

AGENDA
City Council Study Session
April 29, 2021 – 3:00 p.m.
Gig Harbor Civic Center

Due to public health concerns, this meeting will be held remotely. You may access the meeting by dialing (253) 215-8782 and entering the Meeting ID 932 1605 6382 or through Zoom at: <https://zoom.us/j/93216056382>

CALL TO ORDER / ROLL CALL:

AGENDA:

1st Quarter Budget Status Report – Detailed Discussion

ADJOURN

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



Business of the City Council City of Gig Harbor, WA

Subject: 1st Quarter Finance Report & 1st Quarter Budget Status Report
Proposed Council Action: N/A

Dept. Origin: Administration

Prepared by: Bob Larson

For Agenda of: April 26, 2021

Attachments: 2021 Budget 1st Quarter Status Report
Quarterly Finance Report

**Initial &
Date**

Concurred by Mayor:

✓ 4-20-21

Approved by City Administrator:

11-04/29/2021

Approved as to form by City Atty:

N/A

Approved by Finance Director:

DP 4/20/21

Approved by Department Head:

N/A

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

In January 2021 Council adopted a new policy that requires staff to provide a quarterly status report on all the objectives in the 2021 Budget. These updates were timed to coincide with the quarterly financial report required in GHMC 3.01 at the second council meeting following the end of each quarter.

The budget objective report is a tool for Council to be able to see at a glance that objectives are, or are not, on track. It is not intended to be a detailed summary of the progress of each budget objective.

Department Heads and Managers will be on hand to address questions from Council. If a longer discussion is needed on specific objectives, Council may be asked to consider holding a future study session or to refer the matter to the appropriate committee.

FISCAL CONSIDERATION

N/A

BOARD OR COMMITTEE RECOMMENDATION

N/A

RECOMMENDED MOTION

N/A



To: Mayor Kuhn and City Council
From: David Rodenbach, Finance Director *[Signature]*
Date: April 26, 2021
Subject: First Quarter Financial Report

The quarterly financial reports for the first quarter of 2021 are attached.

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at sixty-two (62%) percent of the 2021 budget. City-wide, across all funds, revenues and expenditures, excluding internal transfers, loan receipts and beginning and ending fund balances, are twenty-six (26%) percent and eleven (11%) percent, respectively, of the annual budget.

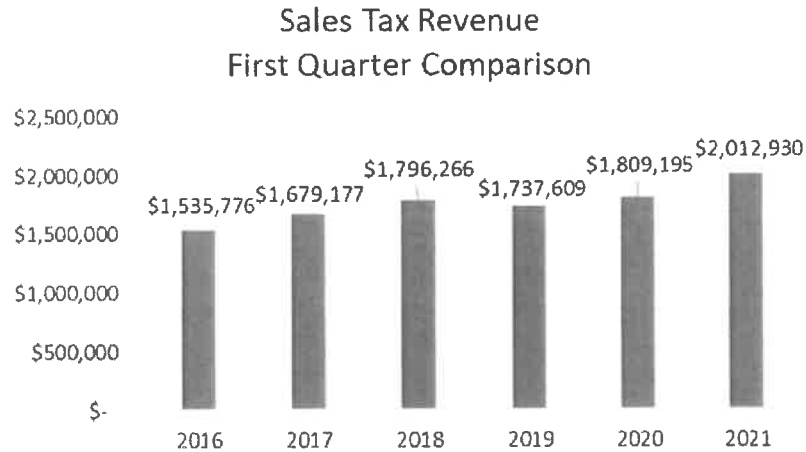
General Fund Revenues

General Fund first quarter revenues (excluding beginning balances) are at twenty-four (24%) percent of budget.

General Fund Revenues 2021				
Budget vs. Actuals				
General Fund Revenue Source	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	\$ 3,010,360	103,608	3%	\$ (2,906,752)
Sales	7,229,925	2,048,154	28%	(5,181,771)
B&O Private Utility	1,284,868	315,146	25%	(969,722)
City Utility	401,893	95,343	24%	(306,550)
Other	213,909	63,327	30%	(150,582)
Sub-Total Taxes	\$ 12,140,955	\$ 2,625,578	22%	\$ (9,515,377)
Licenses & Permits	1,457,956	612,013	42%	(845,943)
Intergovernmental	208,489	45,319	22%	(163,170)
Charges for Services	283,178	75,835	27%	(207,343)
Fines & Forfeitures	88,132	14,198	16%	(73,934)
Miscellaneous	185,500	43,922	24%	(141,578)
Transfers and other Sources of Funds		18,135		18,135
Sub-Total	\$ 2,223,255	\$ 809,423	36%	\$ (1,413,832)
Total General Fund	\$ 14,364,210	\$ 3,435,001	24%	\$ (10,929,209)

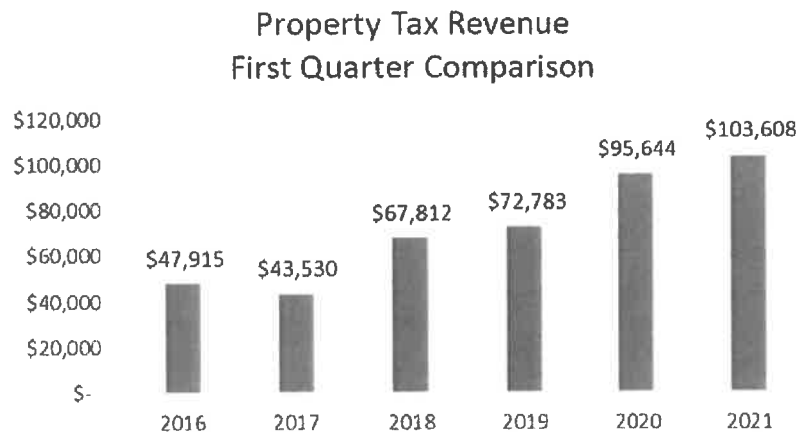
Sales Tax Revenue

First quarter sales tax revenue is illustrated below for years 2016 through 2021. Sales tax is at 28% of budget for 2021.



Property Tax Revenue

First quarter revenue from property taxes, 2016 through 2021, is shown below:

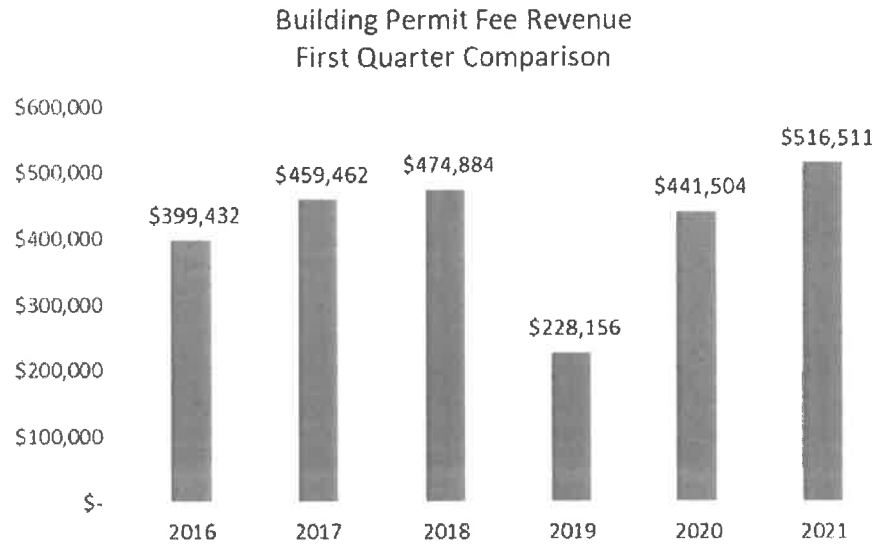


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District. Total resources as of March 31, 2021 are \$1,513,733.

Building Permit Fee Revenue

First quarter revenue from building permit fees, 2016 through 2021, is shown below:



General Fund Expenditures

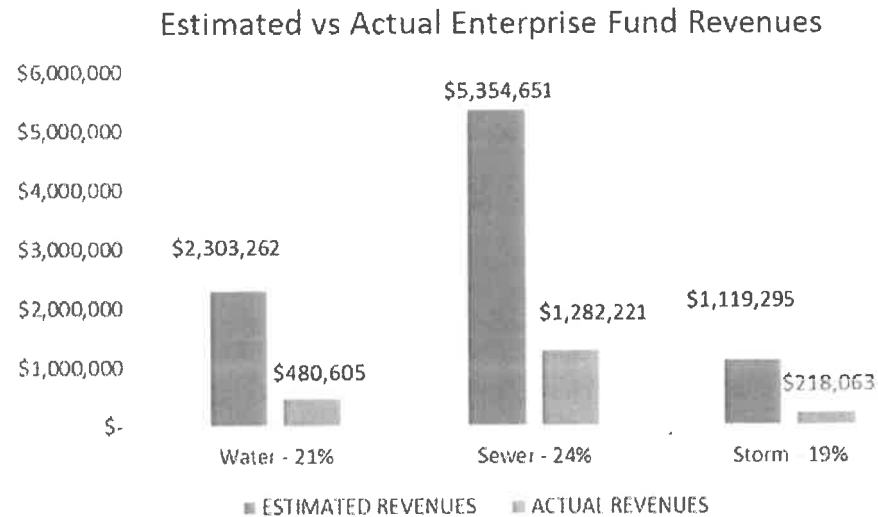
General fund expenditures finished the quarter at fourteen (14%) percent of budget.

General Fund Expenditures 2021					
By Department					
FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 7,218,103	\$ 500,867	\$ 6,717,236	7%
02	LEGISLATIVE	82,400	22,687	59,713	28%
03	MUNICIPAL COURT	479,900	88,938	390,962	19%
04	ADMINISTRATIVE/FINANCIAL	2,092,380	369,130	1,723,250	18%
06	POLICE	4,293,206	845,163	3,448,043	20%
14	COMMUNITY DEVELOPMENT	2,493,338	404,649	2,088,689	16%
15	PARKS AND RECREATION	1,427,744	238,344	1,189,400	17%
16	BUILDING	468,767	67,752	401,015	14%
001	TOTAL GENERAL FUND	\$ 18,555,838	\$ 2,537,530	\$ 16,018,308	14%

Water, Sewer and Storm

Revenues:

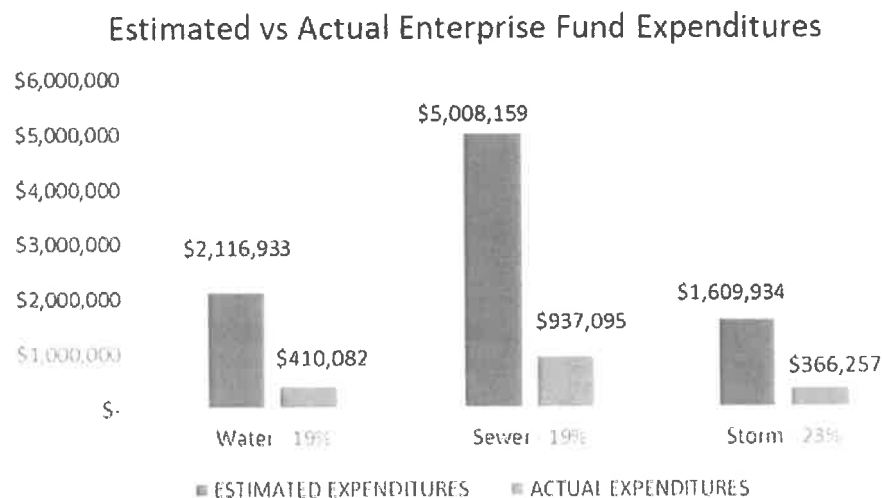
Water, Sewer and Storm Sewer revenues are twenty-one (21%) percent, twenty-four (24%) percent and nineteen (19%) percent of the annual budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at nineteen (19%) percent, nineteen (19%) percent and twenty-three (23%) percent of the 2021 budget.



Cash

Cash balances are adequate in all funds. First quarter total cash and investment balance across all funds is just over \$54 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		1,978,377
LOCAL GOV'T INVESTMENT POOL		52,270,347
	\$	54,249,024



**CASH AND INVESTMENTS
YEAR TO DATE ACTIVITY
AS OF MARCH 31, 2021**

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 5,460,234	\$ 3,435,001	\$ 2,537,530	\$ (650,816)	\$ 5,706,888
101	STREET FUND	1,296,991	86,578	417,344	(66,558)	899,666
102	STREET CAPITAL FUND	429,887	99,649	154,944	(41,021)	333,571
103	SENIOR CAPITAL FUND	100,599	28	-	-	100,628
104	PEDESTRIAN SAFETY FUND	215,027	61	-	-	215,087.50
105	DRUG INVESTIGATION FUND	17,548	5	-	-	17,553
106	DRUG INVESTIGATION FUND	13,271	5	-	-	13,276
107	HOTEL-MOTEL FUND	984,346	51,664	18,668	(23,381)	993,962
108	PUBLIC ART CAPITAL PROJECTS	137,231	42	-	-	137,273
109	PARK DEVELOPMENT FUND	912,249	5,961	49,534	(187,891)	680,785
110	CIVIC CENTER DEBT RESERVE	1,592,805	506	-	-	1,593,311
111	STRATEGIC RESERVE FUND	1,601,328	474	-	-	1,601,802
112	EQUIPMENT RESERVE FUND	439,002	132	-	-	439,135
113	CONTRIBUTIONS/DONATIONS	-	6,164	6,164	-	-
208	LTGO BOND REDEMPTION	78,569	898,577	898,545	-	78,601
211	UTGO BOND REDEMPTION	288,926	8,876	-	-	297,802
301	PROPERTY ACQUISITION FUND	749,327	175,256	820,000	-	104,583
305	GENERAL GOVT CAPITAL IMPR	379,481	163,261	78,545	-	464,196
309	IMPACT FEE TRUST	4,466,363	365,189	30,000	22,548	4,824,099
310	HOSPITAL BENEFIT ZONE	5,166,036	1,625	38,000	-	5,129,661
401	WATER OPERATING	1,971,034	480,605	410,082	(117,367)	1,924,189
402	SEWER OPERATING	3,976,654	1,282,221	937,095	125,680	4,447,460
403	SHORECREST RESERVE FUND	198,442	3,740	209	2,925	204,898
407	UTILITY RESERVE	1,435,245	421	-	-	1,435,666
408	UTILITY BOND REDEMPTION	260,516	78	-	-	260,594
410	SEWER CAPITAL CONSTRUCTION	8,820,172	646,152	202,539	647,502	9,911,286
411	STORM SEWER OPERATING FUND	1,313,614	218,063	366,257	68,119	1,233,539
412	STORM SEWER CAPITAL	2,748,861	114,101	15,235	(2,860)	2,844,866
420	WATER CAPITAL ASSETS	6,449,952	533,226	139,933	(2,332)	6,840,913
631	MUNICIPAL COURT	-	13,035	10,211	(2,823)	-
650	TRANSPORTATION BENEFIT DISTRICT	1,043,555	470,178	-	-	1,513,733
		<u>\$ 52,547,264</u>	<u>\$ 9,060,873</u>	<u>\$ 7,130,837</u>	<u>\$ (228,275)</u>	<u>\$ 54,249,024</u>

**COMPOSITION OF CASH AND INVESTMENTS
AS OF MARCH 31, 2021**

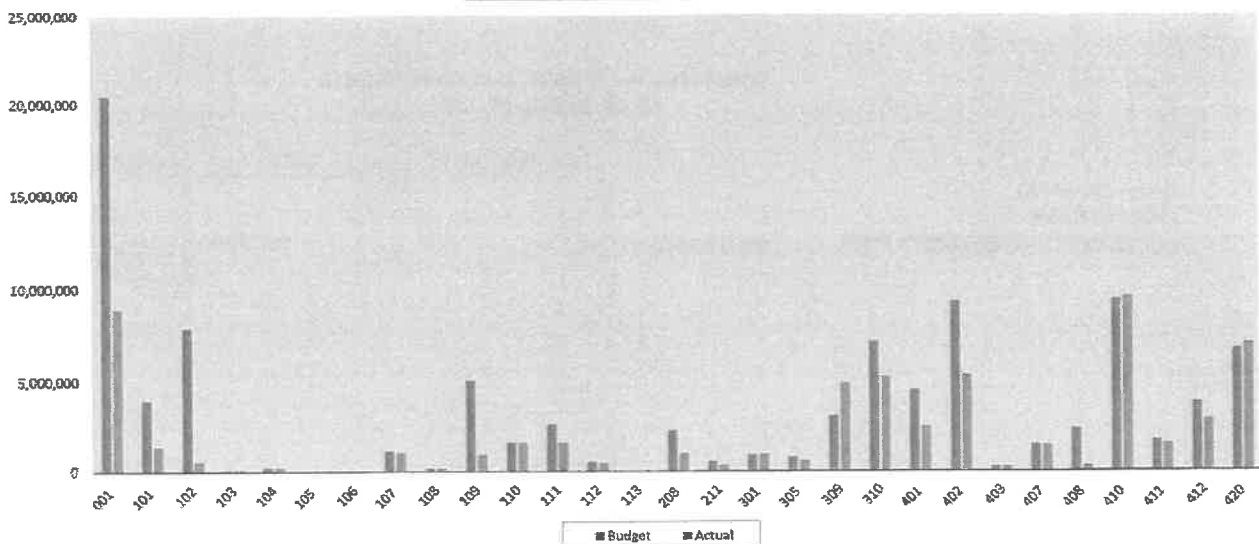
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			1,978,377
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	0.1139%	52,270,347
			<u>\$ 54,249,024</u>



YEAR-TO-DATE RESOURCE SUMMARY AND COMPARISON TO BUDGET AS OF MARCH 31, 2021

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	20,453,212	\$ 8,895,234	\$ 11,557,978	43%
101	STREET FUND	3,942,894	1,383,569	2,559,325	35%
102	STREET CAPITAL FUND	7,879,255	529,536	7,349,719	7%
103	SENIOR CAPITAL FUND	100,000	100,628	(628)	101%
104	PEDESTRIAN SAFETY FUND	215,000	215,088	(88)	#N/A
105	DRUG INVESTIGATION FUND	17,071	17,553	(482)	103%
106	DRUG INVESTIGATION FUND	13,327	13,276	51	100%
107	HOTEL-MOTEL FUND	1,135,107	1,036,011	99,096	91%
108	PUBLIC ART CAPITAL PROJECTS	139,974	137,273	2,701	98%
109	PARK DEVELOPMENT FUND	5,039,070	918,210	4,120,860	18%
110	CIVIC CENTER DEBT RESERVE	1,613,739	1,593,311	20,428	99%
111	STRATEGIC RESERVE FUND	2,610,002	1,601,802	1,008,200	61%
112	EQUIPMENT RESERVE FUND	493,863	439,135	54,728	89%
113	DONATIONS/CONTRIBUTIONS		6,164	(6,164)	#N/A
208	LTGO BOND REDEMPTION	2,245,356	977,147	1,268,209	44%
211	UTGO BOND REDEMPTION	511,037	297,802	213,235	58%
301	PROPERTY ACQUISITION FUND	899,056	924,583	(25,527)	103%
305	GENERAL GOVT CAPITAL IMPR	771,853	542,741	229,112	70%
309	IMPACT FEE TRUST	3,039,048	4,831,551	(1,792,503)	159%
310	HOSPITAL BENEFIT ZONE	7,075,420	5,167,661	1,907,759	73%
401	WATER OPERATING	4,461,751	2,451,638	2,010,113	55%
402	SEWER OPERATING	9,203,075	5,258,875	3,944,200	57%
403	SHORECREST RESERVE FUND	224,266	202,182	22,084	90%
407	UTILITY RESERVE	1,467,963	1,435,666	32,297	98%
408	UTILITY BOND REDEMPTION	2,329,523	260,594	2,068,929	11%
410	SEWER CAPITAL CONSTRUCTION	9,337,703	9,466,324	(128,621)	101%
411	STORM SEWER OPERATING FUND	1,721,199	1,531,677	189,522	89%
412	STORM SEWER CAPITAL	3,826,223	2,862,961	963,262	75%
420	WATER CAPITAL ASSETS	6,689,834	6,983,178	(293,344)	104%
631	MUNICIPAL COURT		13,035	(13,035)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	2,530,109	1,513,733	1,016,376	60%
		\$ 99,985,930	\$ 61,608,137	\$ 38,377,794	62%

Estimated vs Actual Resources
2021 Budget

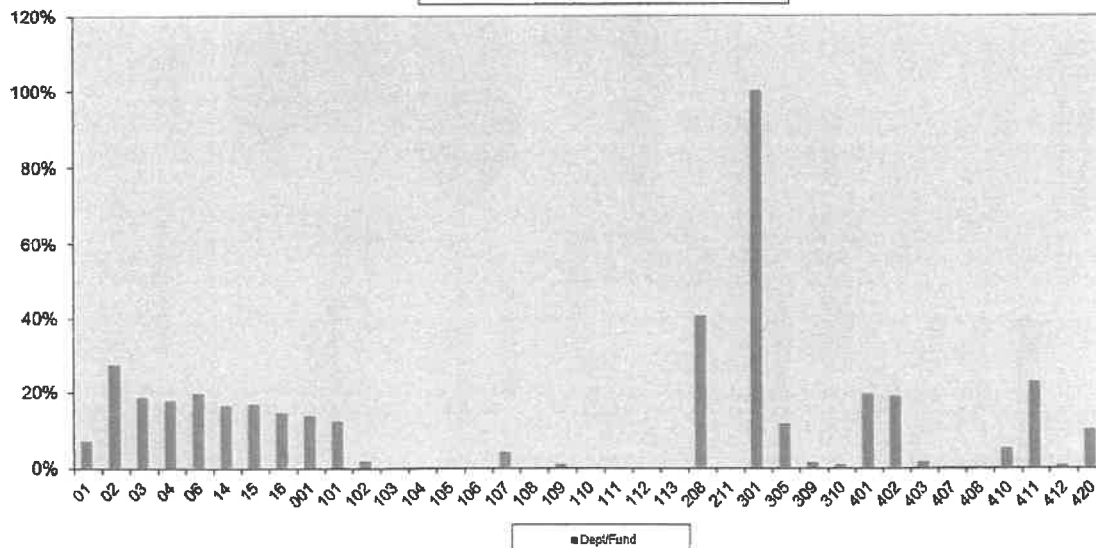




**YEAR-TO-DATE EXPENDITURE SUMMARY
AND COMPARISON TO BUDGET
AS OF MARCH 31, 2021**

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 7,218,103	\$ 500,867	\$ 6,717,236	7%
02	LEGISLATIVE	82,400	22,687	59,713	28%
03	MUNICIPAL COURT	478,900	88,938	390,962	19%
04	ADMINISTRATIVE/FINANCIAL	2,092,380	369,130	1,723,250	18%
06	POLICE	4,293,206	845,163	3,448,043	20%
14	COMMUNITY DEVELOPMENT	2,493,338	404,649	2,088,689	16%
15	PARKS AND RECREATION	1,427,744	238,344	1,189,400	17%
16	BUILDING	468,767	67,752	401,015	14%
001	TOTAL GENERAL FUND	18,555,838	2,537,530	16,018,308	14%
101	STREET FUND	3,459,043	417,344	3,041,699	12%
102	STREET CAPITAL FUND	7,870,933	154,944	7,715,989	2%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	215,000	-	215,000	-
105	DRUG INVESTIGATION FUND	-	-	-	#N/A
106	DRUG INVESTIGATION FUND	1,758	-	1,758	-
107	HOTEL-MOTEL FUND	481,115	18,668	462,447	4%
108	PUBLIC ART CAPITAL PROJECTS	113,000	-	113,000	-
109	PARK DEVELOPMENT FUND	5,029,833	49,534	4,980,299	1%
110	CIVIC CENTER DEBT RESERVE	-	-	-	#N/A
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	6,164	(6,164)	#N/A
208	LTGO BOND REDEMPTION	2,226,224	898,545	1,327,679	40%
211	UTGO BOND REDEMPTION	265,763	-	265,763	-
301	PROPERTY ACQUISITION FUND	820,000	820,000	-	100%
305	GENERAL GOVT CAPITAL IMPR	700,000	78,545	621,455	11%
309	IMPACT FEE TRUST	2,219,600	30,000	2,189,600	1%
310	HOSPITAL BENEFIT ZONE	4,993,000	38,000	4,955,000	1%
401	WATER OPERATING	2,116,933	410,082	1,706,851	19%
402	SEWER OPERATING	5,008,159	937,095	4,071,064	19%
403	SHORECREST RESERVE FUND	13,779	209	13,570	2%
407	UTILITY RESERVE	-	-	-	#N/A
408	UTILITY BOND REDEMPTION	2,285,391	-	2,285,391	-
410	SEWER CAPITAL CONSTRUCTION	4,207,205	202,539	4,004,666	5%
411	STORM SEWER OPERATING FUND	1,609,934	366,257	1,243,677	23%
412	STORM SEWER CAPITAL	1,650,133	15,235	1,634,898	1%
420	WATER CAPITAL ASSETS	1,406,708	139,933	1,266,775	10%
631	MUNICIPAL COURT	-	10,211	(10,211)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	110,000	-	110,000	-
		\$ 65,359,349	\$ 7,130,837	\$ 58,228,512	11%

**Expenditures as a Percentage of
2021 Budget**





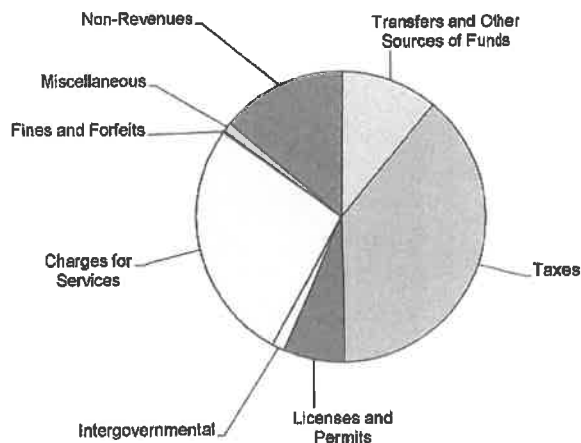
**YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF MARCH 31, 2021**

<u>TYPE OF REVENUE</u>	<u>AMOUNT</u>
Taxes	3,493,899
Licenses and Permits	617,763
Intergovernmental	128,332
Charges for Services	2,448,399
Fines and Forfeits	14,198
Miscellaneous	93,439
Non-Revenues	1,268,546
Transfers and Other Sources of Funds	983,262
Total Revenues (excludes Court Pass Thru)	9,047,838
Beginning Cash Balance	52,547,264
Total Resources	<u>61,595,102</u>

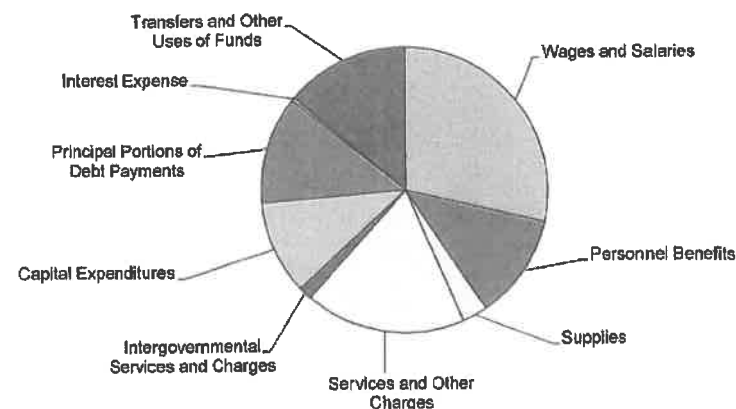
**YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF MARCH 31, 2021**

<u>TYPE OF EXPENDITURE</u>	<u>AMOUNT</u>
Wages and Salaries	2,035,151
Personnel Benefits	849,988
Supplies	202,693
Services and Other Charges	1,295,134
Intergovernmental Services and Charges	105,142
Capital Expenditures	755,564
Principal Portions of Debt Payments	872,305
Interest Expense	26,241
Transfers and Other Uses of Funds	978,409
Total Expenditures (excludes Court Pass Thru)	<u>7,120,626</u>
Ending Cash Balance	54,249,024
Total Uses	<u>61,369,650</u>

Revenues by Type - All Funds



Expenditures by Type - All Funds



**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2021**

	SPECIAL REVENUE FUNDS										
	001 GENERAL GOVERNMENT	101 STREET	102 STREET CAPITAL	103 SENIOR CAPITAL	104 PEDESTRIAN SAFETY	105 DRUG INVESTIGTN	106 DRUG INVESTIGTN	107 HOTEL - MOTEL	108 PUBLIC ART PROJECTS	109 PARK DVLP FUND	110 CIVIC CTR DEBT RESERVE
ASSETS											
CASH	\$ 214,193	\$ 33,751	\$ 12,514	\$ 3,775	\$ 8,069	\$ 659	\$ 498	\$ 37,289	\$ 5,150	\$ 25,540	\$ 59,774
INVESTMENTS	5,492,695	865,915	321,057	96,853	207,018	16,895	12,778	956,674	132,123	655,245	1,533,537
RECEIVABLES	1,733,150	791	-	-	-	-	-	54,964	-	-	-
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	7,440,038	900,457	333,571	100,628	215,088	17,553	13,276	1,048,926	137,273	680,785	1,593,311
LIABILITIES											
CURRENT	5,998	3,000	0	-	-	-	-	-	-	27,212	-
LONG TERM	18,003	-	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	24,001	3,000	0	-	-	-	-	-	-	27,212	-
FUND BALANCE:											
BEGINNING OF YEAR	6,518,566	1,228,223	388,866	100,599	215,027	17,548	13,271	1,015,930	137,231	687,146	1,592,806
Y-T-D REVENUES	3,436,001	86,578	99,649	28	61	5	5	51,664	42	5,961	506
Y-T-D EXPENDITURES	(2,537,530)	(417,344)	(154,944)	-	-	-	-	(18,668)	-	(49,534)	-
ENDING FUND BALANCE	7,416,037	897,457	333,571	100,628	215,088	17,553	13,276	1,048,926	137,273	653,573	1,593,311
TOTAL LIAB. & FUND BAL.	\$ 7,440,038	\$ 900,457	\$ 333,571	\$ 100,628	\$ 215,088	\$ 17,553	\$ 13,276	\$ 1,048,926	\$ 137,273	\$ 680,785	\$ 1,593,311

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2021

	111 STRATEGIC RESERVE	112 EQUIPMENT RESERVE	113 CONTRIBUTION DONATIONS	301 PROPERTY ACQUISITION	305 GEN GOVT CAPITAL IMP	309 IMPACT FEE TRUST FUND	310 HOSPITAL BENEFIT	631 MUNICIPAL COURT	650 TRANSPORT BENEFIT DIST	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND REDEMPTION	TOTAL DEBT SERVICE
ASSETS													
CASH	\$ 60,092	\$ 16,474	\$ -	\$ 3,923	\$ 17,415	\$ 180,978	\$ 192,442	-	-	\$ 658,343	\$ 2,949	\$ 11,172	\$ 14,121
INVESTMENTS	1,541,710	422,861	-	100,659	446,782	4,643,121	4,937,219	-	1,513,733	18,403,978	75,653	286,630	362,282
RECEIVABLES	-	-	-	41,301	41,301	-	-	-	-	138,366	-	3,003	3,003
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	1,601,802	439,135	-	145,884	505,497	4,824,099	5,129,661	-	1,513,733	19,200,678	78,601	300,804	379,406
LIABILITIES													
CURRENT	-	-	-	-	-	45,096	-	-	-	75,308	-	(889)	(889)
LONG TERM	-	-	-	-	-	-	-	-	-	-	-	2,577	2,577
TOTAL LIABILITIES	-	-	-	-	-	45,096	-	-	-	75,308	-	1,688	1,688
FUND BALANCE:													
BEGINNING OF YEAR	1,601,328	439,002	-	790,628	420,781	4,443,815	5,166,036	(2,823)	1,043,555	19,308,968	78,569	290,240	368,810
Y-T-D REVENUES	474	132	6,164	175,256	183,261	365,189	1,625	13,035	470,178	1,439,812	898,577	8,876	907,454
Y-T-D EXPENDITURES	-	-	(6,164)	(820,000)	(78,545)	(30,000)	(38,000)	(10,211)	-	(1,623,410)	(898,545)	-	(898,545)
ENDING FUND BALANCE	1,601,802	439,135	-	145,884	505,497	4,779,003	5,129,661	-	1,513,733	19,125,371	78,601	299,117	377,718
TOTAL LIAB. & FUND BAL.	\$ 1,601,802	\$ 439,135	\$ -	\$ 145,884	\$ 505,497	\$ 4,824,099	\$ 5,129,661	\$ -	\$ 1,513,733	\$ 19,200,678	\$ 78,601	\$ 300,804	\$ 379,406

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF MARCH 31, 2021

	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 SEWEF OPERATING	412 STORM SEWER CAPITAL	420 WATER CAP. ASSETS			
ASSETS												
CASH	\$ 72,283	\$ 166,945	\$ 7,687	\$ 53,860	\$ 9,776	\$ 371,826	\$ 48,277	\$ 106,726	\$ 256,640	\$ 1,092,020	\$ 1,978,677	
INVESTMENTS	1,851,906	4,280,515	\$ 197,211	1,381,807	250,818	9,539,460	1,187,262	2,738,140	6,584,273	28,011,391	52,270,347	
RECEIVABLES	210,060	526,994	490	-	-	624,666	169,653	-	-	1,731,863	3,606,372	
FIXED ASSETS	16,339,688	47,072,021	-	-	-	1,024,096	2,277,798	932,876	935,982	68,582,460	68,582,460	
OTHER	-	-	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS	18,473,936	52,046,475	205,388	1,435,666	260,594	11,760,048	3,680,990	3,777,742	7,776,895	99,417,734	126,437,856	
LIABILITIES												
CURRENT	12,817	10,962	-	-	1,973,599	2,457	20,451	-	12	2,020,298	2,100,715	
LONG TERM	76,173	121,307	-	-	22,469,583	-	72,260	-	-	22,739,323	22,759,902	
TOTAL LIABILITIES	88,990	132,269	-	-	24,443,182	2,457	92,711	-	12	24,759,621	24,860,618	
FUND BALANCE:												
BEGINNING OF YEAR	18,314,424	51,569,080	201,858	1,435,245	(24,182,666)	11,313,978	3,736,474	3,678,876	7,383,591	73,450,869	99,647,203	-
Y-T-D REVENUES	480,605	1,282,221	3,740	421	78	646,152	218,063	114,101	533,226	3,278,806	9,060,873	
Y-T-D EXPENDITURES	(410,082)	(937,095)	(209)	-	-	(202,539)	(366,257)	(15,235)	(139,933)	(2,071,351)	(7,130,837)	
ENDING FUND BALANCE	18,384,946	51,914,205	205,388	1,435,666	(24,182,588)	11,757,591	3,588,279.31	3,777,742	7,776,883	74,658,113	101,577,238	
TOTAL LIAB. & FUND BAL.	\$ 18,473,936	\$ 52,046,475	\$ 205,388	\$ 1,435,666	\$ 260,594	\$ 11,760,048	\$ 3,680,990	\$ 3,777,742	\$ 7,776,895	\$ 99,417,734	\$ 126,437,856	

CITY OF GIG HARBOR 2021 BUDGET FIRST QUARTER STATUS REPORT

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GENERAL FUND – NON-DEPARTMENTAL

Objective	Status of Objective (as described in the 2021 Budget)
Legislative. The county auditor's office charges the city for voter registration and election services. \$45,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes:
Financial. The annual audit performed by the state auditor's office: \$50,000. Insurance for General Governmental activities: \$389,280.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 50% Notes: Insurance paid \$397,497
Employee benefits. Payments for LEOFF I retiree costs, workers' compensation and unemployment benefits for former employees. \$28,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 11.2% Notes:
Unemployment benefits. The city is self-insured; therefore, unemployment benefit claims are fully funded by the city. Summer hires and temporary employees are also entitled to unemployment. \$21,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: Not predictable, will know after year-end.
Harbor History Museum – General Admission. Many visitors, including city residents, those who live beyond the city limits, and tourists from the United States and beyond, want to visit the museum, but cannot due to the cost of admission. They want to know the history of the place in which they live or are visiting, and they turn to the museum for those answers. Support from the City for general admission makes that history and culture accessible and encourages repeat visits and ongoing support. As a community asset and resource, the Museum is available to everyone—those who are part of its past and those who will determine its future. Provide funding to the Harbor History	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 100% Notes:

Museum in order to provide free admission to the general public. \$30,000.	
Senior Citizens Programming. This funding will support learning and enrichment activities for local senior citizens. \$10,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes:
Operating transfers out. General fund transfers to other funds for 2020 are as follows: Fund Amount Street Operating \$2,200,000 Street Capital 1,350,000 Park Development 1,225,000 LTGO Debt 700,000 Strategic Reserve 1,000,000 Equipment Reserve 50,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0.09% Notes: \$5,700 transferred to Park Development for Eddon Marine Rails & Jerkovich Pier. Funds transferred as needed.

GENERAL FUND – MUNICIPAL COURT

Objective	Status of Objective (as described in the 2021 Budget)
Equipment Replacement and Purchase. Purchase (5) monitors, (5) signature pads, (2) laptops, (1) docking station necessary for the implementation of eFiling and transition to a paperless court under the new Case Management System. This equipment will also be useful for teleworking in the event of a natural disaster or emergency. \$8,600	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: we are testing the new case management system before purchasing equipment.

GENERAL FUND – ADMINISTRATION

Objective	Status of Objective (as described in the 2021 Budget)
Policies and Procedures. Complete and implement the personnel policies update; develop and/or update other administrative procedures, including a purchasing policy, travel policy, accident prevention policy, and information systems policy (use electronic communications, internet, etc.).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 20% Notes:
Economic Development. Support local businesses by engaging the appropriate stake holders and assessing the needs of the various economic and employment centers in the city. Some recommended components of the economic development strategy are as follows: • Downtown Waterfront Alliance. Provide limited funding for the Gig Harbor Downtown Waterfront Alliance and its continued activities to promote downtown businesses. \$35,000 • Chamber of Commerce. Continue involvement with the Gig Harbor Chamber of Commerce, including City representation on the Chamber Board of Directors and also maintaining the City's membership in the Chamber. \$550 • Downtown Traffic and Parking Strategy. Support downtown businesses in developing a downtown traffic and parking strategy. (See Public Works budget detail).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 66% Notes:
State and Federal Lobbying Efforts. In accordance with the city, state and federal legislation agendas, carry on state and federal lobbying efforts to advocate for capital project funding as well as legislation that would benefit the city. Maintain contract with a lobbying firm at the state level. \$40,000 Continue the federal lobbying contract through December 31, 2021. \$60,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:

State and Federal Grants. Continue to seek, pursue, and apply for state and federal grants, as well as grants from the non-profit and private sectors on a balanced basis according to our capacity to complete such grants.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
Capital Improvement Plan. Implement and further develop the capital improvement plan for streets, parks, and utilities.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes:
Downtown. Promote and attract new businesses while maintaining its residential charm.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: ____% Notes: On hold due to staffing capacity
Foster Gig Harbor Businesses. Foster Gig Harbor businesses during the COVID-19 pandemic by supporting creative, legal ways for normal business activities to occur.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:

GENERAL FUND – CITY CLERK

Objective	Status of Objective (as described in the 2021 Budget)
Public Records Requests. Continue to facilitate the appropriate and timely response to the increasing volume of public records requests in order to be more open, accountable, and responsive to citizens. January – December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes: No budget associated.
Open Government Program. Continue to implement an open data portal. Open data can facilitate government transparency, accountability, and public participation. January – December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes: No budget associated.
Claims Recovery. Continue an aggressive approach for reimbursement of costs for damage to city property. January – December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes: No budget associated.
Risk Management. Continue the Employee Safety Committee as required by the Accident Prevention Policy adopted in 2011. Work with all departments to address concerns and solutions. The goal is to prevent employee and citizen injury and property damage. January - December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 35% Notes: No budget associated. New safety policy is under review.
Records Program. Work for continued compliance with document and electronic records retention and ways to facilitate record retrieval through the Records Management Committee. January – December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 15% Notes:

GENERAL FUND – HUMAN RESOURCES

Objective	Status of Objective (as described in the 2021 Budget)
Policies and Procedures. Complete and implement the personnel policies update; develop and/or update Human Resources or Administrative procedures to ensure policies are aligned with changes in employment laws, etc.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>50</u> % Notes: Policy development is ongoing as new laws are implemented. We are working with Summit Law to update our 2007 Personnel Regulations, which has been a three-year process. COVID has required us to redirect our attention to other urgent matters.
Employee Training. Design, deliver and obtain pertinent and timely employee training, ensuring compliance with the goal of promoting more equitable practices by transforming what we do to better meet the needs of our community. Implement an annual employee training day; train hiring managers on NEOGOV system; cross train payroll duties within HR department; provide specific training and coaching for supervisors and managers.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes: Due to our increasingly high volume of work, this is currently on hold. We recently have a vacant position within our department, which will focus primarily on cross training payroll duties. I would recommend hiring a Training and Development specialist who could focus on city wide training, safety, and compliance needs.
Performance Evaluations. Lead process improvement activities to develop a more robust and meaningful employee performance evaluation process focusing on building/maintaining critical skills. Implement an online evaluation tool to assist in timely evaluations and the ability to follow up on measured outcomes. Implement NEOGOV Perform.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: <u>50</u> % Notes: Initial setup of Perform has been completed with our current evaluation system. We are working on the employee/supervisor training portion for rollout. We are also hoping to work with a consultant to update the performance evaluation process and obtain employee feedback on how the

	evaluation process can be more meaningful for employees and supervisors.
Innovation. Research and implement ways to improve efficiencies that impact multiple departments (i.e. electronic timesheets, leave slips, etc.).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: <u>15</u> % Notes: We are still looking for solutions that would be compatible with our financial system. Many of the products we have researched/tested will not work with our current financial system.
AWC WellCity Designation. Continuing efforts to earn this award annually with a goal to increase employee involvement and a healthy work-life balance, with a desired result of retaining the City's 2% discount toward medical premium costs.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: <u>25</u> % Notes: These activities are ongoing throughout the year. The City was awarded the WellCity Award for 2021.
Training Expenses. City-wide training activities, such as all-staff training, specific training for managers and supervisors, and training for specific HR functions for changes in employment laws. It is the goal of Human Resources to be proactive and not reactive, and in the long term, saving time and money. \$5,000.	The following trainings have been offered to all employees: Please see the table below of current training being offered through our EAP.
Employee Appreciation Activities. This includes employee of the quarter recognition from peers with eligibility criteria outlined ahead of time; eligible employees would be required to be in good standing with the City. \$2,000.	Due to our increasingly high volume of work and COVID restrictions, this is currently on hold.

Date	Time	Title
16-Mar	9:00 a.m.	Running on E: Adding Energy and Passion to Your Work and Life
17-Mar	9:00 a.m.	Building Trust
18-Mar	9:00 a.m.	Coping during uncertain times
18-Mar	10:30 a.m.	Mental Health Awareness for Leaders

23-Mar	9:00 a.m.	Being Adaptive in an Ever-changing World
24-Mar	9:00 a.m.	Difficult Conversations During Times of Unrest
25-Mar	9:00 a.m.	Mental Health Awareness
30-Mar	9:00 a.m.	Work-Life Balance in a Work from Home Environment
31-Mar	9:00 a.m.	Running on E: Adding Energy and Passion to Your Work and Life
1-Apr	9:00 a.m.	Being Adaptive in an Ever-changing World
6-Apr	9:00 a.m.	Coping during uncertain times
6-Apr	10:30 a.m.	Mental Health Awareness for Leaders
7-Apr	9:00 a.m.	Mental Health Awareness
8-Apr	9:00 a.m.	Building Trust
13-Apr	9:00 a.m.	Difficult Conversations During Times of Unrest
15-Apr	9:00 a.m.	Work-Life Balance in a Work from Home Environment

GENERAL FUND – INFORMATION TECHNOLOGY SERVICES

Objective	Status of Objective (as described in the 2021 Budget)
License Acquisition. Acquire licenses for Microsoft server operating systems to operate distributed systems and line of business applications used by staff in all city departments. \$20,000 (one-time cost) – April-June.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: __0_% Notes:
Network Infrastructure Review. Select a 3rd party firm to conduct a review of the network infrastructure that was implemented in 2020. The firm will provide recommendations to any issues discovered during the review process. \$5,000 (one-time cost) – July-September.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: __0_% Notes:

GENERAL FUND – FINANCE

Objective	Status of Objective (as described in the 2021 Budget)
Rental property revenues and expenditures. Prepare schedules for each rental property detailing operating revenues and expenditures.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 10% Notes:
General ledger. Reconcile general ledger and utility billing systems.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 10% Notes:
Accounts Payable. Explore automated/electronic processing alternatives for accounts payable.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes:
Excise tax reporting. Develop a new template for reporting and paying the city's monthly tax liabilities to the Washington State Department of Revenue.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 10% Notes:

GENERAL FUND – POLICE

Objective	Status of Objective (as described in the 2021 Budget)
Maintain sufficient training budget per officer. Certain state mandates require a specific amount of in-service training hours per officer/year (24). Our risk managers also require specific recurring training and there are other training opportunities that arise that provide direct benefit to the department (i.e. Instructor level courses to eliminate the need to send officers outside the department for training). The cost of training courses has increased dramatically in the past several years. To meet the statutory requirements and address the rising cost of some courses offered, the police department attempts to conduct as much in-house training as possible and/or host training classes from outside vendors in order to acquire free registrations(s) in these hosted classes. \$24,100.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 14.81% Notes:
Improve emergency response capabilities through partnerships with other agencies. Sharing resources and expertise with other public safety agencies will remain a priority. Upgrade and add additional emergency response equipment. Opportunities to participate in regional training and Incident Management consortiums will ensure that our staff will receive the most cost effective and up-to-date training and exposure to emergency response. We have been successful in obtaining grant-funded equipment for the partial outfitting of our Mobile Emergency Command Center (MECC) and are entering into a partnership with Pierce County Fire District 5 to make this unit fully operational. Additional equipment (radio) is needed. \$7,500 (carried over from 2019 and 2020 budgets).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0 % Notes: Budgeted item (radio) <u>might</u> not need to be purchased. Surplus equipment in use.
Seek grants and other outside funding options. Research and secure funding sources outside normal city revenue	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget:

sources to support police department initiatives. Ongoing.	☒ Yes ☐ No Percent complete as of 3/31/21: N/A Notes:
Partnership with Pierce County DEM. Continue our financial support to Pierce County DEM to ensure we continue our collaborative relationship. Pierce County DEM assists with our Emergency Management Response Plan among other tasks. The cost is based on a fee of \$0.85 per capita. Estimated \$9,500.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0 % Notes: Not yet billed.
KGHP Radio. Continue our financial contribution to our local KGHP radio station in return for public service announcements and emergency warnings and notifications. \$3,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0 % Notes: Not yet billed.
Fund the provision of specialized services from the Pierce County Sheriff's Department (PCSD). This special services contract allows the Gig Harbor Police Department unlimited access to the PCSO Special Weapons and Tactics (SWAT), Investigative and Forensic Unit, as well as the dive team. \$19,890.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0 % Notes: Not yet billed.
Continue to contract dispatch and radio services through South Sound 911 and the Combined Communications Network. The police department contracts with South Sound 911 for all emergency telephone answering and police dispatching services. We also receive nighttime law enforcement records support through this agency. Additionally, in 2015, the police department was required to migrate to a new digital 700mHz radio system that is owned by the Combined Communications Network (CCN - a consortium of Pierce County Department of Emergency Management and Pierce Transit). An estimate of \$22,000 for CCN radio access fees was used in this projection. \$266,422.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25 % Notes:
Continue Taser lease program. The projected life span of a Taser electronic	Objective on track to be met in 2021: ☒ Yes ☐ No

control device is 5 years. Several years ago, we entered into a lease program that maintains our outfitting of Tasers with current life span and replacements as needed. The current cost of a Taser X26P is \$875.00. The ongoing lease covers 10 Tasers. \$3,038.	Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0 % Notes: Not yet billed.
Replace two patrol vehicles. In 2020, one existing patrol car had a complete engine failure and requires replacement. Additionally, one other patrol car has reached its end of life and will need to be replaced in 2021. We attempt to repurpose as much of the patrol car equipment from an old car as possible. \$95,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0 % Notes: Vehicles were purchased with 2020 funds. Upfitting still to occur in 2021.
Computers. Several of our in-car computers have reached end of life and are due for replacement. Additionally, some in-station desktop computers are in need of upgrade to operate new software programs. \$18,753.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 5.93 % Notes:

GENERAL FUND – PLANNING

Objective	Status of Objective (as described in the 2021 Budget)
Annual Comprehensive Plan Amendments. Review and process public annual amendment docket items and bi-annual private amendment docket items. Amendments for each annual docket are due by the end of June the preceding year. 2021 amendments include Land Use Element Update for consistency purposes with the Municipal Code. \$10,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 5% Notes:
Process improvements. Continue to develop text amendments, standard operating procedures, and client assistance memos which increase permit processing efficiency and improve customer service. Ongoing.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
Land Use Text Amendments. Respond to State and Federal legislation. Process private-party and city requested text amendments initiated by the City Council. Review the Planning Commission's work program annually with the City Council. As necessary, reduce the frequency of Planning Commission meetings to once a month to provide staff and the commission adequate time to prepare for and review the active text amendments. Ongoing.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 5% Notes:
Balance long-range and current planning tasks. Balance tasks to maintain and improve upon permit processing timelines as permit volume continue increasing. Ongoing.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
FEMA Special Flood Hazard Area Regulations. Continue working with the City's consultant and FEMA staff to prepare an approach for habitat assessment review of development projects within the Special Flood Hazard Area. Under FEMA required regulations, almost all projects within the defined area must complete a habitat assessment to show that the project will not affect or will not likely adversely affect	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 50% Notes:

endangered species. Currently, the review is conducted on a project-by-project basis, with each project paying an average of between \$2,000 and \$5,000 in consultant fees to prepare the assessment. The City is working with FEMA to conduct a programmatic habitat assessment or making other code amendments that could ease the financial and time burden for smaller projects. Draft regulations are currently under review by FEMA staff with the city awaiting a response from that agency regarding their position on the proposal. \$10,000 – 2021 (Carryover from 2020).	
Housing Attainability. Hire a consultant to conduct a Housing Needs Assessment in coordination with the local housing authority. The needs assessment to include; analysis of housing needs for City residents based on age and special need; An estimate of housing needs by income group; and policy recommendations to increase rental affordability. In addition to the housing needs assessment, consider funding mechanisms for amendments to the Comprehensive Plan and GHMC to include best management practices for housing attainability in order to increase supply near services. \$30,000 – 2021 (Carryover from 2020).	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: Due to other priority items as outlined by the Council and Mayor, this Objective may not be completed in 2021. Director will keep Mayor and Council informed.
UGA Coordination. Work in coordination with Pierce County Planning and Public Works to protect and enhance development within the Associated Urban Growth Areas, utilizing the findings from the Annexation Feasibility Study. Consider Urban Growth Area Management Agreement. Ongoing.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
Shoreline Master Program Update. Work in coordination with Department of Ecology staff per the requirements of WAC 173-26-090 to complete the periodic review and update of the city's shoreline master program. \$10,000 – 2021 (Carryover from 2020, now with contract/consultant assistance).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 50% Notes:

Historic Preservation/CLG. Review and process applications for listing on the Gig Harbor Local Register, including the review and processing of Certificates of Appropriateness for alterations and rehabilitations of listed properties. Work in coordination with the applicant and DRB. Ongoing.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
Annexation Feasibility Study. Hire a consultant to assess the feasibility of annexing the 13 different UGA areas identified in the Comprehensive plan. Both Pierce County and Puget Sound Regional Council desire the City to annex all our affiliated UGA areas by 2030. A feasibility study would help the City prioritize areas for annexation as well as identify issues and opportunities for each area (fire flow/taxes/incompatible uses/infrastructure needs/form of annexation). \$50,000 –2021 (Carryover from 2020).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 2% Notes:
Buildable Lands Report. Continue to work with Pierce County and other cities within Pierce County to complete the 2021 Buildable Lands Report. Specifically, this report will determine the available capacity for population and employment growth within all jurisdictions in Pierce County and will be used in the 2024 Periodic Comprehensive Plan Update. 2021.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 75% Notes:
Growth Allocation. Analyze and evaluate population and employment demand numbers in relation to the Pierce County Small Cities and Towns allocation of the Puget Sound Regional Council's VISION 2050. Participate through the GMCC at a staff level and provide analysis to the Mayor and City Council for decision-making in advance of the 2024 Periodic Comprehensive Plan Update. 2021.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 60% Notes:
Design Manual Review. Through a robust public process, review the City of Gig Harbor Design Manual for opportunities to improve clarify, improve processing and memorialize Board and Director decisions. \$25,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: 0%

	Notes: Due to other priority items as outlined by the Council and Mayor, this Objective may not be completed in 2021. Director will keep Mayor and Council informed.
Development Regulation Update. Process City-initiated development regulation amendments as outlined in the 2021 Long Range Planning Work Plan. 2021 amendments include amendments pertaining to tree retention on private property which may include revisions to the Zoning Code, Shoreline Master Program, Fee Schedule (fines), Public Works Standards and Design Manual. The City will also consider retaining a third-party Arborist to review individual tree reports. \$25,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: Due to other priority items as outlined by the Council and Mayor, this Objective may not be completed in 2021. Director will keep Mayor and Council informed.
Development Agreement Processing. Process a Development Agreement Amendment for the Village at Harbor Hill consistent with approved Settlement Agreement. 2021.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 15% Notes:

GENERAL FUND – BUILDING & FIRE SAFETY

Objective	Status of Objective (as described in the 2021 Budget)
1 - Maintain staff competency, professionalism and certifications. Maintain staff competency, professionalism, and certifications through participation in training, code update courses and other relevant professional development opportunities. December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 50% Notes: Building Official and all Inspectors attended WABO in March.
2 - Provide fire inspection and investigation programs. Provide for inspection of work done under fire code construction and operational permits issued by the City, and for fire investigations compliant with state law. December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
3 - Update informational handouts related to building/fire activities and procedures. Update existing and create new informational materials related to department activities, policy and procedures making such information available in various media formats. December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
4 - Fully develop the SmartGov Portal and Dashboard for permit management and data reporting. With the transition from Interlocking to SmartGov, complete the implementation and testing of the SmartGov Portal and computer program and provide additional reporting capability from the permit tracking system. December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 100% Notes:
5 - Enhance electronic plan review program. Electronic plan review is now an option across all Community Services Departments. The Building Department has taken the lead to maintain an efficient and effective system; providing training, guidance and integration across the Departments. These practices will be further vetted and refined during the coming year. December.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
6 - Firework Regulation Amendment. Lead firework regulation amendment	Objective on track to be met in 2021: ☒ Yes ☐ No

process, including public outreach, Board/Commission review and legislative process. July.	Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 75% Notes:
7 - Code Review and Update-Street Names. Review and update Gig Harbor Municipal Code Section 12.12 to further clarify the City's Historic Street Name list and update as necessary. Coordinate with the CLG and History Museum for Historic Street Names. 2021.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes:

GENERAL FUND – PARKS OPERATING

Objective	Status of Objective (as described in the 2021 Budget)
1 - Skate Park Security Cameras. Install up to two new security cameras at the City's Skate Park to monitor activities in the park. \$5,000 (grant funded).	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Did not receive grant.
2 - Park Asset Reservation Software. Procure a software system that allows on-line view of schedules at all rentable park facilities and ability to request reservations. \$10,000	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Staff has not had time to review options and won't likely complete in 2021.
3 - Recycling Program. Launch a recycling program with the assistance of local businesses and the regional waste collector with innovative recycling containers and an awareness campaign. Funding and program development may occur through the implementation of a new franchise agreement. \$8,000	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Staff has not had time to review options and may not complete in 2021. This program will be a combined effort between Operations and the new Parks Manager.
4 - Volunteer Program(s). Establish and organize an Adopt-a-Park and Trail Program to ensure the parks are safe and clean. Funding would cover the cost of advertising and the purchase and installation of signs. \$5,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>30</u> % Notes:
5 - 2022 Parks Recreation Open Space Plan Update. The Washington State Recreation and Conservation Office (RCO) requires the City to update its Parks Recreation and Open Space (PROS) Plan every 6 years. The next PROS Plan should be adopted by Council no later than March 2022. Since the City's Parks Manager position is currently vacant the City will likely require the support of a consultant to complete the PROS Plan update. \$30,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes:

6 - Ancich Netshed Use Agreement. The City will develop and implement a use agreement for commercial fishermen to use the netshed and the general public to access the netshed. This agreement will be in accordance with the Washington State Historical Society's Heritage Capital Fund grant received by the City for the Ancich Netshed. This objective should only require staff time to complete. \$0.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>80</u> % Notes:
Replacement Purchase – GPS Receiver Kit. Purchase a GPS receiver kit with software. Current system is out of date and no longer supported. A new kit will allow for great accuracy and efficiency in provide accurate project information and data. \$12,000 (Parks \$2,400, Street \$2,400, Water \$2,400, Storm \$2,400 Wastewater \$2,400).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>100</u>% Notes:
New Purchase – Municipal Cleaning Vehicle (MCV). Purchase of equipment with flexible, environmentally friendly, cleaning abilities in maintenance of pervious surfaces, sidewalks, pathways as well as small spill recovery capability. \$120,000 (Parks \$40,000, Streets \$40,000, Storm \$40,000).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>100</u>% Notes:

GENERAL FUND – ARTS COMMISSION

Objective	Status of Objective (as described in the 2021 Budget)
1 - Creative Endeavors Support. Continue the program supporting and encouraging creative endeavors — especially those that provide “hands on” experiences — within Gig Harbor’s varied and diverse arts organizations. Preference will be given to events and experiences that take place outside of tourist season. \$25,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 75% Notes: Project awards have been approved and signed contracts due to City Clerk on April 9th. Events to be finished by December 8 for reimbursement.
2 - Gig Harbor Arts + Culture Planning. Explore and engage in the assessment, planning and application of a variety of programming including the Creative Districts from of the State Arts Commission, the Cultural Access Program with the State Art Alliance and the Gig Harbor Arts Center Alliance, to coordinate approaches and foster community collaboration that will grow the local arts and creative economy through cultural opportunities for residents and visitors of Gig Harbor. \$250	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: Planning is on hold due to COVID restrictions.
3. Workshops and Presentations 2021. Continuing the popular series of workshops begun six years ago. \$250	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: Workshops will resume when COVID restrictions are lifted.
4. Harbor Arbor Art. Continue project to have some of the tree stumps in city parks or rights of way embellished artistically. The stumps will eventually decompose, and the artworks will become a part of the site’s organic history. \$5,500.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: Looking for trees/snags to embellish. We hope to use some of the stumps from trees that will be removed at the Sports Complex.
5. Update the Catalogue of City-Owned Art. The goal is a more professional looking publication updated with recently	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget:

acquired art, that can be uploaded to the website and used to develop a future brochure for an art walk project. Will seek volunteers to perform the work. If approved by LTAC, funding will come from lodging tax funds in Fund 107. \$5,000	☒ Yes ☐ No Percent complete as of 3/31/21: 10% Notes: Project to catalogue art has been started in-house.
6. Update to Gig Harbor Arts Commission Web page. Update the outdated page on the city's website with refreshed content about the Arts Commission and the work they are engaged in for the citizens of Gig Harbor.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: Will discuss further this spring.
7. Historic plaques for concrete pillars at Donkey Creek / History Museum / Austin Estuary. Working with the History Museum and other partners we will create interpretive signage for the five pillars near the museum and Austin Estuary. The plaques will briefly tell the story of Gig Harbor's first people and the historic significance of the sites where the concrete pillars stand. \$4,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10%</u> Notes Working with museum and citizens to craft text for signage. Coordinating with the Mayor on signage for Austin Park.

GENERAL FUND – CITY BUILDINGS

Objective	Status of Objective (as described in the 2021 Budget)
1 - Civic Center HVAC System Assessment. The City's current HVAC system is almost 20 years old and uses R22 refrigerant for cooling. R22 is being phased out and is no longer allowed to be manufactured or imported into the United States. The City is proposing to develop a plan to either: (1) remove the existing R22 and replace it with the new, less efficient replacement refrigerant; or (2) remove the entire cooling system and replace it with a new cooling system. \$32,500.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes:
2. Replacement Purchase – Building Access and Control System. The current building access control equipment at the Civic Center was installed over 17 years ago when the building was constructed. The current equipment and software are no longer supported as vendor is no longer in business. New equipment will include two new control panels, 21 card readers and two keypad readers. A cloud based software system upgrade is included which allows for remote management of equipment. \$25,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>10</u> % Notes: The budgeted system was not compatible with connecting to a network system, thus creating a significant staff workload to reprogram dozens of locks each time an employee starts or leaves employment. Staff is looking at a more expensive option that would significantly reduce the staff time needed to update the system.
3. Re-Roof and Re-Insulate the Bogue Visitor's Center. In-house develop of a small public works contract to re-roof the City's Bogue Visitor's Center building. Per Building Code requirements, the insulation in the building must also be replaced. \$50,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>10</u> % Notes: Staff are considering adding upgrades to the HVAC system at the same time the roofing/insulation is replaced.

STREET DIVISION - OPEARTING

Objective	Status of Objective (as described in the 2021 Budget)
1. ADA Self-Evaluation & Transition Planning Program. Complete and Adopt the Public Works ADA Transition plan and allocate monies to continue the replacement of the non-conforming curb ramps. \$100,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes:
2. On-Call Transportation Engineering Assistance. Utilize the services on an on-call professional traffic engineer to address various issues that are in need of a solution when City Staff are not available or do not have the resources. The majority of this expenditure is pass through monies funded by the developer \$25,000 and the remainder, \$15,000, is City expenditure. \$40,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>25</u> % Notes:
3. Annual Pavement Maintenance and Repair Program. Perform pavement repair and chip sealing of five roadway sections (45th St Ct., Briarwood Lane, Pt. Fosdick Dr, Wollochet Dr, and Hollycroft St). Pavement maintenance and repairs include ADA improvements where required. \$1,200,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>10</u> % Notes: 30% design estimate indicates the cost to complete all roadways scoped will exceed the budgeted amount. Considering additive bid schedules approach for bidding to manage costs at time of construction award.
4. Public Works Standards Update. Staff will be supported by a consultant to complete a comprehensive update to the City's 2018 Public Works Standards and provide a process to receive input from the public. Public input shall include an Ad-Hoc Pedestrian/Cyclist Advisory Committee to consult on pedestrian/cyclist-related standards. Updates may include street cross section revisions, traffic calming measures, sidewalk design, utility updates, private street allowances and dedications, miscellaneous staff revisions, and other	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Staff won't likely have time to complete in 2021

updates as directed to staff as allowed by engineering standards and state/federal requirements. \$30,000	
5. On-Street Parking Code Development and Implementation. Review existing on-street parking standards. Develop new parking standards, codes, and an implementation plan. Coordinate with the Police Department on the ability to enforce any new code. This work will be completed as staff capacity exists and may require the purchase and installation of regulatory signs. \$15,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: ____% Notes:
Replacement Purchase – Vector Truck – Purchase of a new vector truck. The existing equipment was purchased in 2008 and past its serviceable life. Reliability of this vehicle is an issue and maintenance costs continue to escalate. The existing vector would be sold at auction after new vector is operational. Funding for this truck was partially allocated as part of the 2020 Budget. The total funding is shown below. Streets Operating funding will be supported by the Equipment Reserve Fund (No. 112.) \$725,000 (Street, \$72,500, Water \$72,500, Storm \$290,000, Wastewater \$290,000).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>100</u>% Notes:

STREET DIVISION - CAPITAL

Objective	Status of Objective (as described in the 2021 Budget)
1. Public Works Operations Center – Building Design and Permitting. Complete the building design and building permitting of the new Public Works Operations Center, including payment of all necessary utility general facility charges and transportation impact fees. This work assumes the City continues with the existing approved site plan and design review board approval. This work does not consider design or expenses for furnishings. \$220,000 (Parks \$62,333, Streets \$62,333, Water \$33,000, Storm \$62,333).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>50</u> % Notes:
2. Stinson Avenue Pavement Overlay (Grandview to Rosedale). Complete the construction of approximately 2,700 LF of pavement overlay along Stinson Avenue between Rosedale Street and Pioneer Way. The project will provide an HMA overlay and upgrade the existing non-compliant curb ramps to ADA standards. \$750,000 (\$515,000 PSRC pavement preservation grant, \$235,000 TIF).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>10</u> % Notes: Construction costs exceed budget and were approved by City Council
3. Stinson / Rosedale Roundabout. Complete the construction of a roundabout at the intersection of Stinson Avenue and Harborview Drive. Funding is from the City's Transportation Impact Fee fund and a TIB grant. \$750,000 (\$459,400 TIB, \$290,600 TIF).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>10</u> % Notes: Construction costs exceed budget and were approved by City Council
4. Stinson / Harborview Intersection Improvements. Complete the construction of the roundabout and other intersection improvements at Stinson Avenue and Harborview Drive. Due to economies of scale for permitting and civil construction costs, this work will include the construction of additional parking stalls for the Eddon Boat Park Brick House Rehabilitation	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>10</u> % Notes: Project is 90% designed. 90% design estimate exceeds budget; additional water, storm drainage and sanitary sewer design and

project. \$1,330,000 (\$816,000 TIB grant, \$434,000 TIF, \$80,000 general fund).	construction will likely extend contract construction into 2022.
5. 38th Avenue Improvement Project – Phase 1A. Complete the construction of approximately 2,000 LF of street corridor improvements along 38th Avenue incorporating Low Impact Development Standards (LID) consisting of bike lanes, sidewalk, biofiltration swale and pedestrian lighting on the east side between the City limits and Briarwood Lane. This project includes the first phase of improvements to provide pedestrian safety in City limits leading to two schools located just outside City limits. This phase will require coordination with Pierce County to continue improvements to the schools. Current Construction Estimate \$1,500,000 (\$750,000 TIF, \$750,000 general fund).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Design is nearing 100% complete. Bidding anticipated in May; Construction anticipated to start mid-June and completed by October
6. Burnham Drive 1/2-Width Roadway Improvements Phase 1A – Design and Permitting. Complete the construction of approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement (identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together. \$1,933,000 (HBZ).	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes: Design only is anticipated to be completed in 2021; Construction will not commence until 2022
7. Harbor History Museum Driveway Entrance Revision. Revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. \$33,000 (general fund).	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes:
8. Harbor Hill Drive Landscape Mitigation. Complete the installation of landscape mitigation within the portions of Northharbor Business Park and McCormick	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

Creek Plat Phase 3 landscape buffers that were impacted during the construction of the Harbor Hill Drive Extension project. \$100,000 (HBZ.)	Percent complete as of 3/31/21: <u>50</u> % Notes: McCormick Creek Plat Ph 3 buffers mitigation completed; Northharbor Business Park mitigation design in progress 75% complete
9. Pedestrian Crosswalk Improvements – Gig Harbor North. Install rectangular rapid flashing beacons at intersection crosswalks including Borgen Blvd./Harbor Hill Dr., Harbor Hill Dr. entrance to Costco, and Borgen Blvd./Olympus Wy. This work will include ancillary improvements as necessary to meet the Public Works Standards. \$470,000 (HBZ).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>25</u> % Notes:
10. Mid-Block Rapid-Flash Beacon Crosswalk System. Purchase and install a pedestrian crosswalk at 50th St Ct. and along Soundview Drive. Improve access to Veterans Memorial Park. \$ 50,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes:
11. Right Turn Lane at Wollochet Drive to SR-16 Westbound. Install a right turn lane along Wollochet Drive to SR-16 westbound on-ramp. \$450,000 (\$100,000 TBD, \$350,000 TIF)	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Begin preliminary design and IJR process with WSDOT to begin fall 2021
12. Prentice Ave/Fennimore St ½-Width Frontage Improvements. Complete a topographic survey, conceptual design, and associated cost estimate for ½-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Ave. in preparation for possible grant applications in 2022. \$50,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Will have On-Call consultant perform design work

PEDESTRIAN SAFETY

Objective	Status of Objective (as described in the 2021 Budget)
1. Various Crosswalk and Sidewalk Installations. Install various crosswalks with RRFBs and install adjacent sidewalks where identified on the Transportation Improvement Program list and recommended by the Public Works Committee. \$215,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Staff has not had time to review options with the Public Works Committee and won't likely complete in 2021

HOTEL – MOTEL TAX

Objective	Status of Objective (as described in the 2021 Budget)
1. Marketing & Advertising. The objective of this fund is to promote and market the greater Gig Harbor area in 2021 through our state visitor guide, digital advertising, website development and/or enhancement, social media, brochure distribution, event promotion, media relations and trade shows. In 2021, we will accurately spend the amount forecasted through a heightened focus on data, resulting in a targeted digital advertising campaign to better reach a qualified audience – this will allow us to measure results. For 2021, this fund will focus on leisure travel, layering in group travel and meetings as permitted. Geographically, we'll work to maximize our regional opportunities, and we'll work to further build off-season draws for travelers. Included here is also professional photography and graphic design. \$124,500	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 15% Notes: Creative is in motion. Digital Advertising targeted psychographics and demographics have been set based on modeling like audiences from past visitors, as well as retargeting campaigns.
2. City Sponsored Events. Costs associated with Summer Sounds, Movie Nights, Holiday Tree Lighting and other City events. \$42,615	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 22% Notes: Scheduling and permitting in motion for reduced series of concerts and movies in the park, making outreach to holiday planning.
3. Independent Film Location Campaign. Promote Gig Harbor to regional filmmakers for purposes of film creation and promotion. \$5,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: TBD. There is potential for this to produce b-roll. Working with production company to confirm final broadcast outlet.
4. Support to Travel Tacoma + Pierce County. Continue partnership with the Tacoma + Mt. Rainier CVB to capitalize on	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget:

shared resources for leisure travel, tour operators, group meetings, small conventions, public relations/media hosting, advertising and promotion opportunities. \$10,000	☒ Yes ☐ No Percent complete as of 3/31/21: 20% Notes: Contract reviewed, objectives discussed for 2021.
5. Support to the Kitsap Peninsula Visitor and Convention Bureau. Partner with Visit Kitsap on web marketing efforts, collaboration on corporate traveler, sport traveler, National Park Service water trails, and leisure traveler campaigns. \$5,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 15% Notes: On track. LP meeting new tourism director in early April to establish objectives.
6. Pierce Transit – Contribution for Get Around Gig Harbor Trolley operation. \$25,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes:
7. General Fund salary contribution. Fifty percent of the Tourism & Communications Dept salaries come from the General Fund. This amount funds 50% of two full-time positions. \$94,600 (50% of Tourism & Communications Dept salaries & benefits)	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 50% Notes: Tourism assistant to be recruited for this summer. Will reserve 6 months of salary for assistant.
8. Operations, Training and Travel. Office equipment, website hosting, mailing costs, staff training, travel and information services staff support for the tourism and communications department. \$32,400	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 25% Notes: Travel on hold. Any updates will take place virtually.
9. Lodging Tax Grants. Grant funds available to local organizations. \$125,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 75% Notes: Remaining applications for Spring due by Apr 1, \$75k awarded to date.
10. Update the Catalogue of City-Owned Art. Our public artworks are among the City's physical assets and proper documentation is essential. Our goal is to	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

create a more professional looking catalog of city- owned art, updated to include recent commissions and acquisitions. We will create an on-line catalog that can be uploaded to the website and used to develop a future brochure for self-guided art walks. We request hiring an independent contractor to do the catalog update, with guidance from the Arts Commission. \$5,000.	Percent complete as of 3/31/21: 0% Notes: This is a lessened priority, to be accomplished when department fully staffed.
New signs at Stinson, Pioneer, Harbor Hill. \$10,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: 0% Notes: TBD.

PUBLIC ART

Objective	Status of Objective (as described in the 2021 Budget)
1. Austin Estuary Park Honor Symbol. In conjunction with the Puyallup Tribe of Indians, the Gig Harbor Kiwanis Foundation and the City's Arts Commission, the City Council awarded a contract in 2019 for the creation and placement of an "honor symbol" in Austin Estuary Park to acknowledge the significance of the Tribe as the original residents of Gig Harbor. This project received funding in the 2019 and 2020 budget and will be completed as part of the 2021 budget. City's portion: \$50,000 funded from Public Arts Capital Projects Fund. (Other funders: Kiwanis Foundation; Puyallup Tribe)	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>50</u> % Notes: The artwork is finished and the artist is storing it in his studio. The cost to install the artwork is likely going to exceed budget. However, we won't know for certain until the design is completed later in 2021. Currently, we're awaiting approval of SMP variance (in the Comp Plan) to move forward with installation.
2. Harborview/Stinson Roundabout. Sidewalk art to be commissioned. (Funded by construction budget. \$10-15,000)	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u>% Notes: The schedule for installing this art depends completely on the schedule for the Stinson/Harborview intersection project.
3. Sports Complex. Art to be commissioned. Partially funded by construction budget.	Objective on track to be met in 2021: Yes ☒ No Objective will be met under budget: ☐ Yes ☐ No Percent complete as of 3/31/21: <u>0</u>% Notes: Awaiting progress report and budget allocation from Public Works before we can proceed.
4. Hollycroft / Olympic Drive Triangle. Art to be commissioned.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u>% Notes: Will discuss this project further this spring.

PARK DEVELOPMENT

Objective	Status of Objective (as described in the 2021 Budget)
1. Gig Harbor Sports Complex Phase 1B Design and Permitting. The Gig Harbor North Sports Complex project consists of two phases that are interrelated but not equivalent. The YMCA will proceed with the Phase 1A project, which consists of two artificial turf fields with associated lighting and parking and is funded in part with the City's previously awarded legislative grant and an RCO grant. In 2020 the City and the YMCA hope to finalize a lease and proceed with design and permitting for the Phase 1A project. Phase 1B is the City's portion of the complex and includes pickleball, bocce ball, multiple playgrounds, multiple pavilions, and a natural turf open space. Phase 1B is requesting funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. \$3,000,000 (\$2,000,000 HBZ, \$500,000 RCO LWCF grant, \$500,000 RCO WWRP grant).	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>5</u> % Notes: Staff will likely select a consultant and begin design but won't likely complete in 2021
2. Public Works Operations Center – Building Design and Permitting. Complete the building design and building permitting of the new Public Works Operations Center, including payment of all necessary utility general facility charges and transportation impact fees. This work assumes the City continues with the existing approved site plan and design review board approval. This work does not consider design or expenses for furnishings. \$220,000 (Parks \$62,333, Streets \$62,333, Water \$33,000, Storm \$62,333).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>50</u> % Notes:
3. Masonic Lodge Building Improvements. Design, permit, and construct building improvements to the main floor to make it accessible and functional for use as a community space. \$425,000 (\$250,000 HBZ, \$175,000 local funds).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes:

4. Crescent Creek Park – Visioning, Master Plan, Conceptual Design. Conduct visioning and develop a master plan for Crescent Creek Park pending Council direction on the City’s proposed Masonic Lodge building improvements. \$50,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>5</u> % Notes:
5. Native Vegetation Plantings. Install native trees and shrubs at various parks, streetscapes, and other City grounds. \$10,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes:
6. Community Paddler’s Dock. Design, permit, and construct a new gangway and float system for use by human powered craft from the existing Jerkovich pier. \$400,000 (\$240,000 HBZ, \$160,000 Park Impact Fees).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>20</u> % Notes:
7. Ancich Boat Storage Building Human-Powered Watercraft Storage Racks. Design and install custom storage racks with locking mechanisms for the public’s canoes, kayaks, and stand-up paddleboards at the Ancich Waterfront Park Boat Storage Facility. This includes a fence to separate the area leased to the Gig Harbor Canoe/Kayak Race Team. \$42,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>5</u> % Notes:
8. Skansie Netshed Structural Repairs. Design, permitting and construction of building structural repairs, siding repairs, repaint the exterior of the building, and re-roof the building. \$135,000	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Staff will likely select a consultant and begin design but won’t likely complete in 2021
9. Railway Carriages at Eddon Boat Building. The two railways at the Eddon Boat Building still require the construction of the boat carriages that will carry boats along the marine rails. This work will support the final design and construction of the two railway carriages. \$297,500 (general fund).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>100</u> % Notes: Design and bid complete; Purchase award authorization going to Council 4/12/21;

	Fabrication to be completed and delivered to Boat Shop for assembly this year.
10. Eddon Boat Park – Brick House Rehabilitation. Due to the timing of construction, the contractor may not complete the rehabilitation work in 2020. The amount identified below is proposed to be carried over from the remaining 2020 Budget and expended in 2021. \$100,000 (local funds).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>75</u> % Notes: Project was fully funded in 2020 budget, and construction started in 2020, continuing into 2021. The \$100k carryover amount for 2021 anticipated completion of more of this contract in 2020 than occurred. There are sufficient funds in Parks Development ending find balance to cover amount over budget.
11. Commercial Fishing Homeport Conceptual Design. Develop a conceptual design, permitting summary, and project cost estimate for the commercial fishing homeport at Ancich Park. \$30,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>5</u> % Notes:
12. Jerkovich Pier Advanced Mitigation Project. Design, permit, and demolish the existing, dilapidated Jerkovich Pier located at Ancich Park using the federal process for advanced mitigation for the future Commercial Fishing Homeport float system. \$150,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>20</u> % Notes:
13. Cushman Trail Connection to North Harborview Drive. Complete the design and permitting of the Cushman Trail connection to North Harborview (also known as Twawelkax Trail). \$45,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: This project is on hold pending acquisition of the proposed conservation futures parcel

WATER OPERATING

Objective	Status of Objective (as described in the 2021 Budget)
1. Annual Water Meter Replacement and Testing Program. In order to improve efficiency and accuracy, the City will be replacing existing meter registers with radio read registers. This project is anticipated to be completed in 2021. \$150,000 (Water \$75,000, Wastewater \$75,000).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>70</u> % Notes:
2. North Tank Inspection and Cleaning. Systematic, planned maintenance, inspection and cleaning of interior and exterior tanks to ensure physical integrity, security and water quality. \$20,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>50</u> % Notes: Only inspection for 2021.
3. Well Generator Servicing. Systematic servicing to ensure standby power supply is operable. \$10,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>100</u> % Notes:
4. Water Sampling Stations. Annual program for systematic replacement of aging water sample stations to ensure accurate water testing information. \$10,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>80</u> % Notes:
5. Utility Rate Study. Hire a consultant to perform a study to review each utility's existing rates and charges, review the forecasted revenues, and assess against the respective planned capital projects. \$40,000 (Storm - \$13,333, Water - \$13,333, Wastewater - \$13,334).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>5</u> % Notes:
6. Water Comprehensive Plan Update. Finalize the City-wide water system plan update based upon review by the Washington State Department of Health. \$10,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes:

WASTEWATER DIVISION - CAPITAL

Objective	Status of Objective (as described in the 2021 Budget)
1. Inflow and Infiltration Repairs of Manholes and Pipelines. As our underground collection system ages, the potential for leaks and failures increase. These failures use up capacity at the WWTP and add unnecessary costs to treat clean water. These funds will be used to repair/replace known deficiencies in the collection system. \$225,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>10</u> % Notes: This objective will be completed through the emergency gravity sewer main repair project at the intersection of Stinson Ave/Harborview Drive
2. Lift Station #12 (Woodhill Drive) Rehabilitation. Lift Station #12 will be 32 years old in 2021 and transfers over 1/3 of the City's sewage. The station's structural, mechanical and electrical systems require repair or replacement. As part of the upgrade, the wet well will be converted from the wet-pit dry-pit configuration to a current standard of a safer and more efficient wet well submersible pump station. The upgrade will include, but will not be limited to the following: coating of wet well, installation of submersible pumps, level control, piping, associated vaults, upgrading electrical, new generator or Dri-Prime diesel backup pump (screwsucker), odor control and converting the existing dry-pit to emergency storage. \$1,700,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>20</u> % Notes: Design is 90% complete. Construction Bidding is anticipated in May; Construction anticipated starting June 2021 with completion in March 2022. 90% design estimate indicates the construction project will be over budget.
3. Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control. The current centrifuge operation contributes a high ammonia concentration to the WWTP by way of its discharge (aka centrate). This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. These improvements should have positive results in increased centrifuge capacity and plant efficiency. A side benefit would be a potential reduction in power costs for reduced blower and centrifuge runtime. \$150,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>5</u> % Notes:

4. Rehabilitation of Lift Station #1 (Crescent Creek Park). Replace existing pumps, electrical and mechanical equipment. \$40,000.	Objective on track to be met in 2021: ☐ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes:
5. Replacement of Lift Station #6 (Ryan Street). Complete construction of the replacement sewer lift station. \$1,400,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes: Design is 60% complete. Construction Bidding is anticipated in June; Construction anticipated starting July 2021 with completion in April 2022.
6. Lift Station #2A (Bogue Viewing Platform) & Lift Station #11 (Woodland Creek Subdivision/48th St.) (2021) Generator Replacement. Replace generators. \$82,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>50</u> % Notes:
7. Murphy's Landing Marina Navigation Channel Dredge. In partnership with Murphy's Landing Marina, design and permit a bid ready set of contract documents for the removal of a portion of infill sedimentation that has occurred throughout the years, and will continue to do so, within the marina navigation channel. NOTE: This work will first require a memorandum of understanding between the City and Murphy's Landing Marina noting that all construction costs for the channel dredging will be the sole responsibility of the Murphy's Marina and the City will NOT participate in any construction or long-term maintenance costs. \$35,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes: Dredging Agreement drafted and reviewed by City Attorney
8. Lift Station #10 (35th Ave./Olympic Drive/Forest Grove Apartments) Force Main Rehabilitation. To permanently repair a poorly designed force main that has had numerous failures and repairs. \$40,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>95</u> % Notes:

9. Stinson Slip Lining Sewer Main. This work will coincide with a proposed 2021 public works contract for storm pipe slip lining repair. The sewer main slip lining work will repair a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes:
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STORM WATER DIVISION - OPERATING

Objective	Status of Objective (as described in the 2021 Budget)
1. Storm Utility Revenue Study. Review the storm water utility's revenue structure for equity and on-going sustainability of the storm water utility. \$34,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>5</u> % Notes:
2. Marine Outfall Maintenance. Per the City's NPDES Stormwater Permit, the City has completed an inventory of all City stormwater outfalls. In 2021 the City will verify operational responsibilities and generate a prioritized list of capital improvement program to correct or replace the deficient outfalls and a maintenance plan for all stormwater outfalls. This objective also includes funding for maintenance of at least one outfall. Consultant support with survey and environmental reports with in-house staff or small public work completion. The City will review funding sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$ 120,000	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>20</u> % Notes:
3. Utility Rate Study. Hire a consultant to perform a study to review each utility's existing rates and charges, review the forecasted revenues, and assess against the respective planned capital projects. \$40,000 (Storm - \$13,333, Water - \$13,333, Wastewater - \$13,334).	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>5</u> % Notes:
4. Local Source Control Program. The City to enter into an interagency Agreement with Tacoma-Pierce County Health Department with the purpose to reduce pollutants and impacts to surface waters and stormwater system as directed by the City's NPDES Stormwater permit issued by Washington Department of Ecology. To provide pollutant source control inspections and outreach to businesses that will increase operators awareness of the	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes:

necessary stormwater facilities maintenance, the best environmental stewardship practices, education, management practices that reduce pollutants discharging to the stormwater and elimination of illicit discharge connections to the stormwater system. An annual report to be provided itemizing the inspections and results realized. \$25,000.	
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STORM WATER DIVISION - CAPITAL

Objective	Status of Objective (as described in the 2021 Budget)
2. Storm Pipe Slip Lining. Perform the slip lining of two storm pipes in the City right of way due to failed pipe connections. These two storm pipes are located at the east end of Mountain View Place and in Vernhardson Street in the vicinity of Crescent Creek. In-house design and small public works contract for construction. \$126,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes:
3. Donkey Creek Daylighting at Harborview Drive Conceptual Designs and Feasibility. Determine options and associated costs for the daylighting of Donkey Creek at Harborview Drive and Austin Street to improve fish passage. The conceptual design process shall engage community stakeholders ensure the continued operation of the Gig Harbor Fisherman's Club remote site incubator (RSI) system and support efforts to enhance the RSIs post-restoration. This project will also serve as a tool to acquire future grants for further design and construction. \$30,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Due to current staffing levels we will not be able to complete work with a consultant this conceptual design and feasibility study.
4. Burnham Dr. Culvert Replacement at 96th Street. Design, permitting and construction of a replacement storm cross culvert in Burnham Drive south of 96th Street. This work will likely require a new fish-passable culvert and is planned to be performed as part of the Burnham Dr. ½-Width Roadway Improvements Phase 1 project included in the Streets Capital fund (No. 102). \$1,300,000	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>10</u> % Notes: Design only is anticipated to be completed in 2021; Construction will not commence until 2022

WATER DIVISION - CAPITAL

Objective	Status of Objective (as described in the 2021 Budget)
2. Emergency Water Intertie – Canterwood Blvd. Install an emergency water intertie (approximately 1,600 LF) along Canterwood Blvd between St. Anthony’s hospital and Baker Way to provide a redundant water source in the event of an emergency. \$440,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>10</u> % Notes: Will require Consultant design contract to complete due to loss of staff
3. Gig Harbor North Sports Complex Water Main. Redundant main installed by PW Operations. In-house design. \$80,000.	Objective on track to be met in 2021: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 3/31/21: <u>0</u> % Notes: Dependent upon Sports Complex Ph1B progress
4. Well #3 Reconstruction. Due to the degradation of the existing well casing, this project generally will design, permit and construct a new well casing, install new screens, install a new pump/motor assembly, and decommission the existing well. \$600,000.	Objective on track to be met in 2021: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 3/31/21: <u>30</u> % Notes: Construction contract exceeded budget and was approved by City Council