 Ross Ave., Gig Harbor

He noted that when he had been Mayor they had established a height restriction area. He stated that 18' on the waterfront measured closer to the sidewalk would be more uniform with the other side of the street.

David Boe 705 Pacific Ave., Tacoma

Mr. Boe noted that this proposal was coming out of the visioning process and keeping new development in line with the historic character. He felt that height should not be measured from the property line but from the sidewalk. He noted that in some areas the water side of Harborview is higher than the upland side. Mr. Boe further explained how measuring from the sidewalk would improve the placement of the porch. He strongly recommended that the 18' be measured from the back of the sidewalk and distributed an illustration.

Kathleen Ancich Quigg, 1831 Bel Air Ave. Ms. Quigg stated that they had purchased the property at 3617 Harborview. She voiced her support for the proposal.

Doug Sorenson, 9409 N Harborview Dr., Gig Harbor Mr. Sorenson stated that they have lived at this residence for 41 years. He commended the Planning Commission for pursuing this issue and stated that he supported David Boe's suggestion to measure

from the sidewalk. He noted that there are only 6-10 vacant lots that haven't been developed and he owned 4 of them. Mr. Sorenson pointed out that the shoreline regulations are going to impact these lots to such an extent they will have to use a reasonable use exception to build something. He stated that most people are not going to tear down their house on the waterfront because of the regulations. He also noted that businesses have a zero setback and he felt that the residential should have the same setback. Mr. Sorenson suggested that they develop a map of the right of way in order to help with this decision and volunteered to be on a committee to research this further.

Dennis Clark, 4011 Burnham Dr., Gig Harbor

Mr. Clark stated that he thought the height restriction on the uphill side was 16' as measured from the setback line. Ms. Kester noted that this is only within the Historic District. He wondered what research has been done on preserving the view for the uphill houses. He felt that the current regulations seemed to be working pretty well. Mr. Clark expressed concern for the view corridors along Harborview.

Kay Bickford, 3155 Erickson St., Gig Harbor

She said she supported Mr. Boe's idea of measuring from the sidewalk and felt it was more consistent with the historic homes in Gig Harbor.

Beth Lucas, 10911 Crescent Valley Drive, Gig Harbor

She noted that she walks Harborview Drive quite often. She supported Mr. Boe's idea of measuring from the sidewalk.

Bruce Rogers 2804 Harborview Drive Unit B, Gig Harbor

He voiced his concern for the houses on the uphill side and hoped the commission was considering this. He noted that the topography is not that steep. He also said that although people may not tear down houses today, that might be different in the future.

Mr. Baldwin closed the public hearing.

Ms. Kester addressed the question posed regarding view corridors. She noted that this proposal will not change the requirement to have a view corridor on either side of a residence. She further explained the difference in regulations if a person was remodeling versus tearing down and rebuilding.

Mr. Coughlin asked if the view corridor changed with the new shoreline master program. Ms. Kester said that no, the view corridor changed approximately a year ago.

Mr. Baldwin thanked everyone for coming and said that the commission will be considering everyone's comments and possibly making a recommendation at their next meeting on this topic.

Ms. Kester asked if there was any other information the commission required prior to further discussion. Mr. Gagliano suggested that the information regarding the right of

way would be helpful and Ms. Kester said that she would provide some maps. Additionally he suggested that further information be provided on the shoreline regulations and how they relate to this area.

Mr. Baldwin deferred the approval of the minutes until the next meeting.

Mr. Coughlin asked if some detailed topographic maps of the shoreline and the uphill lots could be provided. Ms. Kester said she would try to provide some aerial based topography.

OTHER BUSINESS

Discussion of upcoming meetings – April 18, 2013 & May 2, 2013

Adjournment

MOTION: Move to adjourn at 6:33 p.m. - Ekberg/Gagliano. Motion carried.

City of Gig Harbor Planning Commission
Work Study Session
Civic Center
April 18, 2013
5:00 pm

PRESENT: Harris Atkins, Rick Gagliano, Craig Baldwin, Pam Peterson and Reid Ekberg. Jim Pasin and Bill Coughlin were absent

STAFF PRESENT: Staff: Lindsey Sehmel, Jennifer Kester and Lita Dawn Stanton

5:00 p.m. - Call to order, roll call

Approval of minutes

MOTION: Move to approve the minutes of April 4, 2013 with a change to last paragraph changing the word “though” to “thought”. Gagliano/Peterson – Motion carried.

Mr. Atkins asked how everyone felt about how informal straw polls should be handled in the minutes. He wondered if it should be identified who voted which way in those polls or was it enough to just say what the majority decided. Everyone agreed that it was enough to just indicate the majority opinion unless someone wanted to be identified as having voted a certain way. When there is a formal vote that is not unanimous, individual members would be identified.

WORK-STUDY SESSION

1. Downtown Building Height Amendment –

Final recommendations on building height for the downtown commercial zones of DB and abutting WC.

Ms. Kester pointed out the drawings on the white board that illustrated the goals of the proposed code language. She explained that she thought the commission should discuss the existing versus final grade issue again as it became clear in developing these illustrations that you could conceivably have three story buildings and exceed the 27'. She noted that this wasn't the initial goal of this proposal and wasn't what had been advertised as the goal. Discussion followed on possible development scenarios. It was decided that they should add a clause that it would be measured from existing or final grade whichever is the most restrictive.

Mr. Gagliano asked that the wording regarding “terraced” buildings be changed to “stepped down” in order to prevent misunderstandings or different interpretations. He also asked that the wording referring just the roof might need to be clarified because someone might argue that something is not a roof but rather a terrace. Additionally he suggested that they use the word “elevation” in order to prevent someone from arguing

volume. He also asked about the portion that says “to follow topography”. Discussion was held on whether safety rails were included in the calculation. Ms. Kester said that staff would work on definitions and clarified language and check the section on balustrades in the Design Manual. It was noted that the phrase “to follow topography” was not needed. It was decided to add language stating, “Safety rails surrounding roof top patios and gardens are excluded provided the safety rail is 60% transparent”. Mr. Ekberg asked if rooftop gardens or patios were included in the gross floor area. Ms. Kester read the definition and said that it didn’t seem to meet the definition.

Ms. Kester asked for everyone to read the recommendation and provide comments. Mr. Atkins asked if in the first paragraph where it states that the application was initiated as part of the city’s downtown visioning, if that was true and Ms. Kester said it was. Mr. Gagliano said he thought it was downtown visioning and revitalization and everyone agreed. Mr. Gagliano also suggested that it should say “inhibit the preservation or redevelopment of character defining buildings” and everyone agreed. It was decided to remove the phrase “as those are generally accepted downtown areas”. Other minor changes were made to the recommendation.

Ms. Kester asked if they wanted to vote on this recommendation tonight. Mr. Atkins suggested that staff rewrite this recommendation and they vote on both recommendations at the next meeting.

Discussion was held on the comments received at the public hearing on the residential height issue. Ms. Sehmel explained that she would be unable to provide the topographic information that they had asked for as some of the information was in CAD rather than GIS and would take more staff time to develop. Further discussion was held on whether to measure the residential height from the property line or the sidewalk. The Planning Commission concluded that measuring from the property line was appropriate as height is always measured within the property of the subject development.

OTHER BUSINESS

Discussion of upcoming meetings – May 2, 2013

Ms. Kester said she would send out both the recommendations prior to the meeting for the commissioners to review. Mr. Gagliano suggested that the City Council be made aware that there are other issues that the commission didn’t tackle at this time. Mr. Gagliano suggested that they include a letter to the City Council explaining all of the issues along with those that the commission would like to have added to their work program at some time in the future. Mr. Gagliano also emphasized the need for the City Council to procure additional parking space to make these changes effective. Ms. Kester said she would put together a cover letter. Discussion was held on the content of the letter.

Adjournment

MOTION: Move to adjourn at 6:42 p.m. – Gagliano/Ekberg. Motion carried.



GIG HARBOR CITY COUNCIL Marketing Department Worksession MINUTES

DATE: April 22, 2013
TIME: 4:30 p.m.
LOCATION: Community Rooms A & B
SCRIBE: Molly Towslee, City Clerk
MEMBERS PRESENT: Mayor Hunter and Councilmembers Payne, Malich, Perrow, Guernsey, Young, and Ekberg.
STAFF PRESENT: Denny Richards, Lauren Lund, Mary Ann Gillespie, David Rodenbach, and Molly Towslee.

INTRODUCTION

After roll call, Mayor Hunter opened the meeting. City Administrator Denny Richards explained that this workstudy session was called as a result of the e-mail from Councilmember Payne suggesting a full council discussion on the future of the marketing department.

Councilmember Payne explained that going into this budget cycle, the merits and function of a Marketing Department and what other jurisdictions are doing is worthy of discussion. He said that his greatest concern is transfer of Lauren's institutional knowledge before she retires.

Councilmember Guernsey congratulated Lauren and thanked her for doing a fabulous job on a highly regarded program. She explained that her concern is for the future. She said that she thinks we should have a marketing department and that we could be doing other things that may not be appropriate for funding by lodging tax dollars. Lauren's retirement is an opportunity for the Council to decide whether we want a marketing department; and if so, to outline the responsibilities and then decide what to do about the position.

Councilmember Perrow said that he echoes these comments, and then said that he reached out to some of the interest groups to find out what they need to support them. He said he's not sure how the job description started, but he thinks it's always skirted the edge of how lodging tax money could be spent, and it's questionable whether it brings in tourists or puts heads in beds. Also, it seems to be going in the direction of planning, organization, and management of events, which could be taken on by other organizations.

Councilmember Young explained that the city has moved toward following the strict rules for spending lodging tax dollars, and stressed that when Lauren works on events or acts in the PIO function, it is paid for from another fund. He said that her position used to be 100% funded by lodging tax dollars and it was a fight to get any general fund support; but when the recession hit the general fund support decreased. He said that the percentage of job duties that are city functions should be supported with additional general fund contributions which would allow

more flexibility to do things like marketing the downtown. He discussed several other models used by others:

- Tacoma dumps the money into debt payments;
- Some follow our type of system and have a robust marketing strategy;
- Some fritter the money away to every group who asks;
- Support activities that can be associated with lodging such as the soccer fields in Fife;
- Some turn the money over to the Chamber of Commerce like we used to do, but which isn't a very workable model because you are using public dollars and it's more difficult to track deliverables. That's why we brought the function in-house.

Councilmember Ekberg commented that he thinks we did a good job of setting up the program at the time and that Laureen has done an outstanding job. He said that she has been able to show the benefits, and if anything needs tweaking, it's the general fund participation amount; the system is excellent, has attracted good, quality people, and we should continue on. He said that he would have liked to have had materials to review.

Councilmember Payne agreed about having information to review such as the current budget for contributions to the department, basic models other jurisdictions are using, current staffing hours, and any other helpful statistics. He said he is of the strong opinion that there are different ways to "skin this cat," which has nothing to do with the level of service or quality Laureen has brought to the position, but everything to do with an opportunity to rethink and verify if this is the right way moving forward. He said that the first thing to discuss is the purpose for marketing; is it heads in beds, community events, or both? What is it we are trying to accomplish? Should we increase the general fund contribution or continue as it is?

Laureen Lund responded to a request about the 25% general fund portion of the job duties saying that it is everything that she does that isn't directly tourism related. She stressed that the events and all related overtime is paid for by sponsors. She commented that there are lots of things she does from the 25% general fund budget; but no matter what fund it comes from, it's all part of building awareness of this community as a destination. She said she cannot prove exactly how many overnight stays have resulted from this consistent fourteen year effort, but it has been a result. She said that her fear is dropping the ball and not maintaining the level that has been reached.

Councilmember Payne said that this has nothing to do with Laureen or the past fourteen years' effort, but of having a Council discussion, with staff input, on the best approach moving forward. He said he is not concerned with cost as much as to the function and purpose of the department. He said that sponsorship of the events is fantastic and will continue, and agreed with the concern that the "ball not be dropped." He said he doesn't want to move forward "business as usual" without any discussion because he is not convinced the current model is necessarily what we should be doing.

Denny Richards stressed the importance of the Public Information Officer function of the position in keeping the community informed. He stressed the number of staff meetings Laureen attends in order to help get out the information.

Councilmember Payne pointed out that a breakdown of the functions of the position is important to be able to determine the need. Councilmember Malich agreed and recommended requesting more detail for discussion purposes, saying you have to know where you've been to determine where you want to go.

Councilmember Young stated that we are grossly inadequate in our support for the department. He explained that Laureen and Karen reduced their hours and Laureen gave up benefits to save money. Rather than changing it, he said he thinks we should invest more general fund resources because the department hasn't been given credit for all the benefit it has done for the city. He continued to say that when he's talked to others about their marketing programs, Laureen's name comes up a lot; others look to us for best practices. He voiced concern that looking at other models might give us bad ideas.

Councilmember Guernsey agreed that it would be helpful to have an outline of current functions to determine if there are things that aren't being done that we would like to do; then we can decide what our marketing department should encompass. She commented that this meeting was called, and there are rumors flying all around, but she isn't sure what Denny wants from Council other than a generalized discussion. She affirmed that any detailed discussion will require a list of functions and restrictions on funding.

Councilmember Ekberg expressed that he isn't aware of any rumors, but he thinks we have a well-run department that performs multiple functions for the city and that this is a budget issue. He stated that if you don't know what the department is doing, then get familiar with the department. As Councilmember Young said, if it needs more general fund support to allow the city function verses the lodging function, we can adjust that; but to abandon the whole process isn't the way to proceed.

Councilmember Guernsey responded that function and budget go hand in hand; you need to know the function to be able to increase the budget.

David Rodenbach commented that the department function is part of the yearly budget document. Laureen added that the marketing plan is based on the approved budget; in addition she provides an annual report in December and monthly updates. She said she is still unclear what is being asked of her to provide, but she will try.

Councilmember Payne clarified that he wants to know how much of her time is spent on public information duties, press releases, community events, and promoting the city for heads in beds in order to understand the potential need. He said he would also like a recommendation from staff moving forward. He said his desire is to make a decision on what to budget for marketing; then let staff decide how that is accomplished.

Denny responded that for a year he has watched that department work very hard with their few hours and said he would appreciate more support at budget time to be able to get even more accomplished.

Dave Rodenbach mentioned again that Laureen voluntarily gave up her benefits. The city collects around \$200,000 per year of lodging tax; salary *and* benefits for that position equate to

approximately \$100,000 per year, plus there is a part-time position on top of that, so not much is left.

Councilmember Payne responded that this is the information that Council needs to know. He agreed that Laureen has been very gracious with her time, but said that we need to know what this is going to cost going forward.

Councilmember Perrow said he'd like to know what functions were eliminated when the economy dropped. He commented that the 75 / 25% split seems arbitrary; and now we are hearing of how she attends all these meetings.

Councilmember Young agreed that it is arbitrary, saying it was decided by the elected officials because they wouldn't commit more of the general fund. He said that now it's up to us whether to invest more into marketing the community by investing more general fund or hope we get lucky and the lodging tax money increases.

Councilmember Perrow stated that they are two different functions being done by one position, but they keep blending.

Councilmember Guernsey said that moving forward, she doesn't want to see a disconnect of Council expecting the marketing department to be doing 'A' and the department think they are supposed to be doing 'B'.

Councilmember Ekberg responded that a plan is laid out each year in the budget process and so there should be no surprises. He disagreed that the split is as arbitrary as Councilmember Young indicated. He explained that 25% is what council was willing to fund and therefore directed staff to allocate 25% of their time to non-lodging functions. He expressed that he doesn't see it as different functions; its one function that bleeds over into the other, and the more they are unified the more they benefit the city. He said that you are never going to know which ad leads to a hotel stay.

Councilmember Perrow responded that water shut-off notices or event flyers are at the other end of the spectrum.

Councilmember Malich said that we need to look at the fundamental question of whether we stay the same or change, and suggested we look at the design of the system using a flow-chart model. He said he thinks we all like the marketing department and will continue with it, but maybe we can dare to think differently to come up with a better idea that employs people who market Gig Harbor and brings in people.

Mayor Hunter pointed out that we have a program in place for the rest of this year and so we need to decide what to do after Laureen leaves until the first of the year when the new budget is in place.

Councilmember Payne also voiced concern that we are running out of time. Councilmember Young said he would rather make a more permanent decision before the budget process to avoid recruitment, retention, and LTAC budgeting concerns.

Laureen Lund mentioned just some of the things currently in place that will need someone to carry them through.

Councilmember Ekberg said we've grown to where we need this multi-functional department, and the question is how to properly fund this department rather than to abandon it.

Denny responded that it's far too important to abandon. He said that he's never worked in a city with such an aggressive and successful marketing function, citing this weekend's Paddler's Cup as just one event, with many more coming. He said that it's our responsibility, and so someone will be placed in the position to carry these through. Laureen mentioned that there was time, and we could cancel the concert events and refund the money.

No one thought that was an option.

Councilmember Payne added that "scrapping" the department isn't necessarily an option; just looking at different ways of marketing that the city would control. He said that Laureen is incredibly talented, but worst case, we could contract for services to get us through this concert series and events. However, because he wants to honor Laureen's knowledge retention, we need to move quickly. He suggested that by the next council meeting we could schedule a worksession in order to have some understanding of what the responsibilities are, what the desires are, what the proposed options might be, and what the models are out there from other cities in order to have a more intelligent discussion.

Denny said that we will gather information for council to review.

There were no further comments; the worksession adjourned at 5:15 p.m.

**CITY OF GIG HARBOR
COMMITTEE OUTLINE MINUTES
Parks Commission**

Date: April 3, 2013 Time: 5:30 p.m. Location: Community Rooms A/B Scribe: Terri Reed

Commission Members and Staff Present: Commissioners Rahna Lovrovich, Kyle Rohrbaugh, Stephanie Payne and John Skansi;
Staff Members: Public Works Director Jeff Langhelm, Public Works Superintendent Marco Malich, Senior Planner Lindsey Semmel,
Special Projects Coordinator Lita Dawn Stanton and Community Development Assistant Terri Reed.

Others Present: _____

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
APPROVAL OF MINUTES:	Approval of March 6, 2013 Meeting Minutes	MOTION: Move to approve March 6, 2013 minutes as presented. Rohrbaugh / Payne - unanimously approved
OLD BUSINESS: Ancich Waterfront Park Visioning	Senior Planner Semmel asked the Parks Commission to confirm the stakeholder meeting dates of 4/17 and 4/24. They also confirmed the 20 selected stakeholders (whom, in addition, have all confirmed their participation) who will participate in those meetings and added Rahna Lovrovich as the representative from the Parks Commission. Several Parks Commission members expressed concern about the timeline established for providing a vision for the Park. They believe they should take the appropriate time needed, especially since there is currently no funding available for improvements at this site.	Rahna Lovrovich will represent the Parks Commission at the Stakeholder meetings.
Private Use in Public Parks	Public Works Director Langhelm discussed a few items that needed clarification after the City Attorney's review of the draft policy. 1. Definition of temporary structures – Commission preferred the term "Ad Hoc" in	To be discussed at the May Parks Commission meeting.

Topic / Agenda Item	Main Points Discussed	Recommendation/Action Follow-up (if needed)
Parks Appreciation Day (PAD)	<p>place of "temporary"</p> <ol style="list-style-type: none"> 2. Limit to non-profits – Commission agreed 3. Expand list of considerations – Commission agreed that a fee could be charged by the organization as long as it was a non-profit organization. They thought that the other items could be listed as questions on the application for consideration. 4. Permit Fee/City Co-sponsor – Commission agreed to a fee as long as it wasn't an unreasonable amount. 5. Private Uses vs. Private Structures – Commission preferred to keep these items separate. 	<p>Payne – Crescent Creek Park Lovrovich – Wilkinson Skansi – Grandview Rohrbaugh – KLM Veterans Park Tarabochia - TBD</p>
Field Reservation Policy	<p>Public Works Superintendent Malich discussed the policy details for implementing reservations for the Crescent Creek Park baseball field. This would be done on a trial basis, for a one year period and then re-evaluated.</p>	<p>To be presented at April Operations Committee meeting.</p>
NEW BUSINESS:		
Harbor Hill Park Property – Visioning	<p>Public Works Superintendent Malich outlined the visioning process for the park property and asked for a stakeholder representative from the Park Commission.</p>	<p>Rahna Lovrovich will represent the Parks Commission at the Stakeholder meetings.</p>
Election of Officers	<p>Chair and Vice Chair nominations were taken.</p>	<p>MOTION: Move to elect Rahna Lovrovich to Chair and Kyle Rohrbaugh to Vice Chair. Payne / Skansi – unanimously approved.</p>
PARK UPDATES		
PUBLIC COMMENT:		
NEXT PARKS MEETING:		<p>May 1, 2013 @ 5:30 p.m.</p>
ADJOURN:		<p>MOTION: Move to adjourn at 6:27 p.m. Rohrbaugh / Skansi - unanimously approved</p>

Minutes
LTAC
April 25, 2013

Present: Lauren Lund, Warren Zimmerman, Mary DesMarais, Kathy Franklin,
Jannae Mitton, Tom Drohan, Sue Braaten, Mona Sarrenson, Denny Richards
Chair Tim Payne
Guests: Lindsey Munson

Councilman Payne welcomed everyone and thanked everyone for tolerating him over the past few months as he worked to get up to speed as the chair.

Marketing Director Lauren Lund gave an update on first quarter report. Discussion on Paddlers Cup. Room nights were down from last year. Mary said merchants profits up and visitors in the stores.

Discussion on upcoming Little League tournament in July that is expected to bring a lot of families to town. Payne said he is working to figure out some kind of violation action to get two abandoned homes next to the field cleaned up.

Coupon book Lauren is working on for the Little League will be given to all the attendees to try to get return visitors as well as get visitors circulating through town during the tournament.

Discussion on the success of the online Northwest Travel ad with addresses being provided. All agreed there was value there and should be continued.

Chair Payne asked if everyone needed a minute to look at the minutes. Seeing none he asked for a motion to approve the minutes. Sue Braaten made the motion and Kathy Franklin seconded. Minutes from the January meeting were approved.

Open LTAC position and the two candidates were discussed after Lindsey Munson left the room.

Chair Payne clarified the procedure – both candidates could be put forward or the committee could choose just one. Candidate recommendation goes to Boards and Commissions Committee then to Council for final approval.

Discussion followed on one candidate lack of tourism experience but overall quality of that candidate in general. Councilman Payne said if we did not choose that candidate for the LTAC there could be other places for this candidate to serve.

Mona Sarrenson was concerned that Lindsey Munson would be considered a hotelier not an at-large

Tom Drohan says Lindsey would be an at-large person not representing the hotel.

Chair Payne gave an example of the council with more than one councilman representing an area of town. Does not violate any rule.

Kathy Franklin stated the value of having someone on who is already familiar with tourism. Does the gentleman know anything about tourism? May want to get involved in the community but is he understanding the concept of tourism.

Tom Drohan made a motion to move Lindsey Munson forward. Kathy Franklin second. No further discussion.
Motion unanimous.

Next item Marketing Dept transition. Chair Payne said when Laureen made announcement that she was retiring he saw an opportunity for the council to discuss the notion of the marketing department and its going forward. Department has done more than just LTAC duties. Chair Payne feels marketing is not a core service of the city done by a community. Chair Payne is of the opinion that promotion of the community not a function of the city. Tim has been very satisfied by Laureen's accomplishments. Look forward to looking at what destination communities are doing. Time is ticking Laureen departure is June 27th

Denny Richards announced that the job was posted internally. Karen Scott has applied and has 8 years experience.
Karen Scott has been offered the job as Marketing Director.
May 13th is her start date.
Laureen will train Karen to get the transition done.

Chair Payne says council will consider the future of the department as well as the possibility of putting more general fund money towards the department as we move forward. Laureen has been asked to develop a document for the council to educate themselves on the function of the department. Chair Payne said there are many communities in the state doing it many different ways.

Warren Zimmerman asked Denny Richards why the positions are replaced internally? Denny said there was no reason to do an outside search when there was a suitable and qualified candidate internally. Guild is very easy to work with. Advantage to the city is when you already have someone internally such as Public Works and Planning they can hit the ground running .

Kathy Franklin said most people have no idea what Laureen does and should pay more attention to the success of the department. She believes we can't afford to take the time to train someone up and have down time. Mary DesMarais commended Denny for the decision as she has worked closely with Karen and thinks she will be exceptional. Laureen also credited Karen's skill and demeanor as a positive asset to the department.

Chair Payne asked the committee for thoughts for specific items to start to think about for the 2014 budget. No one had specific suggestions immediately. Laureen encouraged committee members to send her emails with any ideas as she and Karen will begin working on a draft budget soon.

Laureen said money would need to be budgeted in 2014 for upgrades to computers and server.

Lindsey Munson asked to consider putting more money aside for advertising key events such as the Race for a Soldier that bring significant room nights for the Wesley which serves as the lead hotel for that event.

Mona Sarrenson said the Beer Festival is a good room generator for the INN.

Tom Drohan suggested we need to not be an event driven community, rather have the community be the draw itself. Curb appeal, shopping, brewery, other things that are attracting visitors. Laureen agreed the core of the community still needs developing providing more to promote in the umbrella marketing efforts.

Warren says traffic at the Visitor Center says there is nothing to do, what more can we do? But there is still some missing element. People need to have something to do to hold them overnight. Not to mention so many downtown stores are not staying open.

US Open 2015 Discussion

How will this impact Gig Harbor? How would we like it to impact Gig Harbor? Should money be spent on a strategy? Rooms will already be full so do we want to focus on other things? Laureen shared her concern that the city be prepared with infrastructure, and timing on construction projects be considered. Additional work needs to be done with the Narrows Airport.

Jannae Mitton asked if we should talk with another city about what other communities have done. How do we get in front of the media?

Mary DesMarais asked what would bring the media to Gig Harbor? Filler stories such as Kyle Stanley?

Chair Payne asked do we need another meeting to think through what we need? Tom Drohan says he wants Gig Harbor on TV. We need to look at the technicalities of getting on TV.

Lindsey Munson says need to have a tagline that connects the story to our town. Kathy Franklin said if the media were staying here than that would help but it is not. Murano is the head hotel.

Chair Payne suggested another meeting to discuss US Open further.

Discussion pursued on changing the regular quarterly meeting day and time. Laureen clarified that the next meeting falls on a holiday (4th of July) so will need to be moved.

It was decided to have a May 9th meeting to discuss US Open. It was decided to leave the quarterly meetings at first Thursday in January, April, July and October but to change the upcoming July 4th meeting to June 27th.

It was decided to move all meetings to 7:30am beginning with the May 9th meeting.

Meeting was adjourned at 10:05 a.m.

Submitted by
Laureen Lund
Marketing Director



Business of the City Council
City of Gig Harbor, WA

Subject: Appointment to the Lodging Tax Advisory Committee

Proposed Council Action: Move to appoint Lindsey Munson to serve a two-year term.

Dept. Origin: Administration

Prepared by: Board and Candidate Review

For Agenda of: May 13, 2013

Exhibits:

Initial & Date

Concurred by Mayor: CH 4-29-13

Approved by City Administrator: 2 4/30/13

Approved as to form by City Atty: _____

Approved by Finance Director: OP 4/13

Approved by Department Head: _____

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

The Lodging Tax Advisory Committee forwarded a recommendation to appoint Lindsey Munson to the vacant position on the LTAC, which the Boards and Commission Candidate Review Committee reviewed.

FISCAL CONSIDERATION

None

BOARD OR COMMITTEE RECOMMENDATION

The Committee concurred with the recommendation by the LTAC.

RECOMMENDATION / MOTION

Move to: Appoint Lindsey Munson to serve a two-year term.

Laureen Lund
Marketing Director
City of Gig Harbor
RE: LTAC

Dear Laureen:

I am very interested in serving on the LTAC as a voting member. As the Director of Sales and Marketing of the largest hotel property in Gig Harbor, I find my view and vote to be a valuable asset. I have attended the LTAC meetings for the past year and half as a non-voting member to support as well as gain knowledge of the process and procedures this committee practices when deciding where to spend the LTAC dollars.

It is part of my job description at the Best Western Plus Wesley Inn & Suites to not only sell my property but, to sell the city of Gig Harbor. I find my experience as an industry professional parallel when understanding the importance of tourism for our community.

I have a strong sales and philanthropy background, and have been a part of several successful events and organizations in this community. I am confident I can bring a new fresh energy to the team coming from a younger Gig Harbor generation.

Please consider my commitment and my professional investment to this community when filling this open seat on the LTAC.

Respectfully,

Lindsey Munson
Director of Sales & Marketing
Best Western Plus Wesley Inn & Suites



Business of the City Council
City of Gig Harbor, WA

Subject: Resolution – Surplus Equipment

Proposed Council Action:

Adopt Resolution No. 929 declaring the specified equipment surplus and eligible for sale.

Dept. Origin: Public Works-Operations

Prepared by: Marco Malich
Public Works Supervisor

For Agenda of: May 13, 2013

Exhibits: Resolution No. 929

Initial & Date

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

Handwritten signatures and dates: CMT 5/6/13, R 5/4/13, JPR 5/6, JDX 5/3/13

Table with 4 columns: Expenditure Required, Amount Budgeted, Appropriation Required, and dollar amounts (\$0).

INFORMATION / BACKGROUND

Staff requests authorization to surplus the following equipment:

- 2004 Ford Crown Victoria
1999 Ford Crown Victoria
KSB Submersible Pump
Miscellaneous Tires & Wheels (5)
20' 1" x 1" x 1/8" Galvanized Angle
12' Chain Link Fencing (16 rolls)
4' Green Fence Rolls (8)
12" x 12" Pier Blocks (18)
Fire Hydrants (10)
Plastic Barricades (17)
Pallet of "T" Posts
Pallet of Random Length PVC Pipe

This equipment is worn out and has been replaced and/or is obsolete.

FISCAL CONSIDERATION

Proceeds from the auctioning of these items will go to the General Fund.

BOARD OR COMMITTEE RECOMMENDATION

N/A

RECOMMENDATION / MOTION

Move to: Adopt Resolution No. 929 declaring the specified equipment surplus and eligible for sale.

RESOLUTION NO. 929

**A RESOLUTION OF THE CITY OF GIG HARBOR
DECLARING CITY EQUIPMENT SURPLUS AND ELIGIBLE
FOR DISPOSITION.**

WHEREAS, the Gig Harbor City Council has determined that city-owned equipment is surplus to the City's equipment needs and has been or is in need of being replaced with new equipment; and

NOW, THEREFORE, the City Council of the City of Gig Harbor hereby resolves as follows.

To declare as surplus:

EQUIPMENT	Quantity	SERIAL / ASSET NUMBER	MODEL INFO.
2004 Ford Crown Victoria	1	2FAFP71W14X145126	Police Interceptor
1999 Ford Crown Victoria	1	2FAFP71W8XY161329	Police Interceptor
KSB Submersible Pump w/Discharge Elbow	1	N/A	KRTE100-251/164XG
Misc. Tires & Wheels	5	Various	N/A
20' - 1" x 1" x 1/8" Angle	30 +/-	Galvanized	N/A
12' Chain Link Fencing	16 rolls	N/A	N/A
12" x 12" Pier Blocks w/Brackets	18	N/A	N/A
4' Green Fence Rolls	8	Plastic	N/A
Fire Hydrants	10	N/A	Clow
Plastic Barricades	17	N/A	N/A
"T" Posts	Pallet	5' Steel	N/A
Random PVC Pipe	Pallet	N/A	N/A

PASSED ON THIS 13th day of May, 2013.

APPROVED:

MAYOR CHARLES L. HUNTER

ATTEST/AUTHENTICATED:

MOLLY M. TOWSLEE, CITY CLERK

FILED WITH THE CITY CLERK: 04/23/13
PASSED BY THE CITY COUNCIL: 05/13/13
RESOLUTION NO. 929



Subject: Donkey Creek Restoration and Transportation Project – Pierce County Conservation District Green Partnership Fund Grant Agreement

Proposed Council Action: Authorize the Mayor to sign the Green Partnership Fund Contract Agreement form as presented.

Dept. Origin: Public Works/Engineering

Prepared by: Stephen Misiurak, PE
City Engineer

For Agenda of: May 13, 2013

Exhibits: Grant Agreement Form

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Public Works Director:

Approved by City Engineer:

Initial & Date
Handwritten initials and dates for each approval step.

Table with 4 columns: Expenditure Required (0), Amount Budgeted (\$3,402,000.00), Appropriation Required (0).

INFORMATION / BACKGROUND

Pierce County Conservation District awarded grant funds to the City of Gig Harbor for streamside planting work along the soon to be restored section of Donkey Creek. The work described within this grant will be coordinated in conjunction with the Donkey Creek Restoration and Road Improvement Project and this work is scheduled for September – December 2013. This grant is in the amount of \$4,000.00.

FISCAL CONSIDERATION

This project is included in the 2013 Budget in Street Capital (Objective No. 3).

BOARD OR COMMITTEE RECOMMENDATION

None. The Public Works Committee was advised of the project status at the regularly scheduled meeting on January 17, 2013.

RECOMMENDATION / MOTION

Move to: Authorize the Mayor to sign the Grant Agreement Fund Contract as presented.



Pierce Conservation District
5430 66th Avenue East - P.O. Box 1057 - Puyallup, WA 98371
Phone (253) 845-9770 - Fax (253) 845-4569

GREEN PARTNERSHIP FUND CONTRACT

This Agreement is between **City of Gig Harbor** (Grant Sponsor), 3510 Grandview St, Gig Harbor, WA 98335 and the Pierce Conservation District (District), P.O. Box 1057, 5430 66th Avenue East, Puyallup, WA 98371.

This Agreement is for the Green Partnership Fund supporting the **Donkey Creek Restoration and Transportation Improvements** (Project), as described in the attached PCD Board approved Full Proposal, in the form of monetary contributions from the District.

This Agreement becomes effective May 1, 2013 and upon execution by the District and Grant Sponsor. Green Partnership Fund support will be completed by April 30, 2014, unless written permission from the Pierce Conservation District Board of Supervisors is given.

Grant Sponsor shall indemnify District against, and hold District harmless from, any and all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including reasonable attorneys' fees, arising out of, connected with, or resulting from the Project.

Grant Sponsor will ensure compliance with all state, federal, and local laws and regulations through Project.

This Agreement may be terminated by mutual agreement of the District and Grant Sponsor.

Payment of GPF money by the District to the Grant Sponsor will be made on a reimbursement schedule after approval of grant phase report. Grant Sponsor can receive reimbursement after each phase or upon completion of Project. Grant phase reports must be completed even if reimbursement is not desired. Below is the timing of the grant phase reports.

Project Phase 1: Report due *August 31, 2013 by 5 p.m.* Disbursement of funds on October 1, 2013.

Project Phase 2: Report due *January 2, 2014 by 5 p.m.* Disbursement of funds on February 1, 2014.

Final Phase: Report due *May 10, 2014 by 5 p.m.* Disbursement of funds on June 1, 2014.

Grant phase reports are to be completed and returned to Melissa Buckingham, melissab@piercecountycd.org. See attachment for phase report template.



Pierce Conservation District
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Phone (253) 845-9770 - Fax (253) 845-4569

Total Green Partnership Fund Award Amount \$ 4,000.00

Pierce Conservation District

City of Gig Harbor

Dated _____

Dated _____

Green Partnership Fund Budget Report

Organization Name: _____ Project Phase: _____

Please show the actual project phase expenses.
Attach all receipts, itemize staff time, and travel expenses.

	Reimbursement Amount
Salaries and Benefits	
<i>Description (i.e. Job Title: \$/hours x # hours worked)</i>	
Total Salaries and Benefits	0
Equipment	
<i>Description (attach all receipts)</i>	
Total Equipment	0
Other	
<i>Description (attach all receipts: include project name, date, and # of volunteers served)</i>	
Total Other	0
Total Reimbursement Amount	0



**GREEN PARTNERSHIP FUND
GRANT APPLICATION**

GRANT PROPOSAL

Contact Information:

Organization

- City of Gig Harbor (253) 851-6170
- 3510 Grandview Street, Gig Harbor, WA 98335

Contact person

- Wayne Matthews, Engineering Technician
- Phone (253) 853-2646, e-mail matthewsw@cityofgigharbor.net

Project information

- Project: Donkey Creek Restoration and Transportation Improvements
- Amount requested: \$6000

Project Abstract:

The City of Gig Harbor has construction contract to construct the Donkey Creek Restoration and Transportation Improvements project. The project includes the removal of over 300 feet of pipeline that currently conveys Donkey Creek into the marine waters of the harbor. Along the new creek channel will be stream side native plantings. Plantings include Douglas fir, vine maple, big leaf maple, salal, and sword fern. A trail will provide the public access to the planting areas. The project includes a bridge from which will offer the public views of the planting areas along the new Donkey Creek stream channel. The project will provide to the public opportunities for environmental education along the trail and from the bridge. The project will be a great benefit to salmon, and wildlife will be a resource that the City will conserve for future generations. The project plantings work is expected to begin in the fall of 2013.

Project Narrative:

- **Pierce Conservation District Watershed Priorities:** The Donkey Creek Restoration and Transportation Improvements project include topsoil in all of the areas to be planted to support sustainable native landscaping. The marine water and creek environment will benefit from the removal of the storm pipeline. The use of a variety of native trees, shrubs and plants and grasses along the new creek channel. The new stream channel will be constructed using natural habitat components which include tree logs, river rock and native trees and plants. The salmon will have a much improved environment for their support that will help insure their future for generations to come.
- **Measurable natural resource and/or societal benefits:** A new open creek environment, increased public environmental education opportunities with the City assuring ongoing stewardship of this resource.

- **Project timeline:** The Donkey Creek Restoration and Transportation Improvements project shall begin in March 2013. The project streamside planting work is expected to begin in fall of 2013.
- **Project partner:**
MidMountain Contractors, Inc.
Contact person: Dan Browning, Superintendent
Phone: (206) 254-2245
E-mail: dbrowning@midmtn.com
The City has contracted MidMountain Contractors to construct the Donkey Creek Restoration and Transportation Improvements project.
- **External resources:** The City will provide project management and inspections.
- **Community involvement:** The community was involved during the project conceptual design, input on project features were heard.
- **Evaluation/monitoring strategy:** The project inspectors and the landscape architect will assure all plants and related specifications are met by the contractor. The plantings will meet the performance specification that assures native plantings survival.
- **Permits Required:** All required environmental permits have been obtained by the City to complete the project.

Budget Information:

- **Salaries & Benefits:** Will be provided by external resources.
- **Equipment:** Will be provided by external resources.
- **Other:** City of Gig has contracted MidMountain Contractors to construct the project that includes the native stream side plantings.

	Total Project Budget	Total External Resources	TOTAL GPF Request
Salaries and Benefits			
<i>Description</i>			
City Senior Engineer	\$100,000 (est.)	\$100,000 (est.)	0
City Inspectors	\$80,000 (est.)	\$80,000 (est.)	0
Total Salaries and Benefits	\$180,000 (est.)	\$180,000 (est.)	0

Equipment			
<i>Description</i>			
	0	0	0
	0	0	0
Total Equipment	0	0	0

Other			
<i>Description</i>			
Total Project Native Plants	\$6,000 (est.)	0	\$6000

Balance of Project Contract	\$3,014,000	\$3,014,000	
Total Other	\$3,020,000	- 0	\$6000
Totals	\$3,200,000	\$3,194,000	\$6000

PROJECT IMPLEMENTATION

Organization Name: City of Gig Harbor **Project Name:** Donkey Creek Restoration and Transportation Improvements

Project Phase 1	Project Phase 2	Final Phase
May 1 - August 30	Sept 1 – Dec 30	Jan 1 – April 30
<i>Write a brief Scope of Work for each Project Phase. Use only the space provided, use only 10 point font.</i>		
Project Phase 1: None		
Project Phase 2: Project streamside planting work expected to be completed.		
Final Phase: None		

The anticipated Green Partnership Fund budget broken out into Project Phases.

	Total Request	Phase 1	Phase 2	Final Phase
Salaries and Benefits				
<i>Description</i>				

Total Salaries and Benefits	-0	-0	0	-	0 -
Equipment					
<i>Description</i>					
Total Equipment	0-	-0	0	-	0 -
Other					
<i>Description</i>					
Total Project Native Plants		0	\$6000		0
Total Other	-	-0	\$6000	-	0 -
Totals	-	-0	\$6000	-	0 -



Pierce Conservation District
5430 66th Avenue East - P.O. Box 1057 - Puyallup, WA 98371
Phone (253) 845-9770 - Fax (253) 845-4569

Green Partnership Fund Background:

The Green Partnership Fund was established in 2004 to further the goal of implementing natural resource and sustainable agriculture conservation for the citizens of Buckley, Dupont, Fircrest, Gig Harbor, Lakewood, Milton, Puyallup, Steilacoom, Sumner, University Place, Tacoma, and unincorporated Pierce County. The fund was established in cooperative efforts of the City Council, the Pierce County Council, and the Pierce Conservation District Board of Supervisors.

Green Partnership Fund Priorities:

The mission of the Pierce Conservation District is to protect the natural resources and promote sustainable agriculture of Pierce County by empowering local individuals and communities. Pierce Conservation District works to enhance and protect the following resources:

- Soil
- Water
- Biodiversity
- Salmon and Shellfish
- Native Plants

The Green Partnership Fund supports projects that promote efforts by partner organizations to achieve Pierce Conservation District's Mission. Projects must protect the natural resources and/or promote sustainable agriculture of Pierce County.

Project Phase Reports Include:

Narrative: Please give a brief description of the work completed during the project phase (no more than one page)

Narrative should include:

- Comprehensive project statistics, including:
 - Total number of volunteers and volunteer hours
 - Total number of restoration events, community booths/fairs, tours/presentations/workshops, plants planted, invasive species removed, etc.
- Explain how the work completed furthers the goals of the Green Partnership Fund priorities. (see above)

Budget: Use the excel Project Phase Report Budget form. (see attachment)

- Attach all receipts to budget form: include project name, date, and # of volunteers served on each receipt. ***You will not receive reimbursement without documentation of expense.***

Photographs: Include three to five project photographs with each report, e-mail to melissab@piercecountycd.org.



Pierce Conservation District
5430 66th Avenue East - P.O. Box 1057 - Puyallup, WA 98371
Phone (253) 845-9770 - Fax (253) 845-4569

Project Phase Schedule:

Phase I Project Timeframe: May 1, 2013- August 30, 2013

Project Phase I Report to PCD: Due August 30, 2013

PCD Board Approves: September Board Meeting

Reimbursement Payment: September 30, 2013

Phase II Project Timeframe: September 1, 2013- December 31, 2013

Project Phase II Report to PCD: Due December 31, 2013

PCD Board Approves: January Board Meeting

Reimbursement Payment: January 30, 2014

Phase III Project Timeframe: January 1, 2014 – April 30, 2014

Final Project Report to PCD: Due May 15, 2014

PCD Board Approves: June Board Meeting

Reimbursement Payment: June 30, 2014



Business of the City Council
City of Gig Harbor, WA

Subject: Resolution – Sole Source Purchase

Dept. Origin: Public Works/Engineering

Proposed Council Action: Authorize Resolution No. 930 waiving competitive bidding for the purchase of a vessel pump-out system from KECO Pump & Equipment, the sole source supplier, and authorize the Mayor to execute a purchase order necessary to purchase the KECO vessel pump-out system including engineering services.

Prepared by: Marcos McGraw *MMG*
Project Engineer

For Agenda of: May 13, 2013

Exhibits: Resolution #930 Sales Quotation

Initial &
Date

Concurred by Mayor: *CLH 5/8/13*
Approved by City Administrator: *R 5/8/13*
Approved as to form by City Atty: *by email 5/6/13*
Approved by Finance Director:
Approved by Public Works Director: *APD 5/8/13*
Approved by City Engineer: *J/8/13*

Expenditure Required	\$ 25,475.80	Amount Budgeted	\$ 122,000.00	Appropriation Required	\$0
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INFORMATION/BACKGROUND

The contract provides for supply of a year-round vessel pump-out facility to be installed at the Maritime Pier. KECO Pump and Equipment is the selected designer and sole source supplier for the following reasons;

- Their product matches the system installed at Jerisich Dock,
- Their product reduces the maintenance calls due to 'user error',
- Their product reduces the need for stocking multiple parts, tools and equipment for differing systems.

FISCAL CONSIDERATION

Funding for this project will be from the following revenue sources:

2013 Budget, Park Development, Objective #14 "Maritime Pier Vessel Pump Out"	State grant	\$65,000.00
	City funds	\$57,000.00
Anticipated 2013 Expenses:		
KECO Pump System purchase incl. design services (incl. tax)		\$ (25,475.80)
<i>future project construction – Public Works Contract</i>		\$ (89,024.20)
<i>Change order authority – City Engineer</i>		\$ (7,500.00)
Remaining 2013 Budget =		\$ 0.00

Note: Expenses in *italics* are estimated.

BOARD OR COMMITTEE RECOMMENDATION

This project was discussed during the Park Commission/City Council joint session May 2, 2012 and during a regular Parks Commission meeting September 5, 2012.

RECOMMENDATION/MOTION

Authorize Resolution No. 930 waiving competitive bidding for the purchase of a vessel pump-out system from KECO Pump & Equipment, the sole source supplier, and authorize the Mayor to execute a purchase order necessary to purchase the vessel pump-out system including engineering services.

RESOLUTION NO. 930

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON WAIVING THE REQUIREMENT FOR COMPETITIVE BIDS FOR PURCHASE OF A VESSEL PUMP OUT SYSTEM BY KECO PUMP AND EQUIPMENT FOR THE MARITIME PIER.

WHEREAS, the City of Gig Harbor will install a new vessel pump-out system at the Maritime Pier; and

WHEREAS, the master plan for the site includes a vessel pump-out system providing year-round services; and

WHEREAS, the City currently operates a KECO vessel pump-out system for seasonal use at Jerisich Dock; and

WHEREAS, installing a new vessel pump-out system that is similar to the existing system will reduce maintenance calls prompted by 'user error'; and

WHEREAS, the City desires to purchase a KECO vessel pump-out system for year-round use with technological and mechanical improvements compatible with existing infrastructure at Maritime Pier; and

WHEREAS, the City sanitary sewer department employees are trained to maintain and repair the proposed KECO vessel pump-out system; and

WHEREAS, the City currently has parts, tools and equipment to maintain and repair the proposed KECO vessel pump-out system; and

WHEREAS, installation of a vessel pump-out system similar to the existing system would avoid duplicity of parts, tools, equipment and training for maintenance and repairs; and

WHEREAS, the City's purchasing policy set forth in Resolution No. 593 authorizes the waiver of competitive bidding in the event the product comes from a sole supplier; Now, therefore,

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

Section 1. Waiver of Competitive Bidding. As authorized by Section 2 of Resolution No. 593, competitive bidding is hereby waived for the purchase of the KECO vessel pump-out system model 900 to be installed at the Maritime Pier as KECO Pumps and Equipment is the sole source of the product.

RESOLVED this ____ day of _____, 2012.

CITY OF GIG HARBOR

MAYOR, CHARLES L. HUNTER

ATTEST/AUTHENTICATED:

CITY CLERK, MOLLY M. TOWSLEE

FILED WITH THE CITY CLERK:

PASSED BY THE CITY COUNCIL:

RESOLUTION NO. 930



KECO Pump and Equipment

P.O Box 80308 San Diego, CA. 92138
 Phone: 619-298-3800 Fax: 619-298-3300

www.pumpahead.com / www.kecopump.com

Quote Date: 04/25/13
Valid Until: 05/31/13

Bill To: L003155
City Of Gig Harbor 3510 Grandview Street
Gig Harbor WA 98335 USA

Ship To:
Gig Harbor City Dock 4216 Harborview Drive
Gig Harbor WA 98335 USA

Quote Total:
\$ 23,480.00 Prices In U.S Dollars

Contact: Marcos McGraw
Phone: 253-853-2647
Fax:
Email: mcgrawm@cityofgigharbor.net

Shipping Method: UPS/GROUND

Payment Terms: Net 30
Prepared By: Alex Bleier
Sales Rep: House

Qty:	Item #	Description	Unit Price	Total
1.000	PER900.M40-DOC-V	900 SERIES DOCKSIDE PERISTALTIC PUMP (900D-M40): DIRECT DRIVE GEARBOX, CLEAR VIEWING WINDOW, LEAK DETECTION SHUTDOWN, STAINLESS STEEL FRAME AND 3 YEAR WARRANTY.	\$ 10,500.000	\$ 10,500.00
1.000	PERD0300.1PH	3-HP TEFC MOTOR (900R-M40).		
1.000	EP035305.02/UL	CONTROL PANEL (UL-LABELED); MOTOR STARTER, OVERLOAD, RUN TIMER, HOUR METER AND WIRING TERMINALS - UPGRADE.		
1.000	F0955.SML	FIBERGLASS PUMP ENCLOSURE WITH LIFT HANDLES.		
1.000	EC003200.07	PUSH BUTTON ACTIVATION CONTROLS (GREEN AND RED).		
2.000	H0030.015	30' SUCTION HOSE WITH SIGHT GLASS AND ADAPTER.	\$ 185.000	\$ 370.00
2.000	C6008.BNJ	ISOLATION VALVE FOR SUCTION HOSE - HEAVY DUTY.	\$ 40.000	\$ 80.00
2.000	C0011.PKG	QUICK CONNECT FITTING PACKAGE.	\$ 65.000	\$ 130.00
1.000	KAP300	300 SERIES DUMP STATION WITH SOLAR FAN AND RINSE HOSE.	\$ 1,625.000	\$ 1,625.00
1.000	OPT.PUMPDUMP	VACUUM COMPONENTS FOR KAP INCLUDING 3-WAY VALVE ASSEMBLY.	\$ 1,400.000	\$ 1,400.00
1.000	PERH1000.M40-B	INTERNAL PERISTALTIC HOSE (NR) BLUE STRIPE, M40 REPLACEMENT.	\$ 695.000	\$ 695.00
1.000	MS-1 Upg Pkg 2 yr	MARINESYNC MS-1 PUMPOUT MONITORING DEVICE & 2YR SERVICE	\$ 3,315.000	\$ 3,315.00
1.000	Misc-353	ENGINEERED DRAWINGS & BID SPECIFICATIONS PACKET (PER ATTACHED PROPOSAL FROM SITTS & HILL ENGINEERS, INC)	\$ 5,000.000	\$ 5,000.00

Notes: PUMP & DUMP COMBO.

DISCHARGE ESTIMATED AT 300' LINEAR WITH 17' VERTICAL.

EQUIPMENT TO DISCHARGE INTO LANDSIDE GRINDER SYSTEM.

3" DISCHARGE PLUMBING IS RECOMMENDED.

OPTIONAL/SPARE PARTS HAVE BEEN INCLUDED IN THIS PROPOSAL.

EQUIPMENT VOLTAGE TO BE CONFIRMED.

PURCHASER IS RESPONSIBLE FOR PAYING SALES AND/OR USE TAX DIRECTLY TO THE STATE OF WASHINGTON. BASED ON GIG-HARBORS 8.5% RATE, THE ESTIMATED TAXES ARE \$1,995.80

TAXES ARE NOT REFLECTED IN THE QUOTE TOTAL

Quote Subtotal:	\$ 23,115.00
Discount:	
Sales Tax:	
Shipping Estimate:	\$ 365.00
Quote Total:	\$ 23,480.00

Please note payment terms listed above. Complete pump systems shall ship via insured LTL freight carrier. Parts & Accessory orders shall ship via standard ground service unless otherwise specified or noted. Please notify KECO Inc., prior to shipping if lift gate is required at destination or if destination is residential. COD payments are subject to revised shipping costs. All shipping costs are estimates.



SITTS & HILL ENGINEERS, INC.

Professional Engineers and Planners
4815 Center Street, Tacoma, WA 98409
Telephone (253) 474-9449
Fax (253) 474-0153

ROBERT J. DAHMEN, P.E.
BRENT K. LESLIE, P.E.
ROBERT N. ERB, P.L.S.
KATHY A. HARGRAVE, P.E.
LARRY G. LINDELL, P.E.

April 18th, 2013

KECO, INC., USA
P.O. Box 80174
San Diego, California 92138

TO: Mr. Alex Bleier

SUBJECT: **PROPOSAL FOR STRUCTURAL ENGINEERING SERVICES FOR ADDTION OF PUMP
OUT STATION AT MARITIME PIER, A PIER FLOAT FACILITY LOCATED IN GIG
HARBOR, WASHINGTON**

Dear Mr. Bleier:

Sitts & Hill Engineers is pleased to present this proposal for structural engineering services for a bid package to add a pump out station to the City of Gig Harbor's Maritime Pier. The Maritime Pier is a recently constructed pier, float and parking facility that we were the prime designer of for the City of Gig Harbor. Sitts & Hill Engineers has experience with similar projects throughout the Pacific Northwest. We are committed to providing the Project Team with a high level of responsiveness and service necessary to make this a cost effective and successful project.

This proposal includes our Project Description, Scope of Structural Engineering Services, Exclusions and a Summary of the Professional Services Fees.

PROJECT DESCRIPTION

Sitts & Hill Engineers proposes to provide the structural engineering services associated with modifying the record drawing to specify the addition of a pump out station on the float, associated water and sewer lines to tie back to the land based utilities. We have based our proposal on record drawings and information provided by Keco, Inc. and the City of Gig Harbor.

The project will be designed to the requirements of the 2009 International Building Code with Washington State and local amendments.

ASSUMPTIONS

We have made the following assumptions in the calculation of our engineering fees:

1. Design and Bid Packages will be modifications to the existing Drawing and Specification Package.
2. The bulk head conduit sleeves and sewer and water connections will be available on the land side.
3. Keco will provide pump out equipment information. Keco will assist and review schematic utility layout on float and pier.

Keco, Inc., USA
April 18th, 2013
Page 2 of 3

4. The pre-engineered buildings will be supplied and engineered by the building manufacturer.
5. The bid specification package will be a modification of the original specification. We have budgeted for one review and comment on the specification package with the City of Gig Harbor.

BASIC SCOPE OF ENGINEERING SERVICES

Sitts & Hill Engineers understands the Scope of structural engineering services to be defined as follows. If Additional Items are required or excluded, please contact our office so that adjustments can be made to the proposed fee.

1. Meetings with the design team at the City or our office.
2. Layout design that will be coordinated to the pump manufacturers requirements.
3. Preparation of Bid Specification and Drawing Package.
4. CAD drafting on AutoCAD sufficient for a permit submittal.
5. Standard Specifications and coordinated material specifications in the form of General Structural Notes on the drawings.
6. Review Phase will include coordination with the City of Gig Harbor as required for bid package submittal and the resubmittal of the bid documents, if required. We do not anticipate an extensive comment period for this project. We have budgeted for one meeting with the City of Gig Harbor during this phase.

EXCLUSIONS FROM BASIC SCOPE OF ENGINEERING SERVICES

The following are a list of Additional Services that, at your request, may be performed under a separate contract if necessary.

1. Construction substitutions may be considered as an Additional Service.
2. Approved changes requested by the contractor, owner or design build subcontractors will be billed on a Time and Materials basis.
3. Permitting and Review services **not** specifically included in the Scope of Work.

STRUCTURAL ENGINEERING FEES

Basic structural engineering services are on a Time and Material basis and will be billed monthly. Construction Support Services, if required, will also be billed on a Time and Materials basis. We propose a Time and Materials basis to help with budgetary considerations.

Keco, Inc., USA
April 18th, 2013
Page 3 of 3

Basic Pump Out Bid Package Engineering Services

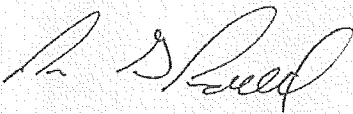
1. Drawing and layout submittal documents for Pump Out
2. Bid and Specification Package

We are prepared to begin work upon receipt of Authorization to Proceed. To assure clarity in matters of our mutual responsibilities we incorporate our Standard General Conditions and Chargeout Rates, copies of which are attached. These documents, together with this proposal, shall form the basis of our contract for the work. This proposal is valid for a period of 120 days.

We appreciate this opportunity to submit this proposal. If you have any questions, please don't hesitate to contact our office.

Sincerely,

SITTS & HILL ENGINEERS, INC.



Larry G. Lindell, P.E.
Principal

BD/FP/GH/2013-04-18 - Keco pump out



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

Subject: (CPP 0914) Donkey Creek Restoration and Transportation Improvements Project – On Call Environmental Attorney Services – William Joyce of Joyce Ziker Parkinson, PLLC.

Proposed Council Action: Authorize the Mayor to execute Amendment No. 3 To Agreement for Attorney Services, William Joyce in an amount not to exceed \$ 20,000.

Dept. Origin: Public Works/Engineering

Prepared by: Stephen Misiurak, P.E.
City Engineer

For Agenda of: May 13, 2013

Exhibit: Amendment No. 3 To Agreement for Attorney Services

Initial &
Date

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

Approved by Public Works Dir.:

CLH 5/8/13
R-5/8/13
e-mail 5/8/13
[Signature] 5/8/13

Expenditure Required	\$ as needed	Amount Budgeted	\$3,817,000	Appropriation Required	\$ 0
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INFORMATION/BACKGROUND

As part of the storm drain installation along Harborview Drive in the vicinity of Gig Harbor Auto Repair, the City encountered unsuitable soil containing hydrocarbons and other petroleum products. This contract provides for on call environmental attorney services and assistance associated with the protocol for the soil disposal and other pertinent soil remediation factors.

The City consulted with the City's on call environmental attorney, William Joyce, for direction on the proper protocol to be followed in the removal and disposal of this soil.

The current on call contract requires updating to expand the scope of services to include the Donkey Creek Restoration project and to update billing rates. William Joyce was selected at the recommendation of the City Attorney Angela Belbeck. William Joyce also represented the City during the Eddon Boat clean-up project.

FISCAL CONSIDERATION

Donkey Creek Restoration and Transportation Improvements Project (rounded to the nearest \$1000)

Carry over from 2012 Budget:	\$	415,000.00
Adopted 2013 Budget:	\$	3,402,000.00
<u>Budgeted Amount:</u>		<u>\$ 3,817,000.00</u>
Construction Contract	\$	3,020,000.00
Construction Management and Materials Testing:	\$	581,000.00
Special Inspection and Testing (WSDOT - estimate):	\$	35,000.00
Subtotal Estimated Construction Costs:		\$ 3,636,000.00
Reserve Amount (if needed for changes during construction):	\$	150,000.00
<u>Total Estimated Costs:</u>		<u>\$ 3,786,000.00</u>

BOARD OR COMMITTEE RECOMMENDATION

None.

RECOMMENDATION/MOTION

Authorize the Mayor to execute Amendment No. 3 To Agreement for Attorney Services with Joyce Ziker Parkinson, PLLC, substantially in the form attached.

**AMENDMENT NO. 3
TO
AGREEMENT FOR ATTORNEY SERVICES**

THIS AMENDMENT NO. 3 is made to that certain AGREEMENT FOR ATTORNEY SERVICES dated November 14, 2004, as amended on March 10, 2008 and last amended on March 8, 2010 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Joyce Ziker Parkinson, PLLC, a Washington professional limited liability company, formerly Salter Joyce Ziker, PLLC.

In consideration of the mutual promises set forth herein, the parties agree as follows:

1. Scope of Work. Section (2) of the Agreement is hereby amended to add legal services relating to environmental regulatory issues with utility work and possible cost recovery from parties who may have liability for City costs incurred to manage impacted soil in connection with the Donkey Creek Restoration and Transportation Improvements Project (CPP 0914), along with other environmental matters that may arise. Services will be provided on an "on call" basis depending on specific needs of the City.

2. Compensation. Section (3) of the Agreement is amended to update the attorneys to be working with the City under this Agreement and their rates as follows:

William Joyce and Tod Gold	\$325 per hour
Ian Sutton, Carly Sutton	\$275 per hour

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

IN WITNESS WHEREOF, the parties have executed this Amendment as set forth below and intend and agree that this Amendment be effective as of April 19, 2013.

JOYCE ZIKER PARKINSON, PLLC

CITY OF GIG HARBOR

By: _____
William F. Joyce
Date: _____

By: _____
Mayor
Date: _____

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



Business of the City Council
City of Gig Harbor, WA

Subject: Public Hearing and Ordinance – Interim zoning regulations relating to food trucks.

Proposed Council Action:
Hold public hearing and consider ordinance.

Dept. Origin: Planning Department

Prepared by: Lindsey Sehmel Senior Planner 

For Agenda of: May 13, 2013

Exhibits: Draft Ordinance

Initial & Date

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

CLH 4/30/13
R 4/30/13
via email 4-29-13
N/A
JK 4/29/13

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

Planning Staff has drafted an interim ordinance relating to the adoption of land use and zoning regulations to allow food trucks within the City of Gig Harbor for a temporary one year basis.

STAFF ANALYSIS

The draft ordinance covers a comprehensive approach to the interim regulations. Adopting findings, interim zoning regulations related to the use, expiration sunset dates, and referral to Planning Commission for a work program.

BOARD OR COMMITTEE RECOMMENDATION

Planning and Building Committee considered draft regulations on food trucks at their January 7th and March 4th meetings.

Planning Commission discussed the issue at their March 7th meeting where it was agreed upon that the route of direct consideration through an interim ordinance was an appropriate approach for this year, allowing analysis of the functionality of the issue further.

RECOMMENDATION / MOTION

Hold public hearing and consider ordinance.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO LAND USE AND ZONING REGULATIONS; ADOPTING INTERIM ZONING REGULATIONS RELATING TO FOOD TRUCKS TO ALLOW THE USE OF FOOD TRUCKS WITHIN THE CITY OF GIG HARBOR AS OUTLINED IN THIS ORDINANCE; ADOPTING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY, EXPIRATION AND AN EFFECTIVE DATE.

WHEREAS, the City of Gig Harbor is authorized to impose moratoria and interim land use controls pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

WHEREAS, food trucks are currently not allowed outside of special use permits and special event permits for public functions; and

WHEREAS, in the past, business owners have expressed a desire to expand dining options by allowing mobile food truck uses within specified zones; and

WHEREAS, the citizens of Gig Harbor have expressed a desire for more dining establishments in the City; and

WHEREAS, the Gig Harbor City Council has determined that the adoption of interim food truck regulations allowing the use on existing developed areas in the city is desired prior to the 2013 summer season, and due to the time needed to adopt permanent regulations, interim zoning regulations are necessary; and

WHEREAS, the interim land use controls may be effective for up to one year if a work plan is developed for related studies providing for such longer period pursuant to RCW 36.70A.390 and RCW 35A.63.220; and

WHEREAS, the Gig Harbor City Council is directing the Gig Harbor Planning Commission to review the impacts resulting from the interim regulations after the 2013 summer season; and

WHEREAS, given the timing of availability of information relating to impacts of the interim regulations and the work load of the Planning Commission, the City Council is directing the Planning Commission to review the interim regulations, to conduct such public hearings as may be necessary or desirable and to provide a recommendation to the City Council as to whether the City should adopt permanent regulations no later than April, 2014; and

WHEREAS, the Gig Harbor SEPA Responsible Official issued a Determination of Nonsignificance for this interim ordinance on May 1, 2013; and

WHEREAS, the Gig Harbor City Council considered the ordinance at first reading and public hearing on _____, 2013; and

WHEREAS, on _____, 2013, the City Council held a second reading during a regular City Council meeting; Now, therefore,

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

Section 1. Findings. The City Council hereby adopts the recitals expressed above as findings in support of this ordinance.

Section 2. Purpose. The purpose of this interim zoning ordinance is to enact minimum zoning regulations for food trucks, which is a subset of fast food restaurants that provides an alternative to traditional sit-down restaurants and by its mobile nature can respond to dynamic and spontaneous consumer demand. The operational nature of a mobile food truck warrants permitting procedures and standards tailored to the transient nature of this use.

Section 3. Definitions.

- A. "Food Truck" means a fully operational and legally licensed vehicle or trailer located on private property from which a vendor prepares and serves food for sale to the general public.

Section 4. Interim Zoning Regulations.

- A. **Zoning Districts.** Food Trucks are allowed in the following zones: RB-2, DB, B-2, C-1, PCD-C, PCD-BP, PCD-NB, MUD, ED, and WC.
- B. **Applications.** In addition to the application requirements for minor site plan review, per chapter 17.96 GHMC, an application for a food truck shall include the following information:
- i. Location of truck on site;
 - ii. Location of common eating area, if any;
 - iii. Signed agreement from property owner(s);
 - iv. Two parking stalls shall be demonstrated to be within 500' of truck location;
 - v. A disposal plan for grease, sanitary sewer, and wastewater; and
 - vi. An agreement or plan for restroom and hand washing needs.

C. Standards and Operational Requirements.

- i. Parking and Vehicular Circulation: A food truck cannot occupy any parking space that is required for a use on the same site and cannot block any designated travel or fire lane(s) within a parking lot.
- ii. No drive through: No food truck may provide or serve as a drive through facility.
- iii. Signs: Business identification and promotional signs and graphics applied to the surfaces of a food truck vehicle are exempt from a sign permit and not regulated in number or total area; all additional signage shall conform to the standards outlined in chapter 17.80 GHMC.
- iv. Refuse: A secured trash container of at least 30 gallon capacity shall be provided for business customer use at the location of the vendor and the vendor shall clean the area surrounding their use and remove the refuse container and its contents at the end of each business day.
- v. State and County requirements: All applicants shall meet state and county standards related to, but not limited to: food preparation, licensing, health and safety standards.

D. Applicability: The regulations set forth in this ordinance do not apply to food trucks approved through special event licenses and special use permits.

Section 5. Amendment to Land Use Matrix. Chapter 17.14.020 of the Gig Harbor Municipal Code shall be amended to include a notation that food trucks may be permitted subject to the interim regulations set forth in this ordinance.

Section 6. Expiration of Site Plan Approval. All minor site plan approvals under the interim regulations of this ordinance shall expire and become null and void upon the happening of any of the following events: (a) upon repeal or termination of the interim regulations by ordinance of the City Council; (b) upon the expiration of this ordinance by its terms or the expiration of any extension of these interim regulations; or (c) upon the date as may be established in an ordinance of the City Council adopting permanent regulations.

Section 7. Duration of Interim Zoning Regulations. The interim regulations adopted by this ordinance shall remain in effect for one year from the effective date of this ordinance and shall automatically expire unless the same are extended as provided in RCW 36.70A.390 and RCW 35A.63.220 prior to that date, or unless the same are repealed or superseded by permanent amendments prior to that date.

Section 8. Referral to Planning Commission; Work Plan. The City of Gig Harbor Planning Commission is hereby directed to review the interim regulations and the impacts related to the interim regulations between December 2013 and March 2014,

with at least one public hearing to occur by the end of February 2014. The Planning Commission shall make its final recommendation on whether the regulations, or some modification thereof, should be permanently adopted, to the City Council no later than the last Council Meeting in April, 2014.

Section 9. Copy to Commerce Department. Pursuant to RCW 36.70A.106(3), the City Clerk is directed to send a copy of this ordinance to the State Department of Commerce for its files within ten (10) days after adoption of this ordinance.

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

Section 11. Effective Date. This Ordinance shall take effect and be in full force five (5) days after passage and publication of an approved summary consisting of the title.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor, this _____ day of _____ 2013.

CITY OF GIG HARBOR

Mayor Charles L. Hunter

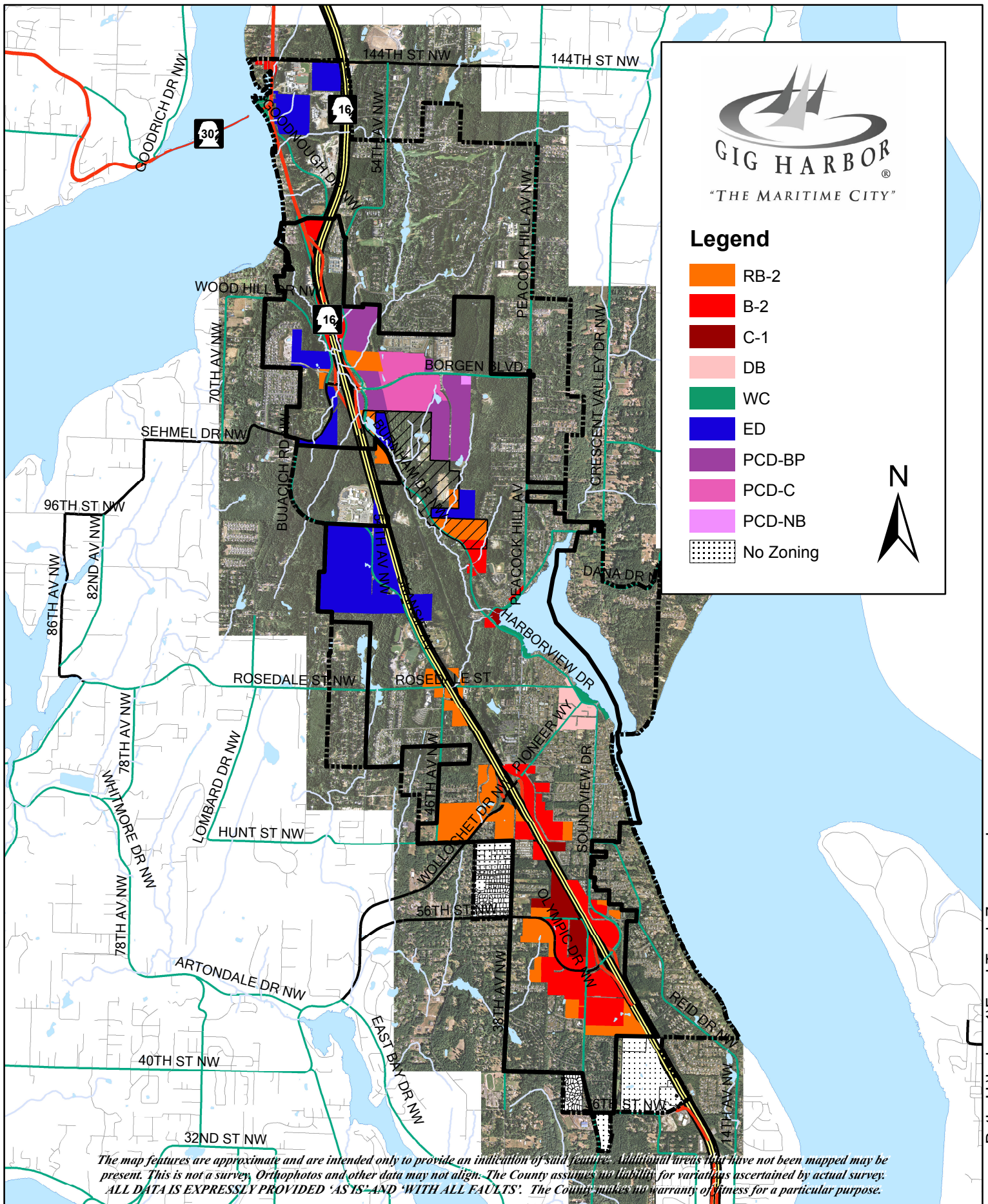
ATTEST/AUTHENTICATED:

Molly M. Towslee, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

Angela S. Belbeck

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



Proposed Zones for Interim Regulations Pertaining to the use of Food Trucks

Sehmel, Lindsey

From: info@morsowinebar.com
Sent: Monday, May 13, 2013 12:19 PM
To: info@morsowinebar.com; Sehmel, Lindsey
Cc: Hunter, Chuck; Perrow, Michael; Ekberg, Steve; Guernsey, Jill; paulkadzik@comcast.net; Malich, Ken; Payne, Tim; Young, Derek; Richards, Dennis; Lund, Laureen; Kester, Jennifer; gaglein@comcast.net; info@gigharborchamber.org
Subject: Re: Food Truck Ordinance Comments

I'm sorry the formatting was lost. I hope this is clearer. I have also attached a word document in case the format is not working again.

Steve

-----Original Message-----

From: info@morsowinebar.com [mailto:info@morsowinebar.com]
Sent: Monday, May 13, 2013 12:10 PM
To: sehmel@cityofgigharbor.net
Cc: hunterc@cityofgigharbor.net, perrowm@cityofgigharbor.net, EkbergS@cityofgigharbor.net, guernseyj@cityofgigharbor.net, paulkadzik@comcast.net, MalichK@cityofgigharbor.net, tpayne@ema-inc.com, YoungD@cityofgigharbor.net, richardsd@cityofgigharbor.net, lundl@cityofgigharbor.net, kesterj@cityofgigharbor.net, gaglein@comcast.net, info@gigharborchamber.org
Subject: Food Truck Ordinance Comments

Dear Ms Sehmel:

My name is Steven Lynn and I own a restaurant in the waterfront area at 9014 Peacock Hill Ave. and I am writing regarding the Public Hearing scheduled for today May 13, 2013 regarding an interim food truck ordinance in Gig Harbor.

Food trucks have become a new popular way of reaching customers and we are glad Gig Harbor is working to take them into account. Many communities have wrestled with the best way to manage these new services so there is a lot of information available; best practices if you like. Consequences of food trucks can have both positive and negative effects. As an example, our restaurant has not been allowed to provide on-site food service (i.e., pre-packaged food) at the Skansie Park Concert Series, but we are allowed to deliver food orders to the park. The use of food trucks in the area, whether on private or public property, would preclude the need for our services and we would discontinue offering our delivery services. The use of food trucks could also impact catering activities throughout the community. In fact, food truck fund raisers are becoming very popular at the expense of catering services.

So while we expand a new business opportunity, it could be at the detriment to existing businesses. If food trucks become pervasive, then the need for restaurants could be affected as property owners might opt for this type of food service over a "brick and mortar" establishment (i.e., mobile food courts). From the restaurant side, food trucks have been considered a bane to restaurant owners in an area, they feel it's unfair that these mobile eateries siphon off business from "brick and mortar" restaurants that are heavily taxed and regulated. While this can be a prevailing feeling by some, many communities work well having food trucks when there is a solid outline on how they operate and are regulated. I feel they can be a great addition to a community.

I would encourage addressing of the following items in any temporary, interim or permanent ordinance discussion:

- Distance from restaurants. Typically these are 100-200 ft.
- Written grease trap cleaning contract required at annual licensing. Copy provided to City at licensing?
- Written bathroom facilities agreement to provide facilities within 200 ft of food truck (if truck parked more than 1 hr) for workers at time of annual licensing. Copy provided to City at licensing?
- What is the length of time a truck can be parked before being considered a temporary building? 1 hr, 1 day, 3 days

Sehmel, Lindsey

Subject: FW: Food Truck Ordinance Comments

From: info@morsowinebar.com [<mailto:info@morsowinebar.com>]

Sent: Monday, May 13, 2013 1:57 PM

To: Sehmel, Lindsey; 'info@morsowinebar.com'

Cc: Hunter, Chuck; Perrow, Michael; Ekberg, Steve; Guernsey, Jill; paulkadzik@comcast.net; Malich, Ken; Payne, Tim; Young, Derek; Richards, Dennis; Lund, Lauren; Kester, Jennifer; gaglein@comcast.net; info@gigharborchamber.org

Subject: Re: Food Truck Ordinance Comments

Lindsey,

Thank you for a copy of the draft ordinance. After reviewing it I feel that is quite light on guidance and specifics at this time. Numerous communities deal with food trucks and regulations very well so it should not be a heroic effort to add language to clarify and prescribe what is in many other ordinances about food trucks. It is much more difficult to supply additional conditions once the operations have begun, in my opinion. I am in favor of food trucks but not in favor of little guidance in ordinances.

As I have said, it is not that there aren't lots of example ordinances with guidance to choose from since most cities have these types of ordinances already.

Sincerely,

Steve Lynn

-----Original Message-----

From: Sehmel, Lindsey [<mailto:sehmel@cityofgigharbor.net>]

Sent: Monday, May 13, 2013 01:32 PM

To: 'info@morsowinebar.com'

Subject: RE: Food Truck Ordinance Comments

Steven,

I have attached the draft ordinance for your knowledge and reference. The interim regulations are found in sections 2 through 11. You have some very good thoughts on the process, and I believe you will see that the City has placed similar regulations into the draft ordinance.

The Planning Commission will be reviewing this later in the year to determine the feasibility and functionality of the interim regulations as to how they worked. Please feel free to contact me with any additional comments, questions or observations during the interim period.

Sincerely,

Lindsey Sehmel

Senior Planner – Long Range

City of Gig Harbor – 3510 Grandview Street – Gig Harbor, WA 98335 –

sehmel@cityofgigharbor.net

253.853.7615 (office)

253.858.6408 (fax)

“Dedicated to public service through teamwork and respect for our community.”



Subject: Gig Harbor Arts Commission request to facilitate a Public Art Project

Proposed Council Action: Authorize the Gig Harbor Arts Commission Public Art Project at the Bogue Viewing Platform in an amount not to exceed \$25,000.

Dept. Origin: Administration

Prepared by: Lita Dawn Stanton

For Agenda of: May 13, 2013

Exhibits: GHAC Memo to Council Draft RFP

Initial & Date
Concurred by Mayor: [Signature] 4/9/13
Approved by City Administrator: [Signature] 4/9/13
Approved as to form by City Atty: [Signature] app'd by email
Approved by Finance Director: [Signature] 4/9/13

Table with 4 columns: Expenditure Required, Amount Budgeted, Appropriation Required, and values: \$25,000, 0, \$25,000.

INFORMATION / BACKGROUND

Formed in 2001, one of the Gig Harbor Arts Commission's (GHAC) responsibilities is to manage the Public Arts Capital Projects Fund. Since 2003, the fund balance has grown to \$92,098.85. The intent of setting aside these funds is to collect enough money to commission artwork that can be placed within City Parks and/or public-right-of-ways. The Program was suspended in 2009 due to the downturn in the economy.

This year, the GHAC approved up to \$25,000 for the acquisition of public art that emphasizes the community's Scandinavian heritage associated with the Finholm District and the head-of-the-bay area. The proposed artwork would be located within an existing planter at the Bogue Viewing Platform. (Draft RFP attached)

FISCAL CONSIDERATION

The Public Arts Capital Projects Fund has a balance of \$92,098.85. Up to \$25,000 would be used to fund the proposed project.

BOARD OR COMMITTEE RECOMMENDATION

The GHAC unanimously recommended that Council authorize a 2013 Request for Proposals.

RECOMMENDATION / MOTION

Move to: Authorize the Gig Harbor Arts Commission Public Art Project at the Bogue Viewing Platform in an amount not to exceed \$25,000.



TO: Mayor Chuck Hunter and the Gig Harbor City Council
FROM: **Gig Harbor Arts Commission**
DATE: April 22, 2013
RE: 2013 Public Art Placement – PROJECT PROPOSAL

For many years, the City has been home to a varied and well-respected arts community. When the Gig Harbor Arts Commission (GHAC) was formed back in 2001, one of its responsibilities was to manage a Public Arts Capital Projects Fund. The Capital Fund was intended to act as a savings account for future installations of more prominent public art placements. Past contributions collected since 2003 have created a balance of \$92,098.85 today.

Since 2009 and in response to the down-turn in our economy, funding for the 2010 Grant Program and Capital Fund were suspended. The Arts Commission certainly appreciates and understands why this measure was taken. We also believe that now is the time to utilize the funds set aside for the community's Public Arts Program.

We would like to facilitate the search for qualified artists to **design, create, and install public art at the Bogue Viewing Platform** located at 8803 North Harborview Drive. **The proposed budget is \$25,000.** The GHAC will solicit a range of ideas with emphasis on the cultural and historic influences of Scandinavian heritage associated with this area of town. We will act as the review panel in the selection of artwork and make a recommendation to the Gig Harbor City Council (final approval authority). A draft Request for Proposals is attached for your review

Thank you for your consideration and continued support.

Sincerely,

Tracy von Trotha, Chair
Gig Harbor Arts Commission



PUBLIC ART – 2013 REQUEST FOR PROPOSALS (RFP)

Public Art at Bogue Viewing Platform

Abstract Description

project description	Design, construct and place outdoor artwork at the Bogue Viewing Platform in Gig Harbor, WA.
budget	\$25,000.00
proposal due date	(enter date)
finalist interviews	(from date – to date)
selection	(enter date)
eligibility	This Project is open to all practicing, professional artists residing and/or maintaining a business in Washington State. The call is open to any artist, 18 years or older, who is a resident of Washington State and is a resident at the time the commission is awarded. Puget Sound area artists are strongly encouraged to apply for this Project.

1. Introduction

The City of Gig Harbor announces a search for qualified artists to design, create and install public art at the Bogue Viewing Platform located at 8803 North Harborview Drive. The Gig Harbor Arts Commission (GHAC) will act as the review panel in the selection of the art work and make recommendations to the Gig Harbor City Council, which will have final approval authority.

2. Site Background

The site is highly visible and located in the Finholm District, the original business district of Gig Harbor. The site offers spectacular views of Gig Harbor Bay and Mount Rainier in the distance. The construction of a wood viewing platform was completed in 2006. A wood railing borders the public space and it is used regularly by walkers, joggers and visitors each day. The viewing platform also contains substructure infrastructure elements such as water, power and other elements, which may impact the design proposal.

3. Site History

The Finholm District is located at the head of the bay. It is directly east of the original Gig Harbor Plat which was filed by Dr. A.M. Burnham of Minnesota in 1888. Burnham encouraged many of his friends and relatives from his hometown, Albert Lea, Minnesota, to come and settle in Gig Harbor. In 1881, Anna Goodman opened the first school in the Goodman home. A schoolhouse was built, where Lucy Goodman, a beloved teacher who became well known in the area began her 76-year career. Prentice Shingle Mill was in operation around 1891 and the site of Peninsula Yacht Basin on North Harborview Drive provided passenger and freight landing for all of Crescent Valley. The business district developed with the arrival of Captain Axel Uddenberg, his wife, Angelina, and their six children. Born in Stockholm, Sweden, Uddenberg gave up his career as a merchant seaman to farm in Spanaway, and then moved to Gig Harbor in 1907. The area was sparsely populated with only about a dozen homes until the early 1920's. The Uddenberg's built an imposing 3-story house near what is now Anthony's Restaurant and Axel opened a grocery store and meat market on the main floor. He expanded with a second store on the People's Dock (now the Tides Tavern) and put his son, Bert, in charge as manager. Axel built another store in 1929 at 8812 North Harborview along with an adjacent building that would serve as the post office for many years. Young Johnny Finholm, a Finnish immigrant, worked for Axel and later bought the store which he renamed Finholm's Market. In 1955, Wilbur Johnson (American born son of Swedish parents) and Olaf "Roy" Thorstensen from Skien, Norway met in Sweden where they resolved to preserve the culture of their native lands when they returned to their homes in Gig Harbor. That same year, they acquired the William Peacock Estate which they developed into the world famous Skandia Gaard (Scandinavian Village). The 1890 farmhouse became their living quarters and a coffee shop. A gift shop and museum were created in the 1890 barn and there was an outdoor pavilion for folk dancers. Later, they bought small buildings that had been constructed by Clarence Shaw for his popular rooster races of the 1930's. In the 1980's, the property was converted to a restaurant. In 2006, the Peacock mansion was destroyed by fire. In 1978, Ruth Bogue became Mayor of Gig Harbor. After two terms, she retired from politics and currently resides in Shore Acres. The City honored Bogue by naming the newly constructed viewing platform after her in 2006.

4. Design Scope

The GHAC is looking for a range of ideas with emphasis on the cultural and historic influence of the original heritage of the area. Proposals may include a single artwork or a combination of various sized pieces. The artwork shall be designed to reflect, inspire and delight the public from both up close and from afar. The GHAC has identified the following qualities and characteristics that should be considered when designing this public art:

- Honor the Scandinavian heritage of the District and incorporate physical, social, cultural and/or historical Scandinavian influences into the work

- Compliment and/or incorporate existing landscape context and/or uses of the location
- Materials should be durable with minimum maintenance requirements and maximum resistance to vandalism
- Engage the community of Gig Harbor and visitors using this public space

5. Performance Scope

The GHAC has identified the following objectives that will be expected:

- Appropriate scale, form, material, content and style
- Appropriate structural material and surface integrity for public safety and climate
- Appropriate and well documented installation plan
- Appropriate material for durability and low maintenance suitable for our marine weather environment
- Resistance to deterioration and vandalism and must safely withstand pedestrian contact without impeding walking traffic

6. Physical Constraints

The proposed work must:

- Be located within the southeast planting area (see photo)
- Be a height not to exceed seven (7) feet high (includes base)
- Be a width not to exceed (8) feet wide
- Be a depth not to exceed three (3) feet deep
- Compatible with neighboring businesses, residential homes and pedestrians
- Be unique and the original work of the artist
- Not for sale or replicated elsewhere
- Be free and clear of any liens or copyrights

7. Evaluation Criteria

Artist proposals will be evaluated according to:

- **THEME** – Honors the Scandinavian heritage of the District
- **QUALITY** – High artistic quality as demonstrated in submitted materials of previous work
- **CREATIVITY** – Work that diversifies the city's public art collection; originality as it relates to the project site and goals
- **EXPERIENCE** – Ability and experience creating site-specific work with projects of similar scope and scale; demonstrated ability to communicate the proposed concept and to successfully undertake and execute this project in accordance with the scope, budget, and timeline

8. Proposal Requirements

The Artist is to provide adequate information that will render it qualified and capable of effectively accomplishing the project. Please provide the following information on one-sided typed or word processed 12 point font, single spaced, 8½ by 11 paper. Each copy of the application packet must be three-hole punched and clipped together. Each packet must be **postmarked by the deadline**. Incomplete or late applications will not be accepted.

- A. COVER SHEET
- B. PROFESSIONAL RESUME (up to 2 pages) including education and experience
- C. REFERENCES (minimum of 2) including current contact information and association
- D. PROJECT NARRATIVE –
 - Describe how the work relates to or functions with the site
 - Describe the materials, their durability and longevity
- E. EXAMPLES OF WORK
 - Submit 4 to 6 photographic copies of most recent work
 - Include title, date, materials used, size, and any relevant information
- F. GRAPHIC RENDERING
 - Up to two 11x17 inch (fan folded to 8½ by 11) images of proposed design
- G. BUDGET
 - Budget may not exceed **\$25,000**.
 - Total must include all costs including sales tax and installation fees.

Send ten (10) copies of your completed application to:

City of Gig Harbor Arts Commission
Attn: Lita Dawn Stanton
3510 Grandview Street
Gig Harbor, WA 98335

All proposals must be postmarked or delivered to the address above by 3:00 p.m. on (date, date) 2013. Proposals will not be returned. Please direct any questions to Lita Dawn Stanton at (253) 853-7609 or e-mail stantonl@ciytofgigharbor.net

9. Assumptions

The following assumptions are being made:

After a proposal has been selected, the City reserves the right to negotiate contract details with the artist. If negotiations fail for any reason, the City may choose to negotiate with others to obtain an appropriate contract for needed services. The City of Gig Harbor is free to reject all proposals and not issue a contract. In the event that the scope of work changes, the City and the Proposer will negotiate change orders detailing the revised scope of work and revised cost, prior to beginning work on changes.

10. Anticipated Project Schedule

RFP Responses Due	(date)
GHAC Review of Proposals	(date) through (date)
Notification of Finalists	(date)
Finalist Interviews / Presentations	(date) through (date)
Public Art Selection Panel	(date)
City Board and Commission Reviews	(date) and (date)
City Council Review	(date)
Award Notification	(date)

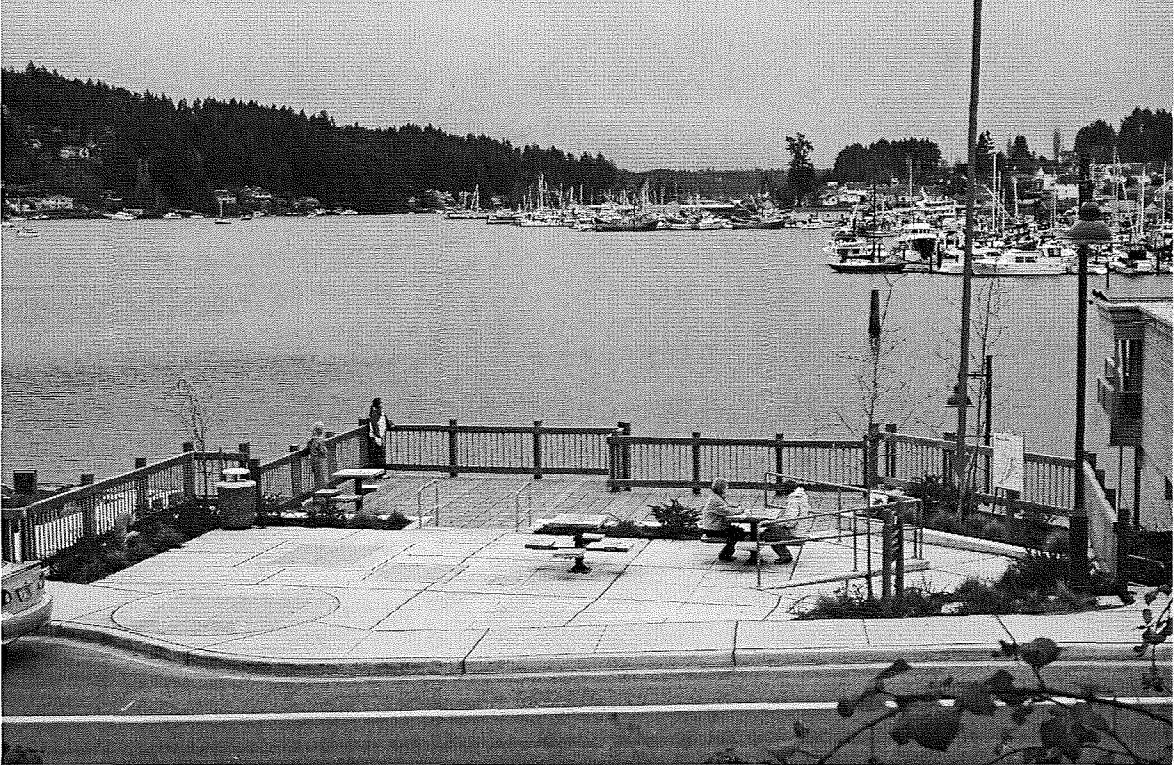
11. Exhibits

The following exhibits are attached to this RFQ:

1. COVER SHEET
2. SAMPLE CONTRACT
3. BILL OF SALE
4. SITE PLAN

Bogue Viewing Platform

Artwork may be up to 8-ft wide x 7-ft high within the existing landscape planter. (Existing sign can be relocated.)



8715 NORTH HARBORVIEW DRIVE

A PORTION OF THE SE 1/4 OF THE NE 1/4 OF SEC. 06, TWN. 21 N., RGE. 02 E. W.M. CITY OF GIG HARBOR, PIERCE COUNTY, WASHINGTON.

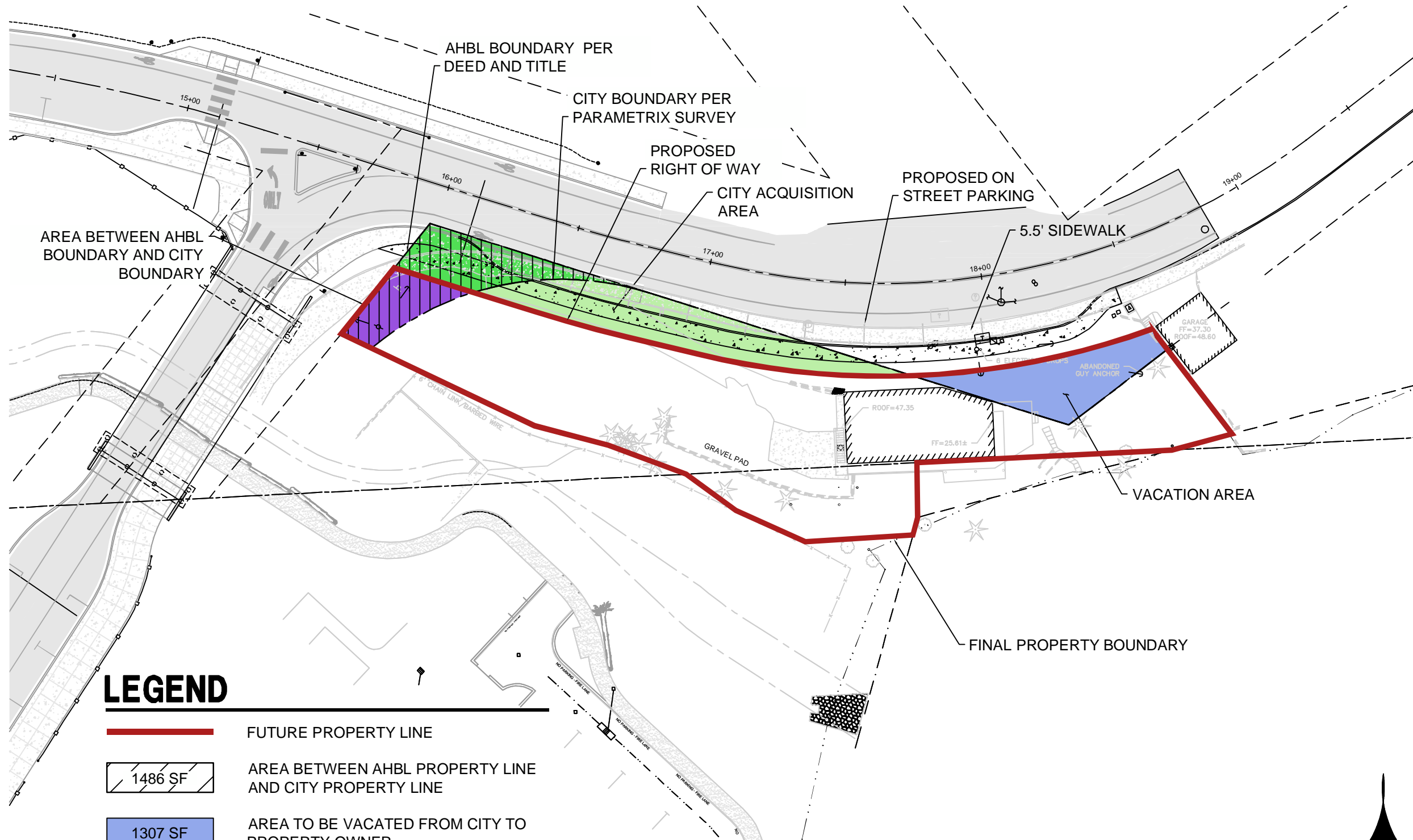
Project Title:
8715 N HARBORVIEW DRIVE

Client:
BURNHAM CONSTRUCTION LLC

PO BOX 245
 GIG HARBOR, WA 98305-0245
 WADE PERROW
 253.863.2200

Job No.
2120781.10

Issue Set & Date:
MARCH 22, 2013



LEGEND

- FUTURE PROPERTY LINE
- 1486 SF AREA BETWEEN AHBL PROPERTY LINE AND CITY PROPERTY LINE
- 1307 SF AREA TO BE VACATED FROM CITY TO PROPERTY OWNER
- 1950 SF AREA TO BE DEDICATED TO CITY BASED EITHER BOUNDARY
- 895 SF AREA TO QUIT CLAIM TO CITY BASED UPON AHBL BOUNDARY
- 591 SF CITY TO VACATE TO OWNER TO CLEAN TITLE

WITH ADDED ONSTREET PARKING

AREA CALCULATIONS		
	CITY SURVEY	AHBL SURVEY
FINAL LOT SIZE AFTER DEDICATION / VACATION	12645 SF	13236 SF
PROPERTY BEFORE DEDICATION / VACATION	13288 SF	14774 SF



NOTICE
 A WARNING OF THE HAZARDOUS QUALITY OF THE INFORMATION AND THE POSSIBLE CONSEQUENCES OF RELIANCE THEREON IS HEREBY GIVEN. THIS DOCUMENT IS FOR THE USE OF THE PROFESSIONAL ENGINEER OR ARCHITECT ONLY AND IS NOT TO BE USED FOR OTHER PURPOSES, OR APPLIED TO ANY PROJECT OR FOR ANY OTHER PROJECT.

- ▲ _____
 - ▲ _____
 - ▲ _____
 - ▲ _____
- Revisions:

Sheet Title:
DEDICATION / VACATION AREAS WITH ONSTREET PARKING

Designed by: _____ Drawn by: _____ Checked by: _____

Sheet No. _____ of _____ Sheets

Donkey Creek Restoration and Improvements

Question:

***Can more be done to make the Donkey Creek-
End of the Bay improvements a completely
refurbished project?***

- *As the adjoining property owner, I say YES!*
- *What do the council and mayor think?*



As the adjoining property owner we can dedicate and or trade property to the city to allow for the new extra wide sidewalk design to be developed all the way around the Donkey Creek Improvement Project

If the council and mayor wish, one thing that can be done is make changes to the property lines to correct property line issues that exist. This change would be a good for the citizens as there would be more property, so on-street parking and wider sidewalks could be constructed?

- *What do the council and mayor think of this idea?*



As the adjoining property owner we would really like to make improvements to the existing building that would better fulfill the Vision Goals of the City, but are not able to due to the regulatory restriction effecting the property.

Would the Council and Mayor like to see this building improved so it better fit the Vision of the Downtown Waterfront?



As the adjoining property owner we are prepared to make improvements, invest money, provide the city property that will make the pedestrian experience and visual experience better than it is BUT we the property owner need to City to be part of the solution.



Thank you for the time this evening (May 13, 2013) and I hope to hear from the council and mayor a desire to partner with the property owners to make improvements that have a vision of where the city would like to go.