

City Council Meeting

**April 26, 2021
5:30 p.m.**



AMENDED AGENDA FOR GIG HARBOR CITY COUNCIL MEETING

Monday, April 26, 2021 – 5:30 p.m.

Due to public health concerns, this meeting will be accessible by phone by dialing (253) 215-8782 and entering the Meeting ID 932 1605 6382 or through Zoom at:

<https://zoom.us/j/93216056382>

Comments are only allowed during designated portions of the meeting. To speak during the meeting, press the Raise Hand button near the bottom of your Zoom window or press *9 on your phone. Please refrain from “raising your hand” until the Mayor has announced that he has opened the public comment portion of the meeting.

Your name or the last four digits of your phone number will be called out when it is your turn to speak. When using your phone to call in, you may need to press *6 to unmute yourself. All speakers will have up to three minutes to speak.

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

CALL TO ORDER / ROLL CALL:

PLEDGE OF ALLEGIANCE:

CHANGES TO THE AGENDA:

CONSENT AGENDA:

1. City Council Minutes April 12, 2021
2. Receive and File: a) Eddon Boat Shop 2020 Year End Report; b) Parks Commission Minutes Mar.3, 2021; c) Planning Commission Minutes Apr. 1, 2021; d) Proclamation - Essential Workers Appreciation Week
3. Resolution 1206 - Lodging Tax Grants
4. Change Order #1 to Well No. 3 Maintenance Contract
5. Approval of vouchers for Apr. 26, 2021: Checks 95145 through 95233 and ACH payments in the amount of: \$513,500.74

PRESENTATION:

1. Harbor Wildwatch Year-end Report – Lindsey Stover
2. Eddon Boat Shop – Sharon Bishop and Monica Veles

MAYOR’S REPORT:

1. Proclamation - Essential Workers Appreciation Week
2. YMCA Sports Complex - Brief Update

CITY ADMINISTRATOR’S REPORT: COVID-19 Update

STAFF REPORT:

1. 1st Quarter Finance Report & 1st Quarter Budget Status Report
2. Auditor's Exit Conference

PUBLIC COMMENT ON NON-AGENDA ITEMS:**OLD BUSINESS:**

1. Second Reading of Ordinance 1460 Amending Fireworks Regulations
 - a) Report: Building Official / Fire Marshal Paul Rice
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation and action

NEW BUSINESS:

1. 2021 Regional Decant Facility Beneficial Use Agreement – Port Orchard Interlocal Agreement
 - a) Report: Public Works Director Jeff Langhelm
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation and action
2. Austin Honoring Art – Artist Services Contract Amendment No. 2
 - a) Report: Public Works Director Jeff Langhelm
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation and action
3. Eddon Boat Brick House – Professional Services Contract Amendment No. 6 / SHKS
 - a) Report: Public Works Director Jeff Langhelm
 - b) Clarifying questions from Council
 - c) Public Comment
 - d) Council deliberation and action

COUNCIL REPORTS / COMMENTS:

Public Works Committee Apr. 13 – Councilmember Franich

ANNOUNCEMENT OF OTHER MEETINGS:

1. Planning/Building Committee – Mon. May 3 at 3:00 p.m.
2. Parks Commission – Wed. May 5 at 5:30 p.m.

ADJOURN:

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

MINTUES FOR GIG HARBOR CITY COUNCIL MEETING Monday, April 12, 2021 – 5:30 p.m.

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

CALL TO ORDER / ROLL CALL:

Mayor Kuhn called roll: Councilmembers Abersold, Denson, Franich, Himes, Markley, Rodenberg, and Woock

Staff: City Administrator Bob Larson, Community Development Director Katrina Knutson, Chief Kelly Busey, Public Works Director Jeff Langhelm, Finance Director David Rodenbach, Building Official / Fire Marshal Paul Rice, Tourism / Communications Director Laura Pettitt, City Clerk Molly Towslee, and Assistant City Clerk Josh Stecker

City Attorney Daniel Kenny

Guests: Linda Pitcher, Skansie Netshed Foundation, Louise Tieman, Parks Commission, Greg Hoeksema, Planning Commission, Brett Marlo-Desantis, Design Review Board, Larry Bleich, Citizens on Patrol, and George Pollitt, Community Volunteer

PLEDGE OF ALLEGIANCE: Girls Scout Troop 41049 Members Maddison and McKenna

CHANGES TO THE AGENDA: None

CONSENT AGENDA:

1. a) City Council Minutes Mar. 22, 2021;  b) City Council Special Meeting Mar. 23, 2021;  c) City Council Special meeting Mar. 25, 2021;  d) Council Study Session Mar. 4, 2021;  e) Council Study Session Mar. 11, 2021 
2. Receive and File: a) Skansie Netshed Foundation Year End Report;  b) Planning Commission Minutes Mar. 4 and Mar. 18, 2021;  c) Shaw Park Instrument Donation Letter;  d) Proclamation for Volunteer Appreciation Week;  e) Planning / Building Minutes Mar. 1, 2021;  f) Intergovernmental Affairs Committee Minutes Mar. 22, 2021;  g) Boards and Candidate Review Minutes Mar. 15 and Mar. 22, 2021 
3. R-1204 WWTP Surplus Equipment 
4. R-1205 GHPD Surplus Equipment 
5. Railway Carriages at Eddon Boat Building – Purchase Authorization 
6. Masonic Lodge Preschool Lease Amendment 
7. Wilkinson Farmhouse Lease Amendment 

8. Soundview Forest House Lease Amendment 
9. Parks Commission Appointment 
10. Lift Station #12 (Woodhill Drive) Rehabilitation Project – Professional Services Contract
Amendment #1/Kennedy Jenks Consultants, Inc. 
11. Approval of Payroll for the month of March: Checks #8258 through #8266 and direct deposit transactions in the total amount of \$481,937.71
12. Approval of vouchers for April 12, 2021: Checks #95032 through #95144 and direct deposit transactions in the total amount of \$1,176,885.67

MOTION: Move to approve the Consent Agenda.
Himes / Woock – motion passed 7-0

PRESENTATION:

1. [Skansie Netshed Foundation Year End Report](#)  Linda Pitcher, Anthropologist and Volunteer at the Skansie Netshed, provided an overview of the Skansie Netshed Foundation, programs, and displays, the year-end report, events and activities that occur at the Skansie Netshed.

2. [Volunteer Appreciation Week Proclamation](#). Mayor Kuhn shared a statement of recognition and appreciation for our many volunteers whom he categorized as a “very dedicated group of people who provide great support for our city.” He then read the proclamation and invited representatives of the volunteer groups to say a few words.

Louise Tieman, Parks Commission, Greg Hoeksema, Planning Commission, Brett Marlo-Desantis, Design Review Board, Larry Bleich, Citizens on Patrol, and George Pollitt, Community Volunteer all shared a brief summary of their reasons for volunteering and accepted the proclamation on behalf of our community volunteers. All voiced appreciation for the recognition.

MAYOR’S REPORT:

1. [Donations](#): Mayor Kuhn began by recognizing and thanking the Rotary Club and representative Pamela Peterson for the donation of a fourth musical instrument at Shaw Park called “Contrabass Chimes.” He then thanked Gloria Riley for the donation of a Memorial Bench at Skansie Brothers Park. He reported that two more donations are in the works: benches at Wilkinson Farm Park and a water dispenser near the baseball fields at City Park at Crescent Creek.

2. [Governor’s Announcement on Return to Phase 2](#). Mayor Kuhn shared the announcement that Pierce County will return to Phase 2 on Friday. He said that he has spoken to as representative at the governor’s office and Dr. Chin about the possibility of Gig Harbor remaining in Phase 3, but it doesn’t look encouraging. He will keep trying, but it’s up to the community to bring the numbers down.

3. [AWC Legislative Agenda Update: HB-1220 and HB-1099](#)  The Mayor said the city is asking for letters of support from the community for two crucial transportation infrastructure projects in line for federal funding. He announced where a template could be downloaded and sent to Congressman Kilmer. Mayor Kuhn said he spoke with the State

House Transportation Committee in support of the transportation package and separately, informed the city's lobbyists that he could not support State House Bills 1099 and 1220 which would force the city to allow higher density in R-1 zones.

CITY ADMINISTRATOR'S REPORT:

1. [YMCA Update](#)     City Administrator Bob Larson explained that two weeks ago, the city and the YMCA issued a joint statement on the progress of the Sports Complex project. The YMCA has advised the city that they will need more time due to COVID, and the ground-breaking for Phase 1A may not occur until in spring of 2023. Mr. Larson shared funding plans and said the city is committed to moving forward with Phase 1B while working with the YMCA on an interlocal agreement for 1A. This will help meet the needs of our growing community.

[Public Works Director Jeff Langhelm](#) addressed questions on the anticipate completion date for Phase 1B. He said best case scenario will be a ground-breaking in summer of 2022.

PUBLIC COMMENT ON NON-AGENDA ITEMS:

Mayor Kuhn announced that the Council received quite a few comments on the fireworks ordinance that will be mentioned during the agenda item.

[Thomas Wick](#) voiced his concerns: the city disregarded the offer of money to perform a drainage evaluation on his property, that his records request was not provided, someone is trying to access his email, there is sewage in the harbor, and the harbor is filling with silt from Donkey Creek.

OLD BUSINESS:

1. [Second Reading of Ordinance 1457 – City Assumption of the Transportation Benefit](#)

[District](#)   Finance Director David Rodenbach presented the second reading of this ordinance to assume all rights and functions for the Transportation Benefit District. There was no public comment.

MOTION: Move to adopt Ordinance 1457
Woock / Franich – motion passed 7-0

2. [Second Reading of Ordinance 1458 Amending the 2021 Budget](#)   Finance Director David Rodenbach presented the second reading of this ordinance to adopt updated salary ranges. There was no public comment.

MOTION: Move to adopt Ordinance 1458
Rodenberg / Himes – motion passed 7-0

3. [Second Reading of Ordinance 1459 Ancich Waterfront Overwater Structures](#)   Public Works Director Jeff Langhelm presented the updated ordinance and addressed questions. Councilmembers suggested amendments to clerical errors. There were no public comments.

MOTION: Move to adopt Ordinance 1459
Franich / Himes – motion passed 7-0

NEW BUSINESS:

1. [First Reading of Ordinance Amending Fireworks Regulations](#)  Building Official / Fire Marshal Paul Rice provided the background for this ordinance to limit the discharge of fireworks to one day, the Fourth of July. He explained that state law requires any changes to fireworks regulations must be adopted at least 12 months prior to the effective date.

[Chief Busey](#) commented that any change could put his department in a position where they may not be able to enforce the regulations and therefore, not meet the expectations of the citizens.

[Mayor Kuhn opened public comment.](#) City Administrator Larson read the one written comment submitted for public comment:

[Dave Miller, Tyler Miller, Joey Hugo, Ana Hugo, and Kevin Jansen](#) jointly manage a TNT Fireworks Stand and expressed opposition to the limit of discharge to one day due to the impacts it would have on sales and families who may celebrate the holiday on the weekend.

[Randy Curly – Area Manager for TNT Fireworks](#) spoke on opposition of the amendment, saying the change of days would cause confusion as Pierce County has not changed. He's a veteran and understands the concerns with PTSD but said we fought to create these freedoms of expression.

[Hannah Carrol](#) and her family run the TNT fireworks stand at the old Main and Vine lot, and said she is opposed to the amendment. She said it's not a question of safety, but of noise which would be hard to enforce. This would cause confusion.

[Curt Carroll – 2711 22nd Ave Ct NW](#) is a coach at Gig Harbor High School and said this law would be hard to enforce as it's outside state law and would cause further confusion. He said his family run stand is a voice for safety and wish they would have been consulted with this decision.

[John Johnson](#), Assistant Chief at Gig Harbor Fire District shared data on fireworks injuries and increased calls for service for injuries and fires. He voiced concern with the affect on pets and those with PTSD. He suggested reaching out to other jurisdictions who have successfully limited or eliminated the discharge of fireworks. He supports the one-day limit.

[Thomas Wick](#) voiced support of limited it to one day and voiced concern with unsupervised children using fireworks. He said he is concerned that the citizens are interested in the noise issue but not the sewage washing into the harbor.

[Jason Trout](#) Regional Manager for TNT Fireworks says they try to be good community partners; they operate in 49 states and have seen the public concern with fireworks. They are willing share what other communities have done and to help to come to a satisfactory agreement and help their non-profit organizations that rely upon these funds.

[There were no further public](#) with raised hands so the Mayor closed public comments at 7:00 p.m.

Mayor Kuhn recognized all those who sent emails.

[Fire Marshall Rice](#) said that 174 responses had been received. The vast majority were noise complaints, and concerns with pets and those with PTSD. He addressed questions as Council and the Mayor deliberated and shared comments on the amendment.

Council discussed asking Staff to reach out to other jurisdictions to find out the impacts of reducing or eliminating fireworks. [Community Development Director Katrina Knutson](#) clarified that Fire Marshal Rice and Chief Busey have the data on what other jurisdictions have done; what's not known is how people feel about the subject. She continued to say that if Council adopts the amendment there is one year in which to educate the public. Staff will reach out to the others for educational tools.

[This will return for a second reading at the next meeting.](#) A brief recess was called at 7:49 p.m. Council returned to regular session at 7:59 p.m.

2. [Eddon Boat Brick House – Professional Services Contract Amendment #5](#)

Public Works Director Jeff Langhelm presented the background for this contract amendment to allow for the inspection and repair design for an unstable brick chimney in the kitchen.

Council deliberated on the necessity of doing a complete rebuild of a non-functioning chimney to keep the building on the Historic Registry. Mr. Langhelm explained that the Design Review Board was given three options, and they recommended it be rebuilt. Ms. Knutson shared the criteria for repairs to an Historic Building.

The deliberation continued.

[Thomas Wick](#) said he is concerned with the amount of energy being spent over something that is not even functioning. He compared it to the drainage path from development on Hunt and how the city picks and chooses what's important, which is troubling.

There were no further public comments.

Councilmember Woock offered a motion:

MOTION: Move to approve and authorize the Mayor to execute Amendment No. 5 to the Professional Services contract with SHKS Architects in an amount not to exceed \$5,260.00.
Woock / Denson –

After continued discussion of other improvements made to the building an amendment was offered:

[AMENDMENT:](#) Move to request SHKS to perform a structural analysis of the chimney for \$500.
Franich / Abersold -

City Attorney Daniel Kenney asked whether SHKS would be amenable to this modification of the contract. Mr. Langhelm explained that they signed on the full scope, but he believes we could work on this first step and then decide where to go.

AMENDMENT: Move to request SHKS to perform a structural analysis of the chimney for \$500.
Franich / Abersold – roll call:

Abersold – yes; Denson – yes; Franich – yes; Himes – yes; Markley – yes; Rodenbach – no; Woock – yes. Motion passed 6-1

MAIN MOTION AS AMENDED: Move to request SHKS to perform a structural analysis of the chimney for \$500
Woock / Denson – motion passed 7-0

3. [Conservation Futures Property Consultant Services Contracts](#)   Public Works
Director Jeff Langhelm shared the background for these three contracts to provide for an appraisal, for an environment assessment, and for a survey of the 11.5-acre parcel north of the Wastewater Treatment Plant.

[Thomas Wick](#) – shared concern that the city is doing their “due diligence” on this property. He did that on his properties. State law says you can’t flood a wetland, but the city is going to do it. He can’t stop the development and can’t do anything with the drainage on his property.
There were no further public comments. [Mr. Langhelm](#) and Councilmember Denson provided clarifying information.

MOTION: Move to authorize the Mayor to sign the three professional services contracts associated with the City’s 2021 conservation futures grant application.
Himes /Woock – motion passed 7-0

COUNCIL REPORTS / COMMENTS:

1. [Planning & Building Committee](#): Councilmember Himes reported on the presentation they received from Gary Glein on the Downtown Waterfront parking study which is now including private property spaces. They also received an update on the growth target allocation, the South Sound Housing Authority Program, and had a discussion on variances.

2. [Parks Commission](#): Councilmember Abersold said they welcomed new member Anastacia Wright. There was a presentation from the Harbor History Museum, information on parks facility maintenance, the Adopt a Park program, and the Ancich Human Powered Storage facility.

[Councilmember Franich](#) thanked the Planning/Building Committee for staying on top of the growth management bills. He sat through 3 hours of the Tacoma Planning Commission testimony regarding increasing density in the R-1 zones. He then asked for a proclamation thanking the grocery store and retail workers, saying we owe a debt of gratitude to them for working through the pandemic.

[Councilmember Woock](#) praised the idea of a proclamation and asked that we include all essential workers. She then commented on the 174 comments regarding limiting fireworks and added that Gig Harbor has the power of initiative and referendum and so the citizens still have a say.

They Mayor asked Council to email Josh with ideas for the proclamation.

[Councilmember Abersold](#) said the COVID virus is not winding down, and it may get much worse. He cited statistics on the virus and effectiveness of the vaccine. He advised our citizens and businesses to take precautions. Mayor Kuhn added additional data on the variant of the virus.

ANNOUNCEMENT OF OTHER MEETINGS:

1. Public Works Committee: Tue. Apr 13 at 3:00 p.m.
2. Boards and Candidate Review Committee: Apr. 19 CANCELLED

ADJOURN

MOTION: Move to adjourn at 9:05 p.m.
Franich / Markley – unanimously approved

Mayor Kit Kuhn

Molly Towslee, City Clerk



2020 ANNUAL REPORT TO THE CITY

GIG HARBOR BOATSHOP

MARCH 31, 2021

3805 HARBORVIEW DRIVE
GIG HARBOR, WA 98332

2020 GIG HARBOR BOATSHOP ANNUAL REPORT TO THE CITY

BOARD OF DIRECTORS

Guy Hoppen - President
Erik Carlson - Vice President
Jaime Storkman - Secretary
John McMillan - Treasurer
Christy Kleven
Reid Ekberg
Michael Perrow

ADVISORY COUNCIL

Mark Haley – Mark Haley Marketing
Peter Stanley – Tides Tavern
Gregg Lovrovich – Gig Harbor Commercial Fishermen's Civic Club
Mike Vlahovich – Sumartin, Croatia
Greg Davis – Item House

STAFF

Sharon Bishop – Business Manager
Monica Veles – Special Projects Coordinator
Tom Regan – Boatwright
David Gaffney – Family Boat Building Program Leader

Our Mission: Perpetuate working waterfront skills, uses, and traditions at the historic Eddon Boatyard and aboard classic vessels of Puget Sound.

Our Vision: Provide authentic portals for maritime experiences that teach the skills, traditions, and self-reliance inherent in the working waterfront community.

Working Waterfront: We define working waterfront as the occupational trades and traditions, such as boatbuilding and commercial fishing, combined with the cultural landscapes on which they depend.



MESSAGE FROM THE BOATSHOP

The Gig Harbor BoatShop closed Eddon Boatyard's doors to the public and paused in-person public programming on March 13th, 2020. Prior to closing we hosted a *Music at the BoatShop* event, delivered several skills workshops, carried on the well-attended weekend Community Boat Restoration Program and were gearing up for our busy spring and summer activities and programs. The pandemic stopped all BoatShop progress in its tracks.

The BoatShop's steady growth year to year in programming hours, number of visitors and volunteer hours was severely impacted by the shutdown as you'll see in the key-indicator data. Those important measurements help define success. 2020's data will forever have an asterisk.

The yearlong public programming sabbatical allowed for the conservation of resources by reducing staff from two FTE to one half-time employee. By conserving resources, the BoatShop is in a fair financial position and ready to resume a robust programming schedule when able. BoatShop program leaders are anxious and ready to carry on their work.

Throughout the past year, staff and volunteers met weekly via Zoom taking care of organizational business, we continued to advocate for Historic Eddon Boatyard site completion (Marine Railways and Brick House), volunteers developed and delivered a handful of virtual and off-site programs, and staff and volunteers planned and implemented a successful first-ever virtual auction. BoatShop community outreach continued through BoatShop social media channels, offering Knot Tying educational videos online, promoting the virtual auction and the new online store.

After carefully reviewing Washington State Phase 3 Guidelines, especially the 6' distancing rule, program leaders and staff have determined that a majority of BoatShop programming cannot be delivered due to a need for closer than 6' contact by participants and instructors. We are loosely scheduling and hoping for mid-summer program restart, although we will resume programming sooner if possible. In the interim we are planning a 4 to 5 day per week docent-led Eddon Boatyard Tour Program. A tour program can more easily maintain and manage distancing guidelines.

We appreciate the ongoing support from our elected City officials and City staff and look forward to new phases; the realization of the final physical pieces of Eddon Boatyard restoration being accomplished in 2021, and seeing them utilized.

PROGRAMS

Half Hull Workshop
Splicing and Nautical Seizings
Varnishing Workshop
Nautical Rope Wreath Making
Diesel Engine Repair – Sea Grant
Survival at Sea – Sea Grant
Community Boat Restoration Program for Women (CBRPW)
Community Boat Restoration Program (CBRP)
Purple Martin Conservation Program
Music at the BoatShop Concert Series
Tales at the Boatshop
Family Boat Building
Boat Livery - Small Craft Rentals
Fundraising Auction
Nautical Knot Tying
Santa's BoatShop – Boat in a Bag
Veteran Cruises
Fish Stories
Captain Stories
Dockside Tours

Launching in 2021

Mini Boat School
Pond Boat Building



Staff member Monica Veles and Program Leader Bob Huey helped organize *Santa's BoatShop – Boat in a Bag* pick-up day - 12/2020.

Santa's BoatShop – Boat in a Bag

Our beloved and well attended Santa's BoatShop program has been a popular workshop for children and their parents. Children build and paint their own model boat inside the Eddon Boatyard. In a time where gathering is not permitted, we transformed our program into Santa's BoatShop – Boat in a Bag, a model boat kit to allow families to enjoy this program from the comfort of their own home. We created and delivered all 70 kits, complete with boat parts, sandpaper, paintbrushes and paint.



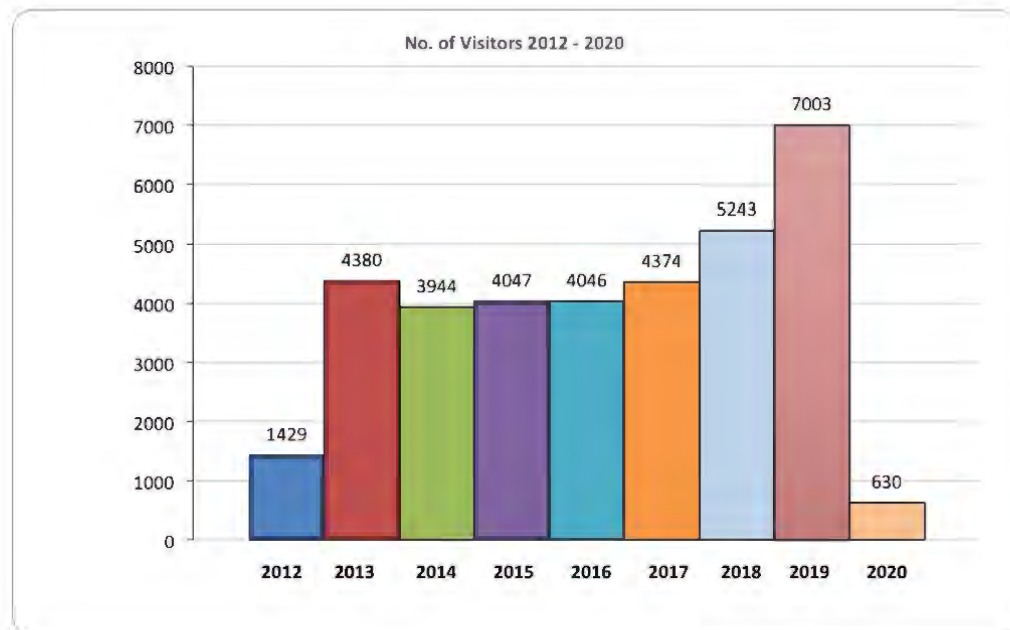
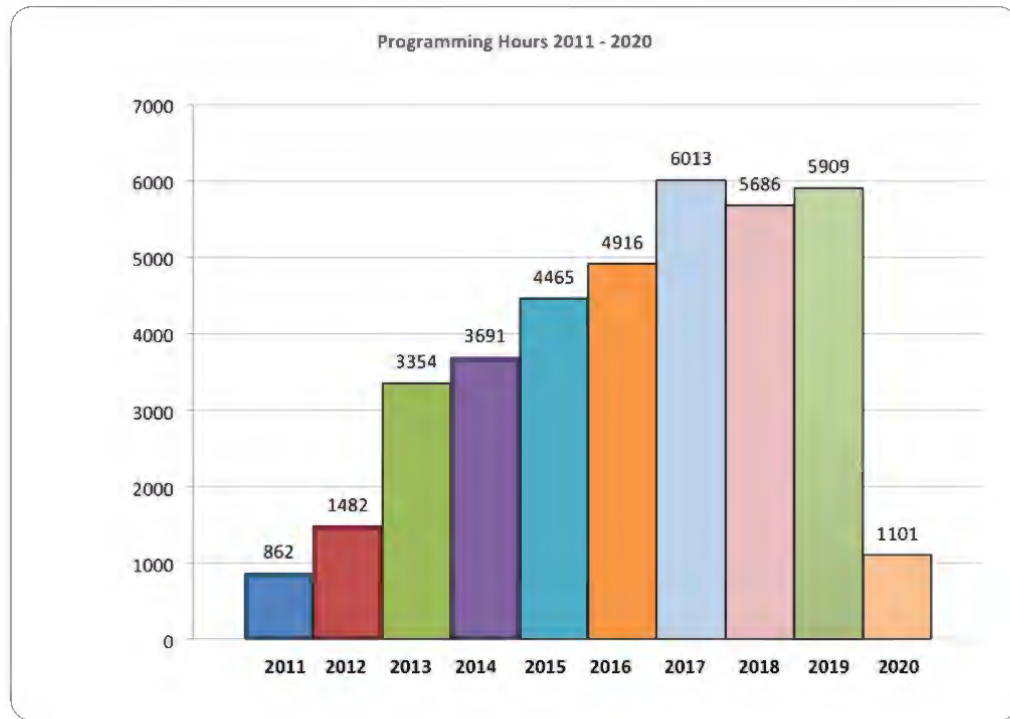
Model of the fishing vessel Veteran from the Boat in a Bag kit.

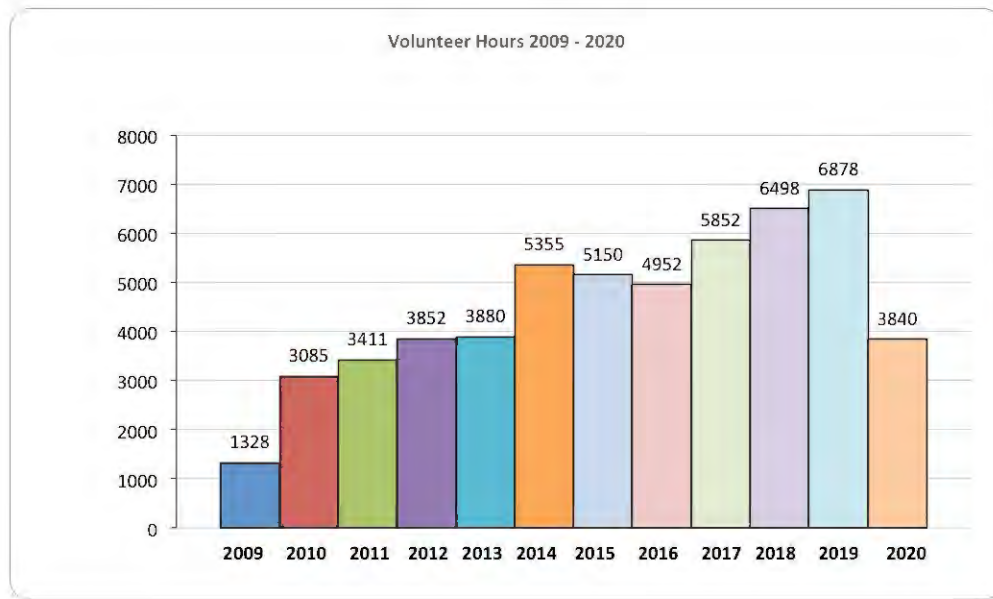
Nautical Knot Tying

Nautical Knot Tying is our first-ever virtual program. Any online viewer can learn how to tie useful knots with our volunteer Koos Kleven. We've included tutorials on the clove hitch, the round turn two half hitches and the square knot, and have more to come.

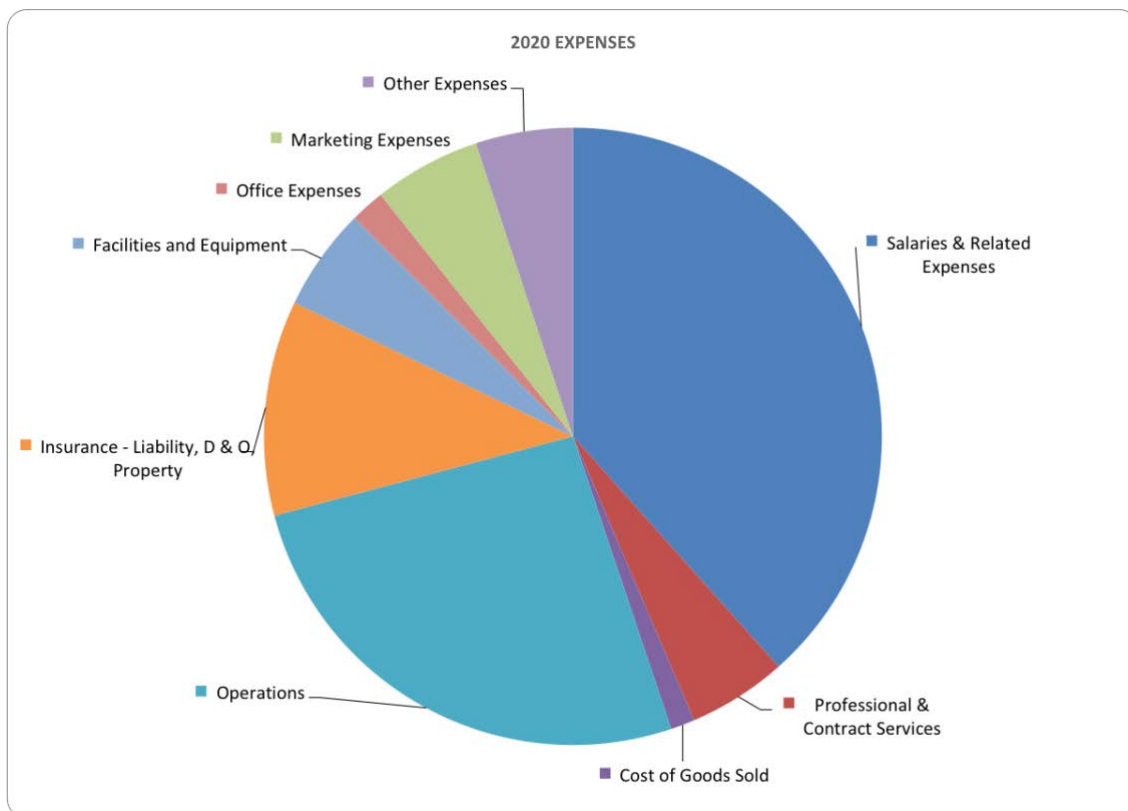
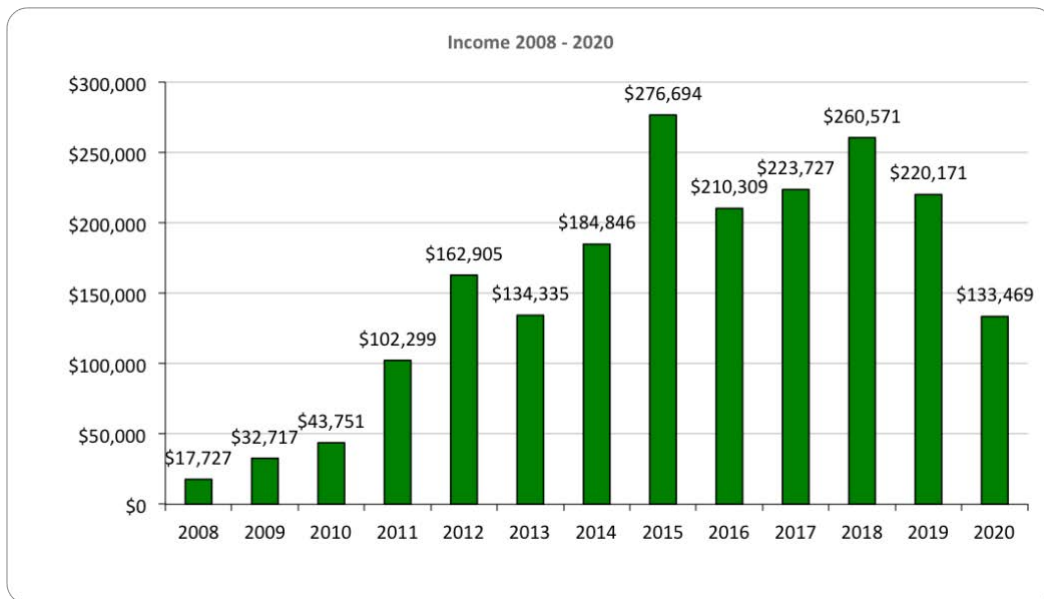


Volunteer Koos Kleven demonstrates how to tie a square knot as part of our Nautical Knot Tying video series.





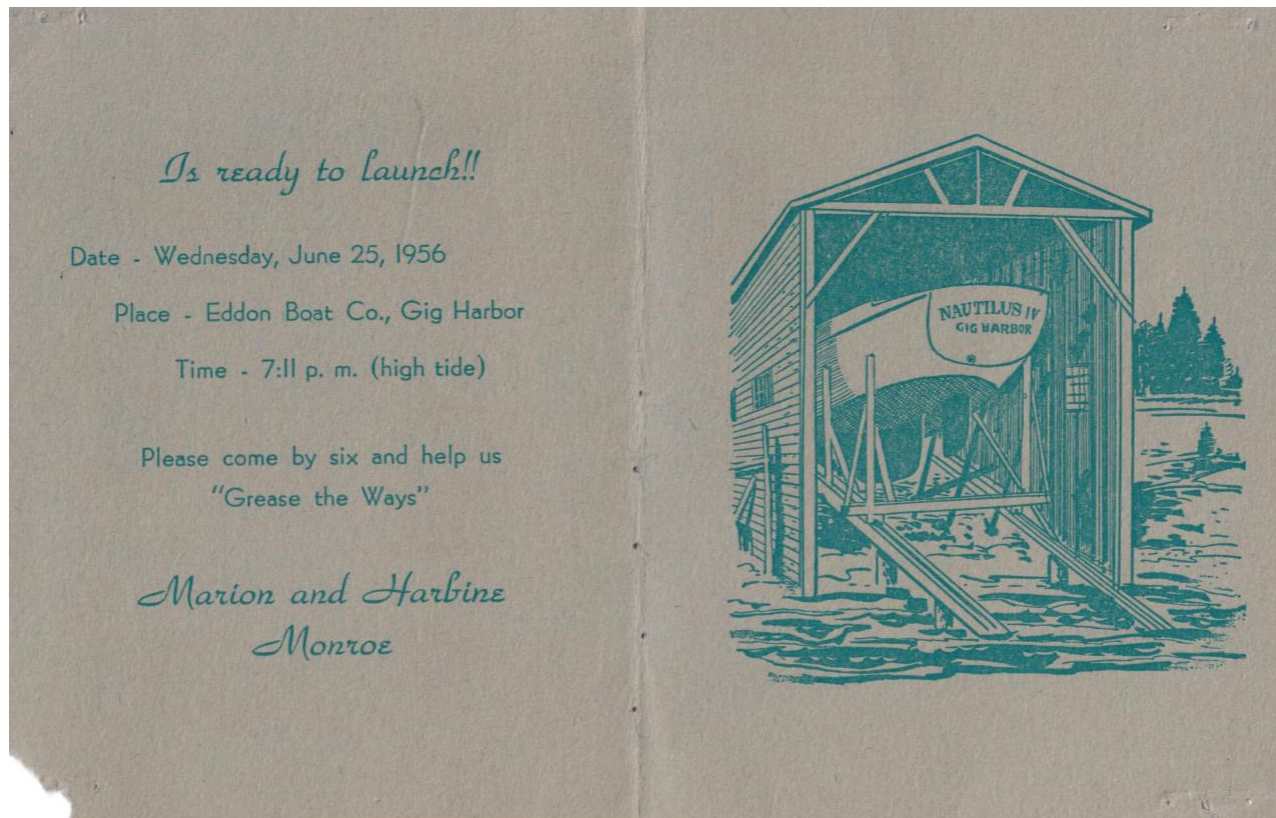
INCOME AND EXPENSES



Income Statement

	2020	2019	2018	2017
Direct Contributions	56,242	63,581	87,245	83,389
Donated Goods & Services	9,494	11,370	22,585	28,604*
Revenue from Non-Govt Grants	8,000	17,975	38,020	24,921
Revenue from Govt Grants	24,173	26,690		
Restricted Contributions	-	-	-	-
Memberships	9,775	13,100	14,350	14,450
Contributed Revenue	107,684	132,716	162,200	122,760
Program Income	3,945	15,799	21,821	33,616
Repair & Restoration	2,269	11,005	9,287	7,620
Retail Sales	5,198	18,646	23,793	20,370
Commissions	-	14	4	
Special Events Income	14,373	39,309	41,559	39,361
Misc. Revenue	-	2,682	1,907	
Earned Revenue	25,785	87,455	98,371	100,967
TOTAL REVENUE	\$133,469	\$220,171	\$260,571	\$223,727
Program	29,610	55,042	77,523	67,405
Management & General	55,480	129,181	165,483	140,164
Fundraising	6,021	15,335	15,529	9,097
TOTAL EXPENSE	\$91,111	\$203,963	\$259,460	\$216,666
NET OF INCOME AND EXPENSE	\$42,358	\$16,209	\$1,111	\$7,061
Current Assets	128,159	93,199	113,773	121,298
Fixed Assets	391,091	388,190	362,226	344,441
Ending Net Assets	\$519,250	\$481,389	\$475,999	\$465,739

*Not including Veteran donation(2017)



Nautilus IV Eddon Boat Co. Launch Invitation, 1956.

Gig Harbor BoatShop

3805 Harborview Drive

Gig Harbor, WA 98332

(253) 857-9344

gigharborboatshop.org

facebook.com/GigHarborBoatShop

instagram.com/gigharborboatshop

twitter.com/gh_boatshop

MINUTES
GIG HARBOR PARKS COMMISSION
Wednesday, March 3, 2021 – 5:30 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL

Present (via Zoom webinar):

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

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

APPROVAL OF MINUTES

Approval of February 3, 2021 Parks Commission Meeting Minutes

MOTION: Move to approve the February 3, 2021 Parks Commission Minutes

Coronado / McDaniel – motion passed unanimously

OLD BUSINESS

None

NEW BUSINESS

1. **Conservation Futures Property and Grant Application** – Public Works Director Langhelm provided information to the Commission on the City's intention to apply for grant funding for an 11.5-acre parcel located directly north of the Wastewater Treatment Plant. City Council passed Resolution 1200, which authorized the submittal of a Conservation Futures Grant application to Pierce County.
2. **Inventory of Parks Facilities Discussion (Update for 2022 PROS Plan)** – Commissioner Tieman shared a survey program that she designed to collect park inventory data to be used for the upcoming PROS Plan update. Commission members selected parks where they are willing survey for data collection. Staff will compile the list for distribution and Commissioner Tieman will finalize the survey for use.
3. **Creating an Adopt-A-Park Program** – Draft program information was distributed for discussion purposes. Input is needed from the Public Works Operations/Parks staff on potential parks that could be adopted along with a list of on-going volunteer tasks and support for program management. To be discussed at the April Parks Commission meeting.
4. **Cushman Trail Etiquette Signage** – Since this program item did not get included in the 2021 Parks Operating budget, the Commission will continue to research cautionary signage needs for the trail, with help from Staff on cost estimates. Staff can help provide cost estimates for sign designs/locations provided by the Parks Commission

for submittal as consideration in the 2022 budget process.

PARKS UPDATE REPORT – Public Works Director Langhelm provided an update on the status of current park projects/proposals including the Austin Honoring Project and the Veterans Memorial Park playground opening.

COMMITTEE REPORTS – Commissioner Henderson gave an update on his participation with the Leafline Trails Coalition. Their visioning may have a need to provide GIS mapping support for trail mapping.

PUBLIC COMMENT

The Commission and staff provided appreciation to outgoing member Sara McDaniel and thanked her for her many years of service to City parks.

Thomas Wick, Gig Harbor resident – provided comments on Conservation Futures Property Resolution 1200. He stated his concerns 1) that the resolution implies that State and Federal protection for salmon streams don't apply in City limits and 2) questioned the wording that the City will accept the property interest acquired and protect and steward the conservation features of the parcel in perpetuity and Section 3 of the resolution which would accept the parcel into the City's parks inventory with any development of the property will be authorized and budgeted by future Council action. He said that this might set a precedent for the purchase of future property and asked why don't State and Federal protections protect those properties regardless of any intent to develop them.

ADJOURN

MOTION: Move to adjourn at 7:06 p.m.

McDaniel / Lieurance - Motion passed unanimously



**Minutes Planning Commission
Gig Harbor Civic Center
Thursday, April 1st, 2021 5:00 P.M.**

5:05 p.m. - Call to order, roll call Robert Soltess, Larry Bradbury, Amanda Bennett, Shannon Grina, Tom Brown and Chair Greg Hoeksema - John Krawczyk joined at 5:07 PM

Kim Mahoney –Associate Planner, Carl de Simas –Principal Planner and Michelle Thomas -Planning Technician

Approval of Minutes: March 18, 2021 Meeting Motion Bennett/Brown all in favor minutes approved as written.



Agenda Items

- I. Shoreline Master Program – Public Art Regulation – Presentation Carl deSimas & Commission questions and discussion



Other Business

Next Meeting April 15, 2021 continued discussion of Shoreline Master Program – Public Art Regulation and recommendation

Adjournment Motion Soltess/Bennett all in favor meeting adjourned at 6:53

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, we have been experiencing a very challenging last year due to the emergence of the COVID-19 pandemic; and

WHEREAS, we have all needed to continue relying on essential services; and

WHEREAS, the Centers for Disease and Control Prevention (CDC) define essential workers as “those who conduct a range of operations and services in industries that are essential to ensure the continuity of critical functions in the United States” to include workers who directly interact with the public in the fields of:

- Grocery stores
- Food and agriculture
- Education
- Healthcare and public health
- Law enforcement and public safety
- Government-based critical functions
- Our Municipal Employees
- Shipping and transportation
- Housing and real estate
- Energy and utility services
- Retail and personal services
- Non-profits providing community services

WHEREAS, many stores providing these services remained operating during this time; and

WHEREAS, these workers’ dedication to providing these services put them in many cases in contact with hundreds of people each day; and

WHEREAS, these workers still showed up for work to provide the essential services we all depend on in our everyday lives;

NOW, THEREFORE, we take this time to officially recognize our grocery stores and essential workers as an important part to maintain the daily order of our lives and in appreciation of these workers putting themselves and their families in potential harm’s way the Mayor and Council proclaim the week of April 26 through May 3, 2021, as

Essential Workers Appreciation Week

in the City of Gig Harbor and encourage all citizens to express their appreciation for all these workers have done.

Mayor Kit Kuhn, City of Gig Harbor

Date



Business of the City Council City of Gig Harbor, WA

Subject: Resolution 1206 Approving 2021 Lodging Tax Expenditures

Proposed Council Action: Move to approve Resolution 1206

Dept. Origin: Tourism & Communications

Prepared by: Laura Pettitt

For Agenda of: April 26, 2021

Attachment: Resolution 1206

**Initial &
Date**

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Department Head:

LY 4-22-21

RJ 04/22/21

N/A

DR 4-22-21

N/A

Expenditure Required	\$49,000	Amount Budgeted	\$49,000	Appropriation Required	\$0
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INFORMATION/BACKGROUND

Chapter 67.28 of the Revised Code of Washington and Chapter 3.27 of the Gig Harbor Municipal Code authorizes the City to collect an excise tax on lodging. The funds generated by this tax are to be used for tourist promotion, subject to recommendation by the Lodging Tax Advisory Committee (LTAC). All recipients of lodging tax funds must apply to LTAC for funding, including the City itself.

LTAC met on November 10, 2020, and reviewed an initial round of applications for the use of 2021 lodging tax funds that were adopted by Resolution 1194. They met again on April 8 and April 22 reviewed a second round of applications, with the following recommendations:

Recipient	Purpose	Expenditure
Canterwood Ladies Golf Association	WSWGA State Championship Event Expenses	\$1,000.00
Greater Gig Harbor Foundation	2021 Great Peninsula Cider Festival	\$4,000.00
Harbor History Museum	Museum Marketing and 10 th Anniversary Event Expenses	\$15,000.00
United by Music North America	Make Music Day: Fest4all Event Expenses	\$6,000.00
Gig Harbor BoatShop	Eddon Boatyard Tour Program	\$6,000.00

Peninsula Art League	Open Juried Show and Art Workshop Event Expenses	\$5,000.00
Gig Harbor Sportsman's Club	Tree planting operational expenses	\$5,000.00
Gig Harbor Canoe and Kayak Racing Team	Narrows Challenge Event Expenses	\$8,000.00
	TOTAL	\$50,000.00

On August 24, 2020, Council passed Resolution 1184 which allocated \$125,000 of 2021 lodging tax funds for distribution to non-profits. Council awarded \$75,000 of that \$125,000 by Resolution 1194, leaving an additional \$50,000 for these recommended grants.

Resolution 1206 authorizes the Mayor to enter into agreements with the recommended non-profits for the stated purposes and for the recommended amounts. Council may modify the amounts of the allocations, subject to review and comment by LTAC. Council may not allocate lodging tax funds to a recipient that has not been recommended by LTAC.

Upon approval of Resolution 1206, the Hotel/Motel Tax Fund status will be as follows:

2021 Beginning Fund Balance	\$960,964.00
Estimated 2021 Revenues	\$207,000.00
2021 Expenditures Previously authorized by Resolution 1194	-\$475,000.00
Total of Expenditures Authorized Above	-\$50,000.00
Estimated 2021 Ending Fund Balance	\$642,964.00

FISCAL CONSIDERATION

The allocation of Lodging Tax funds is provided for in the 2021 Budget.

BOARD OR COMMITTEE RECOMMENDATION

The recommendation of the Lodging Tax Advisory Committee is stated above.

RECOMMENDED MOTION

Move to approve Resolution 1206

RESOLUTION NO. 1206

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, APPROVING 2021 LODGING TAX EXPENDITURES

WHEREAS, Chapter 67.28 of the Revised Code of Washington and Chapter 3.27 of the Gig Harbor Municipal Code ("GHMC") authorizes the City to collect an excise tax on lodging, which tax is to be used for tourist promotion; and,

WHEREAS, the City Council established a Lodging Tax Advisory Committee in GHMC Chapter 2.53 to make recommendations to the Council for expenditure of the funds; and,

WHEREAS, on April 22, 2021, the Committee adopted its recommendations for additional 2021 grants; and,

WHEREAS, having reviewed the recommendations of the Committee;

NOW THEREFORE, the City Council of the City of Gig Harbor, Washington, resolves as follows:

Section 1. The City Council adopts the 2021 recommendations for recipients and expenditures of lodging tax revenues in substantially the same form as at Exhibit A.

Section 2. The Mayor is authorized to enter into agreements with the recipients of these revenues up to the amounts authorized by this Resolution.

Section 3. This Resolution takes effect on its adoption.

PASSED by the City Council this 26th day of April, 2021.

Kit Kuhn, Mayor

AUTHENTICATED:

Molly Towslee, City Clerk

FILED WITH THE CITY CLERK: 4/22/21
PASSED BY THE CITY COUNCIL: 4/26/21
RESOLUTION NO. 1206

EXHIBIT A

2021 Gig Harbor Lodging Tax Advisory Committee Budget Recommendations

Recipient	Purpose	Expenditure
Canterwood Ladies Golf Association	WSWGA State Championship Event Expenses	\$1,000.00
Greater Gig Harbor Foundation	2021 Great Peninsula Cider Festival	\$4,000.00
Harbor History Museum	Museum Marketing and 10 th Anniversary Event Expenses	\$15,000.00
United by Music North America	Make Music Day: Fest4all Event Expenses	\$6,000.00
Gig Harbor BoatShop	Eddon Boatyard Tour Program	\$6,000.00
Peninsula Art League	Open Juried Show and Art Workshop Event Expenses	\$5,000.00
Gig Harbor Sportsman's Club	Tree planting operational expenses	\$5,000.00
Gig Harbor Canoe and Kayak Racing Team	Narrows Challenge Event Expenses	\$8,000.00
	TOTAL	\$50,000.00



Business of the City Council City of Gig Harbor, WA

Subject: Well #3 Maintenance – Change Order #1/PumpTech		Dept. Origin: Public Works			
Proposed Council Action: Approve and authorize the Mayor to execute Change Order #1 to the Small Public Works Contract with PumpTech Inc. for the Well #3 Maintenance Project.		Prepared by: Jeff Langhelm, P.E. <i>ALX</i> Public Works Director			
		For Agenda of: April 26, 2021			
		Exhibits: Small Public Works Change Order & Exhibit A			
		Concurred by Mayor: <i>KV 4-20-21</i>			
		Approved by City Administrator: <i>PL 04/19/2021</i>			
		Approved as to form by City Atty: <i>N/A EMAIL 4/14/21</i>			
		Approved by Finance Director: <i>OF 4/20/21</i>			
		Approved by Department Head: <i>ALX 4/19/21</i>			
Expenditure Required	\$45,390.95	Amount Budgeted	\$250,000	Appropriation Required	N/A

INFORMATION/BACKGROUND

Well #3 is located adjacent to the Cushman Trail within the Shurguard Storage center along Soundview Drive. As part of the 2020 Budget, the City contracted with PumpTech, Inc. to rehabilitate the existing Well #3, which was installed circa 1978. The PumpTech discovered severe degradation of the existing well casing through their rehabilitation and inspection work. Based upon the existing well conditions, input from the PumpTech and a hydrogeologist, it has been determined that a new well casing and screens will be necessary as any other repair options affords significant risk of failure and the potential for a complete loss of the City's investment.

A Professional Services Contract with Robinson Noble was approved on November 9, 2020 to provide for the design, permitting and construction support for the construction of a new, replacement well (Well #3A) on the same site as the existing well. A subsequent Public Works Contract was awarded to Tacoma Pump & Drilling on January 11, 2021 to construction of Well #3A as designed by Robinson Noble. The outstanding PumpTech contract work, consisting of installing the new pump/motor assembly for Well #3, can proceed with the new well casing being constructed by Tacoma Pump and Drilling.

Tacoma Pump and Drilling's contract does not include the necessary equipment to connect the new pump and motor assembly supplied by PumpTech to the existing well house. This equipment includes a pitless adapter, monitoring unit, level probe sensor, and valve vault. This change order reflects the additional equipment not anticipated in the original Well #3 maintenance contract, as well as contractor compensation, needed for a fully operational well.

FISCAL CONSIDERATIONS

This change order modifies the scope of work included in the original contract. Budgeted funds are available for this additional work

Project Funding:	
2019 Budget Carried over to 2020 Budget, Water Operating	\$250,000.00
Projected Expenditures:	
Public Works Contract with Pump Tech	(\$197,299.66)
Change Order #1 – Exhibit "A"	(\$ 45,390.95)
Total Remaining Budget	\$ 7,309.39

BOARD OR COMMITTEE RECOMMENDATION

None.

RECOMMENDATION/MOTION

Approve and authorize the Mayor to execute Change Order #1 to the Small Public Works Contract with PumpTech Inc. for the Well #3 Maintenance Project.



CHANGE ORDER

To: PumpTech, Inc

Date: 04/26/2021

Project Title and Contract No:
Well No. 3 Maintenance

Change Order No.: 1

Job No.: CIP 1518

You are hereby requested to comply with the following changes from the contract plans and specifications:

Item No.	Description of changes – quantities, units, unit prices, change in completion schedule, etc.	Increase in Contract Price	Decrease in Contract Price
1	Pitless Unit – Baker Monitor Model 3PS1618WB Pitless unit to fit a 16" well case / watertight cap / 6" inner drop pipe / 6" discharge / water sample valve/ cable seal	\$28,850.00	
	Labor and equipment to install pitless unit Crane truck to set pitless	\$7,135.00	
	Valve Vault – Oldcastle Model 504 LA Vault with: 55-33F Cover w/ID marker/ 332-DP-SA Assembly (hatch) /2 ea 55R-12" riser w/insert	\$3,838.00	
	Well Level Probe – Delta, Model 592 Submersible Level Sensor 500' cable 417' well depth 4-20 mA output	\$1,935.00	
		\$41,758.00	
	Sub-Total	\$41,758.00	\$
	Freight (included in price)	\$.00	\$
	Washington State Sales Tax	\$ 3,632.95	\$
		\$45,390.95	

The sum of \$ 45,390.95 is hereby added to the total contract price, and the total adjusted contract price to date thereby is \$ 242,690.61.
The time provided for completion in the contract is unchanged thereby fixing the final completion date at December 31, 2021. This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Recommended by	Date:
Engineer:	
Accepted by	Date:
Contractor:	
Approved by	Date:
Mayor63	



EXHIBIT "A"

PumpTech Inc.
12020 SE 32ND Street Suite 2
Bellevue, WA 98005
Phone: 425-644-8501
Fax: 425-562-9213
jjoyce@pumptechnw.com

Page: 1

Sales Quotation

TO:
Ken Andrews
Gig Harbor, City of
3510 Grandview Street
Gig Harbor, WA 98335
Phone: (253) 851-8406
Fax: 253-851-8408

Salesperson: Jim Joyce / Zac Pitchford
Lead Time: 3 to 4 Weeks
FOB: FOB ORIGIN - FFA
Ship Via: PUMPTech TRUCK
Project Name: Well #3A Pitless Unit and Vault

Customer#: 0058100

Quote #: 0160196
Date: 3/24/2021
Expires: 4/23/2021

Item		Price	Qty	Extend
	PumpTech is pleased to offer the following labor and materials for the Well 3A Well Pump Project.			
Pitless Unit	Baker Monitor Model 3PS1618WB Pitless Unit to fit a 16" well casing complete with: - 3' bury depth - weld attachment for 16" well case - water tight cap - 6" inner drop pipe - 6" discharge - water sample valve - cable seal	28,850.00	1.00	28,850.00
Labor and Equipment	Labor and equipment to install pitless unit	7,135.00	1.00	7,135.00
F750 w/7 Ton Crane-FullDay	Crane Truck to set pitless		1.00	
PrevWage-Supervisor/Inst	Crew Supervisor		8.00	
Sprvs				
PrevWage-Crane Crew	Crane Crew		16.00	
Valve Vault	Oldcastle Model 504 LA Vault with: - 55-33F Cover w/ID marker - 332-DP-SA Assembly (hatch) - 2ea 55R-12" riser w/insert	3,838.00	1.00	3,838.00
Well Level Probe	Delta Model 592 Submersible Level Sensor - 500' cable - 417' well depth - 4-20 mA output	1,935.00	1.00	1,935.00
Freight	Ground Freight to Gig Harbor Included.	0.00	1.00	0.00
		SubTotal		41,758.00

The above order is subject to PumpTech Inc. standard terms and conditions and credit approval which are attached and made part of this agreement. We appreciate your interest in our products and services and if you have any questions on our offerings please do not hesitate to call.
By signature below, I accept this offering:

Signed: _____
Name: _____ Title: _____

Sales Tax: 3,632.95
Total: 45,390.95



2020 ANNUAL REPORT





Message from the BoatShop

- Due to Covid-19, Gig Harbor BoatShop closed to the public and paused in-person programming on 3/13/20
- Prior to closing, programs included Music at the BoatShop, several skills workshops, and the Community Boat Restoration Programs
- Conserved resources by reducing staff to one half-time employee
- Board Members and Executive Committee Volunteers worked to support the business operations and advocate for Historic Boatyard site completion (including Railways and Brick House)



Message cont...Programs Post Closure

- Volunteers delivered virtual programs
- Annual Auction conducted online for 1st time
- Community Outreach through social media
- Retail products sold in new online store
- WA State Stay Healthy Guidelines prohibited the majority of BoatShop programming due to the hands-on nature in close proximity



Message cont...Moving Forward

- As WA State guidelines will allow, BoatShop programming will resume in 2021:
 - 10th Annual Auction May 27 – June 4 (Virtual)
 - Docent led tours free to the public and reservations scheduled on GHB website
 - Livery boat rentals
 - WA Sea Grant instructional programs, ie First Aid at Sea for commercial fisherman and recreational boaters, open to all with pre-registration May 7



Future 2021 Programming

- Pending phases & guidelines set by WA State to resume programs listed on report, page 4
- Family Boat Building (Fall)
- NEW Programs (Summer/Fall)
 - Mini Boat School (16' Launch)
 - Pond Boat Building



2020 Programs Recap

- Community Boat Restoration Programs
- Music at the BoatShop (January 31)
- Name Board Carving (Feb. 26)
- Virtual Auction (May)
- Nautical Knot Tying video series
 - Online instruction from volunteer Koos Kleven
- Santa's BoatShop – Boat in a Bag (Dec)
 - 70 kits created by Volunteers and delivered to families



Model of the fishing vessel Veteran from the Boat in a Bag kit.



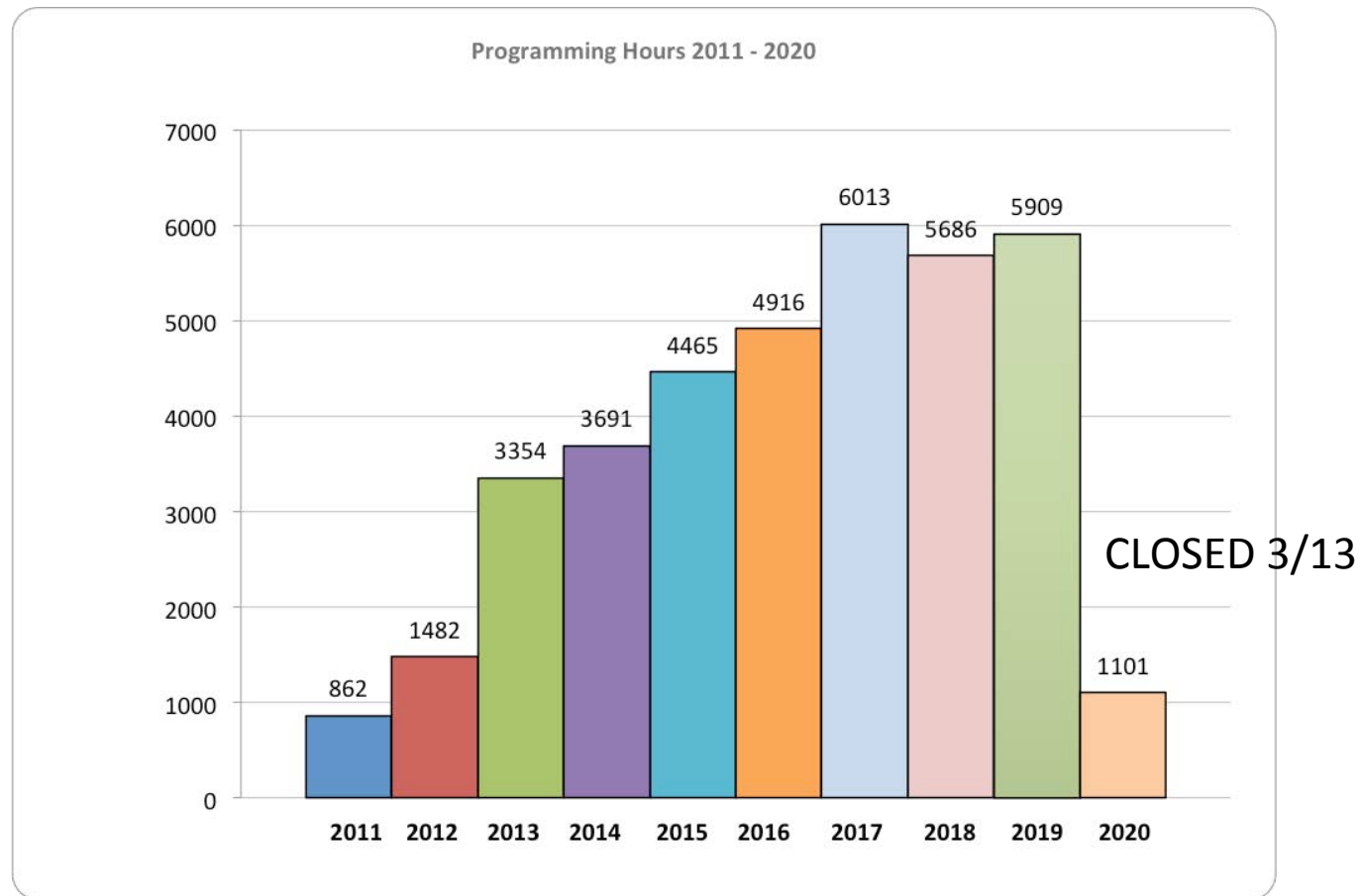
Volunteer Koos Kleven demonstrates how to tie a square knot as part of our Nautical Knot Tying video series.





2020 Programming Hours

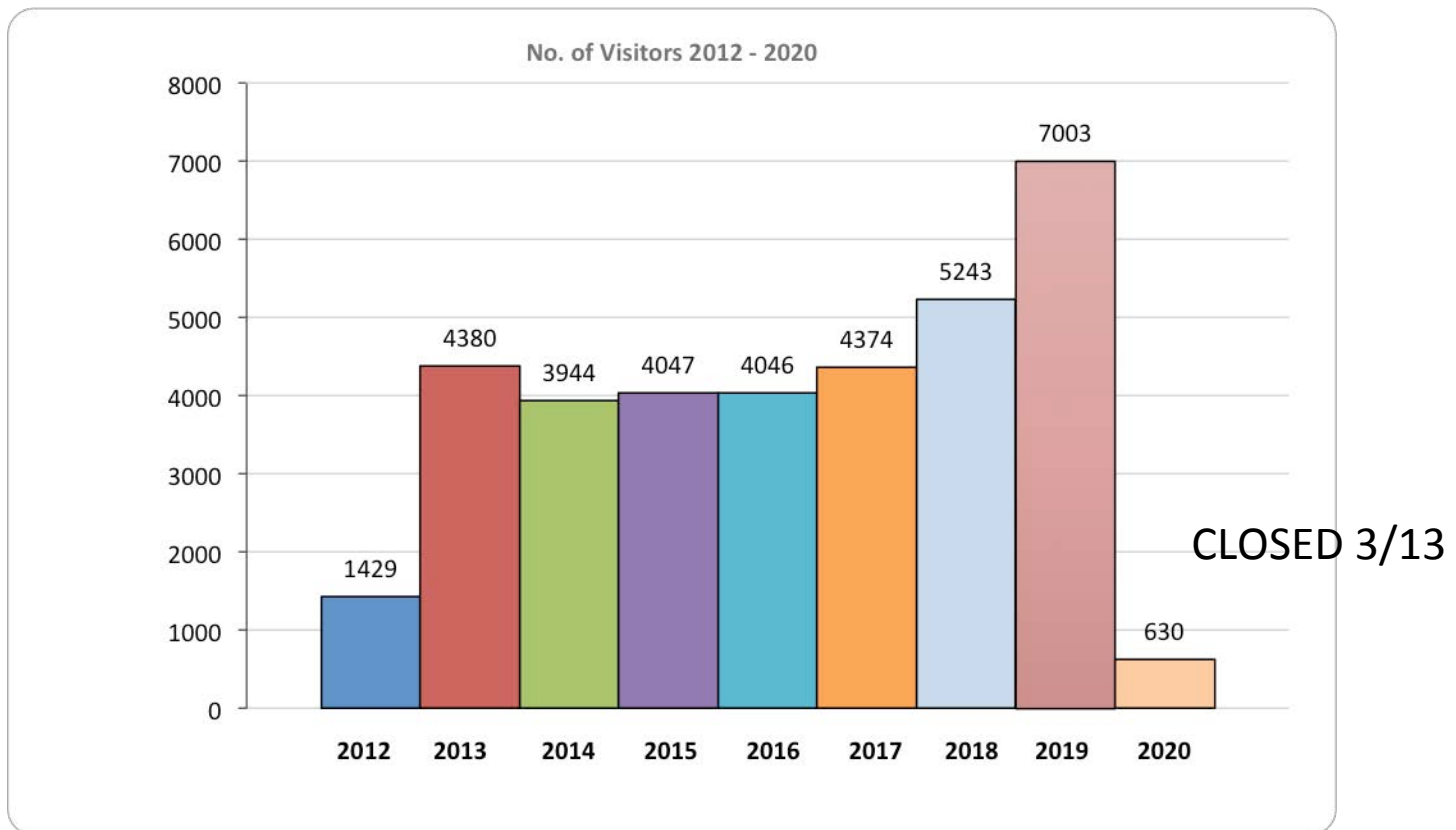
Represents the number of person(s) by hour present for programs, including workshops, concerts, boat building, etc.





2020 Visitors

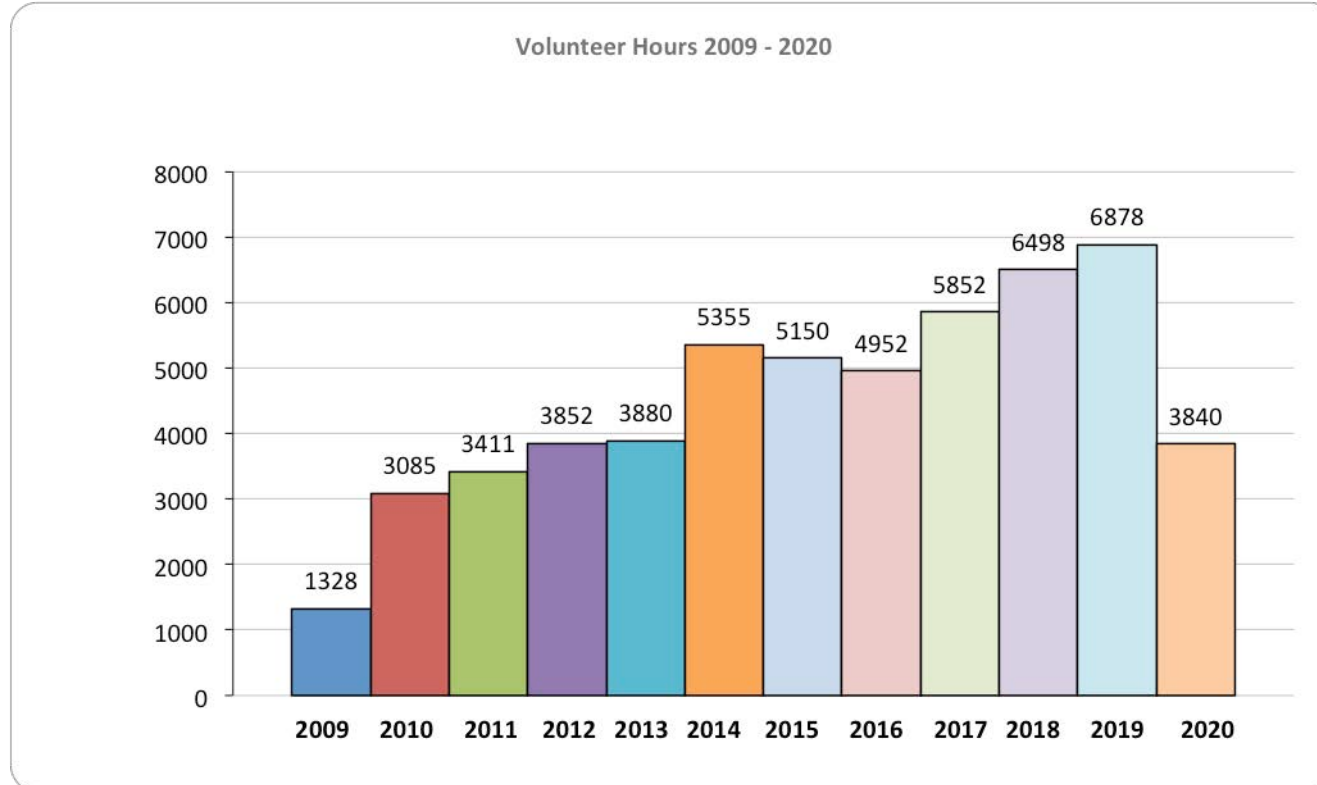
Of note in 2019, GHB recorded its highest number of visitors through guest book sign-ins within the retail store and the workshop





2020 Volunteer Hours

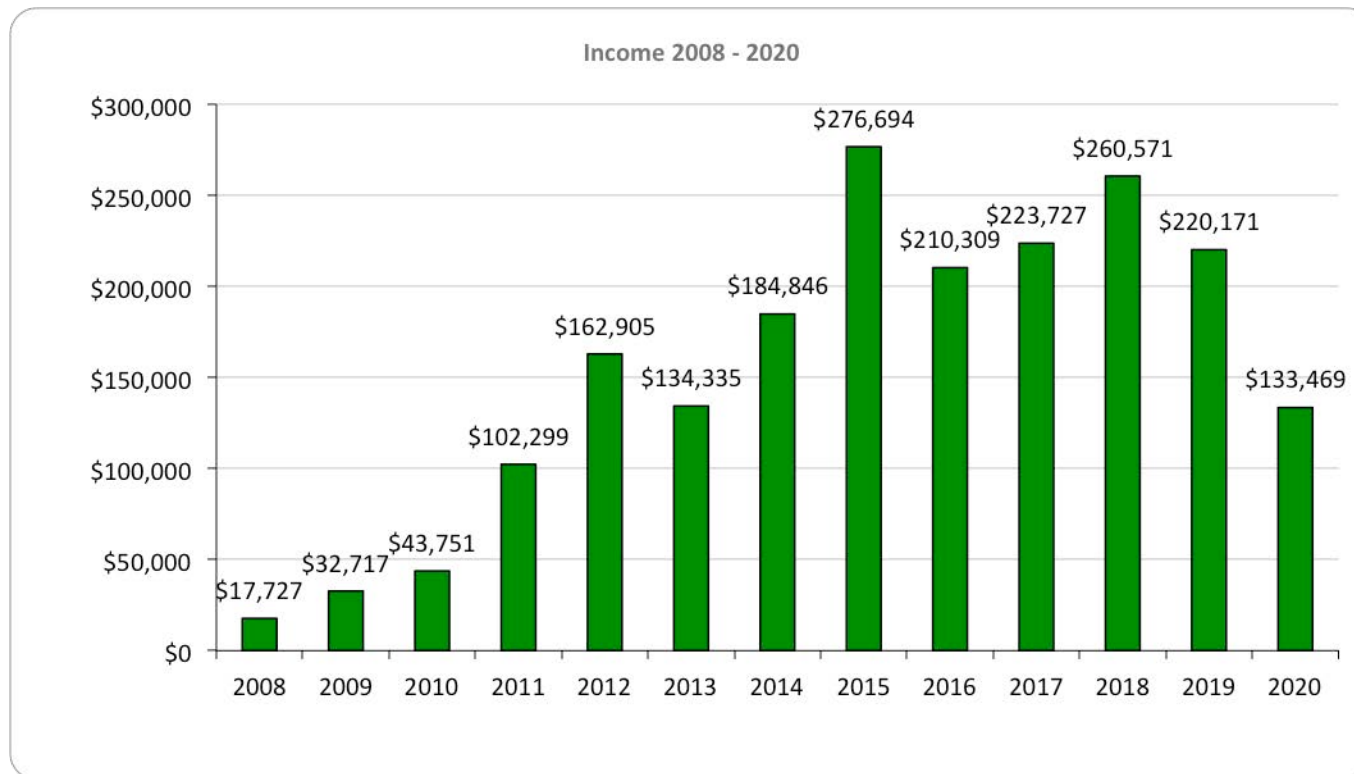
Volunteer hours remained somewhat steady to support the BoatShop facility operations and advocacy for the Brick House and Marine Railways completion





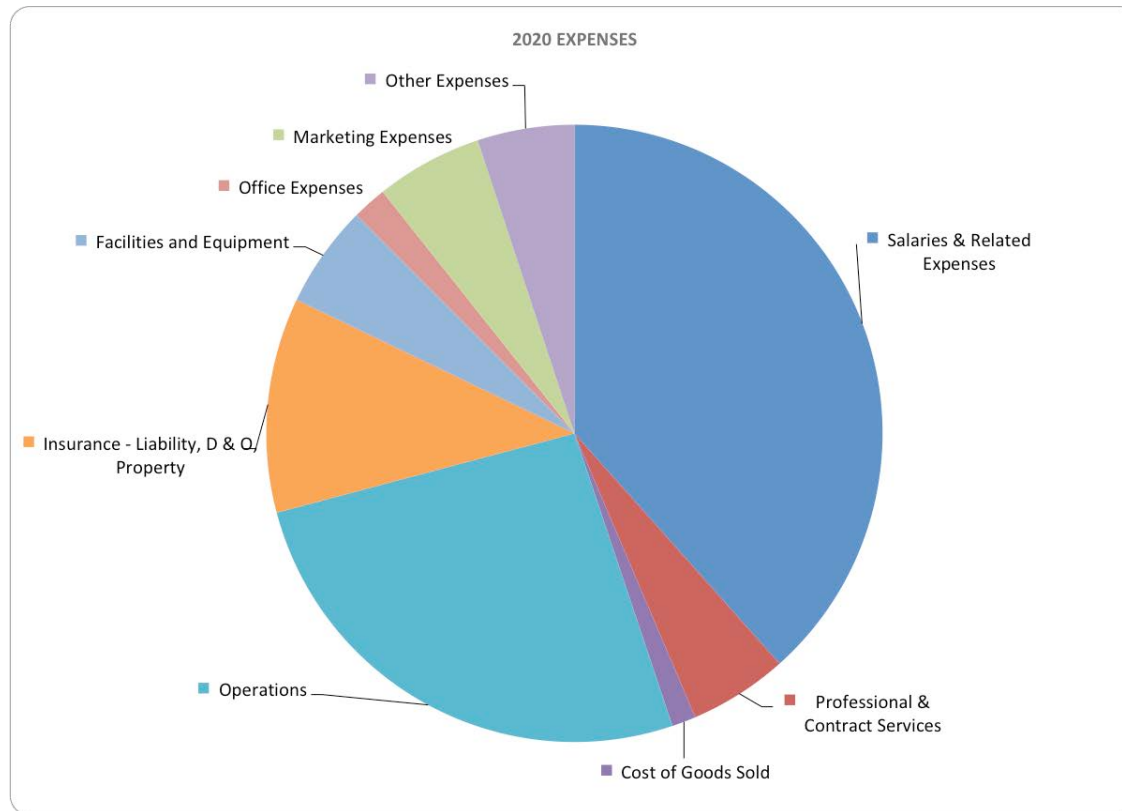
2020 Income

Income received from individual and business direct contributions, donated goods, grant revenue, membership renewals, Q1 Programs, online auction, retail sales





2020 Expenses



- **Salary:** Q1 plus post closure 1 PT employee
- **Contract Services:** Instructor Fees
- **Cost of Goods:** Retail
- **Operations:** Materials and Veteran expenses
- **Insurance:** Liability, D&O, Veteran Layup
- **Facilities:** Utilities
- **Office:** Postage for online auction mailer
- **Marketing:** Printing, Donor/member management
- **Other:** Licenses/permits, cc fees



2020 Income/Expense Statement

By conserving resources in 2020, the Gig Harbor BoatShop is in a fair financial position and ready to resume programs operating as a Gig Harbor Community Tourist Facility as City and WA guidelines allow.

Income Statement

	2020	2019	2018	2017
Direct Contributions	56,242	63,581	87,245	83,389
Donated Goods & Services	9,494	11,370	22,585	28,604*
Revenue from Non-Govt Grants	8,000	17,975	38,020	24,921
Revenue from Govt Grants	24,173	26,690		
Restricted Contributions	-	-	-	-
Memberships	9,775	13,100	14,350	14,450
Contributed Revenue	107,684	132,716	162,200	122,760
Program Income	3,945	15,799	21,821	33,616
Repair & Restoration	2,269	11,005	9,287	7,620
Retail Sales	5,198	18,646	23,793	20,370
Commissions	-	14	4	
Special Events Income	14,373	39,309	41,559	39,361
Misc. Revenue	-	2,682	1,907	
Earned Revenue	25,785	87,455	98,371	100,967
TOTAL REVENUE	\$133,469	\$220,171	\$260,571	\$223,727
Program	29,610	55,042	77,523	67,405
Management & General	55,480	129,181	165,483	140,164
Fundraising	6,021	15,335	15,529	9,097
TOTAL EXPENSE	\$91,111	\$203,963	\$259,460	\$216,666
NET OF INCOME AND EXPENSE	\$42,358	\$16,209	\$1,111	\$7,061
Current Assets	128,159	93,199	113,773	121,298
Fixed Assets	391,091	388,190	362,226	344,441
Ending Net Assets	\$519,250	\$481,389	\$475,999	\$465,739

*Not including Veteran donation(2017)



Q&A





Business of the City Council City of Gig Harbor, WA

Subject: 1 st Quarter Finance Report & 1 st 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 1 st Quarter Status Report Quarterly Finance Report Initial & Date Concurring by Mayor: <u>VK 4-20-21</u> Approved by City Administrator: <u>11-04/29/2021</u> Approved as to form by City Atty: <u>N/A</u> Approved by Finance Director: <u>CP 4/20/21</u> Approved by Department Head: <u>N/A</u>
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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.

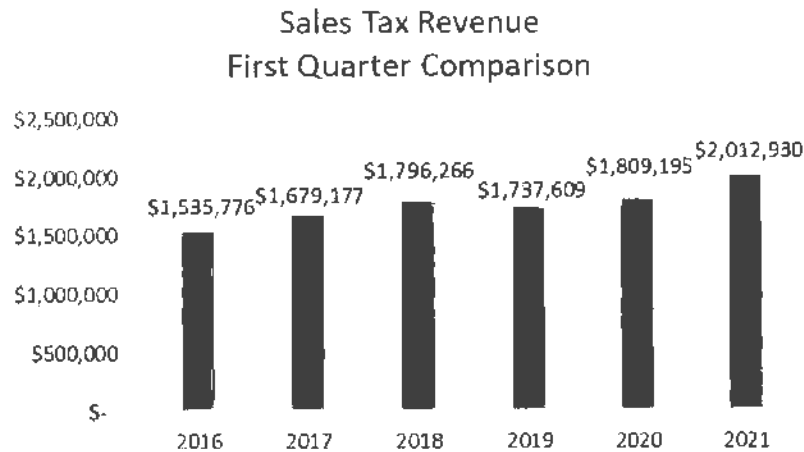
General Fund Revenues

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)

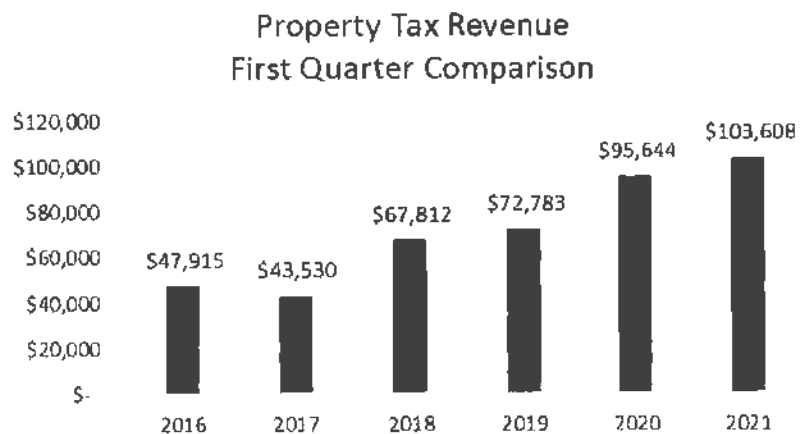
Sales Tax Revenue

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:

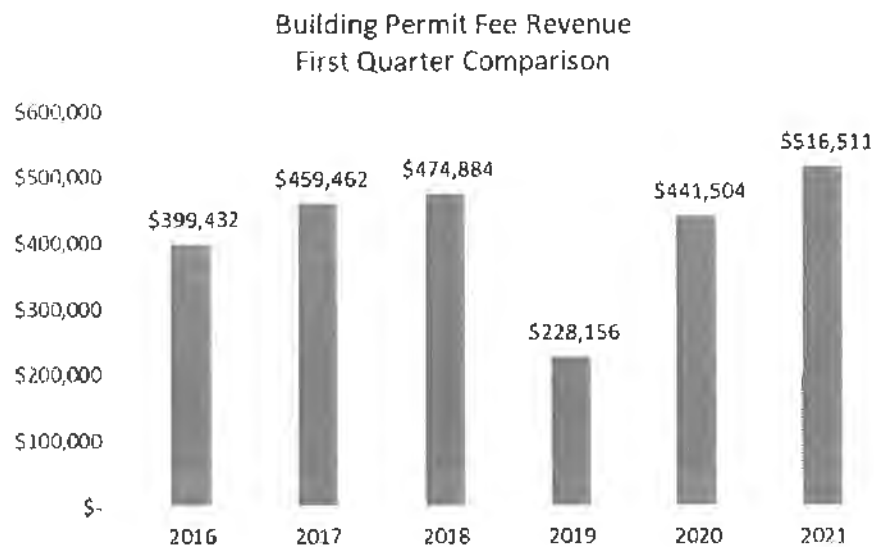


Transportation Benefit District

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

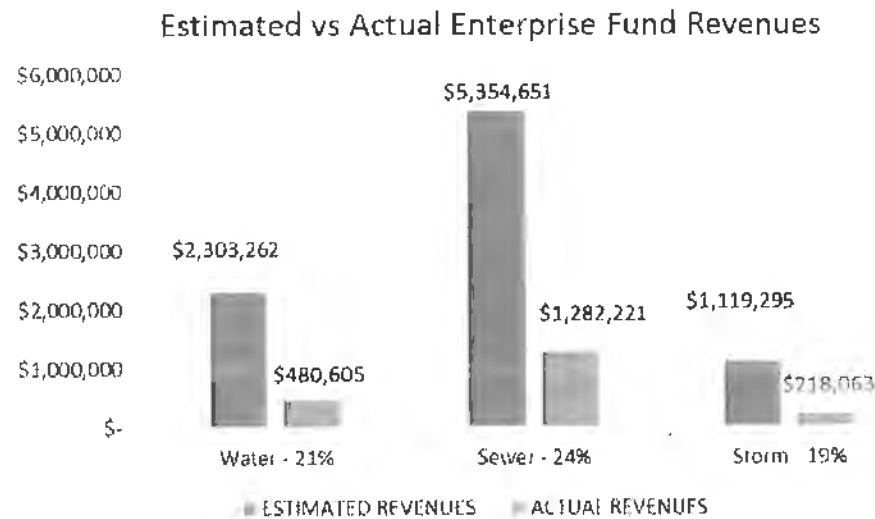
General fund expenditures finished the quarter at fourteen (14%) percent of budget.

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:

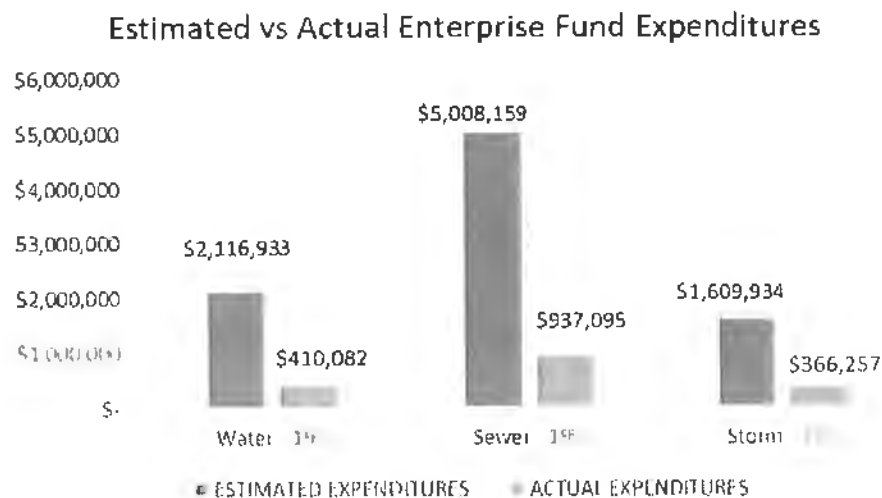
Water, Sewer and Storm Sewer revenues are twenty-one (21%) percent, twenty-four (24%) percent and nineteen (19%) percent of the annual budget.



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	\$ (850,816)	\$ 5,706,888
101	STREET FUND	1,296,991	86,578	417,344	(68,558)	899,666
102	STREET CAPITAL FUND	429,887	99,649	154,944	(41,021)	333,571
103	SENIOR CAPITAL FUND	100,599	28	-	-	100,828
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	5,981	49,534	(187,891)	880,785
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	-	-	287,802
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	4,486,383	365,189	30,000	22,548	4,824,099
310	HOSPITAL BENEFIT ZONE	5,188,036	1,825	38,000	-	5,129,661
401	WATER OPERATING	1,971,034	480,805	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	280,516	78	-	-	280,594
410	SEWER CAPITAL CONSTRUCTION	8,820,172	646,152	202,539	647,502	9,911,286
411	STORM SEWER OPERATING FUND	1,313,614	218,083	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	8,449,952	533,228	139,833	(2,332)	8,840,913
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**

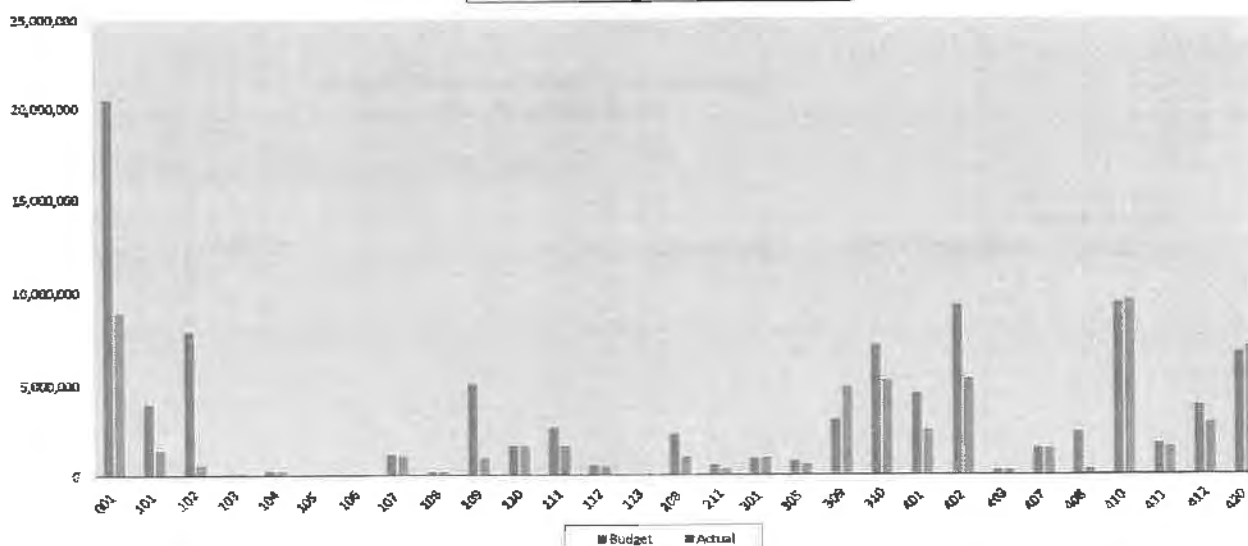
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			1,978,377
LOCAL GOVT INVESTMENT POOL	(Net Earnings Rate)	0.1139%	52,270,347
			<u>\$ 54,249,024</u>



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	529,538	7,349,719	7%
103	SENIOR CAPITAL FUND	100,000	100,828	(828)	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	1,487,963	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	3,828,223	2,862,961	965,262	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%
		\$ 88,985,930	\$ 61,608,137	\$ 38,377,794	62%

Estimated vs Actual Resources
2021 Budget

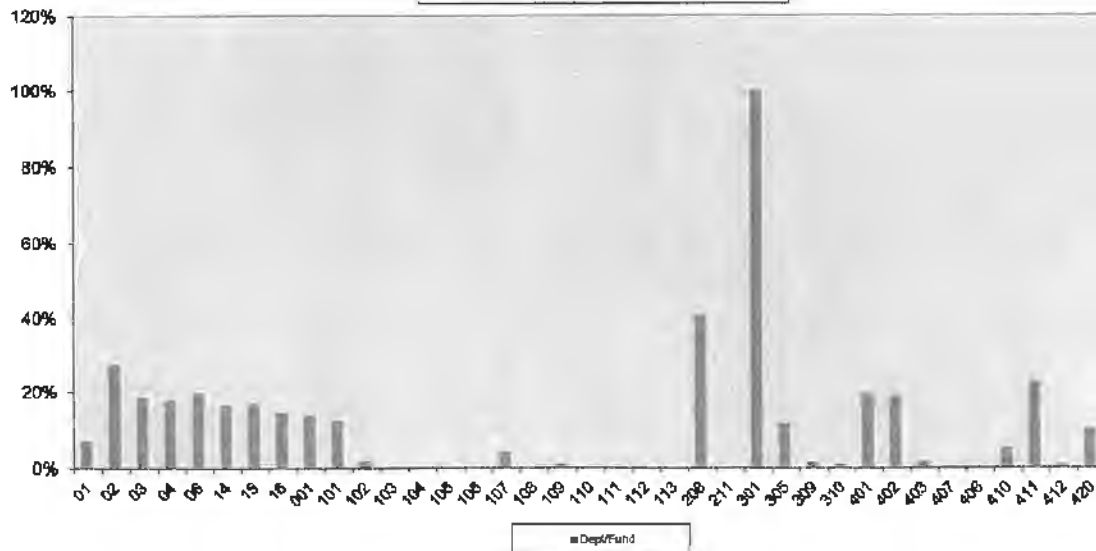




**YEAR-TO-DATE EXPENDITURE SUMMARY
AND COMPARISON TO BUDGET
AS OF MARCH 31, 2021**

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	22,887	59,513	28%
03	MUNICIPAL COURT	478,900	88,938	390,962	18%
04	ADMINISTRATIVE/FINANCIAL	2,092,380	369,130	1,723,250	18%
06	POLICE	4,293,206	846,183	3,448,043	20%
14	COMMUNITY DEVELOPMENT	2,493,338	404,649	2,088,689	18%
15	PARKS AND RECREATION	1,427,744	238,344	1,189,400	17%
16	BUILDING	488,767	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	18,688	462,447	4%
108	PUBLIC ART CAPITAL PROJECTS	113,000	-	113,000	
109	PARK DEVELOPMENT FUND	5,029,833	48,534	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	-	8,184	(8,184)	#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	2,219,800	30,000	2,189,800	1%
310	HOSPITAL BENEFIT ZONE	4,983,000	38,000	4,955,000	1%
401	WATER OPERATING	2,118,833	410,082	1,708,851	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	1,809,834	360,257	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	
		\$ 65,959,349	\$ 7,130,837	\$ 58,228,512	11%

**Expenditures as a Percentage of
2021 Budget**

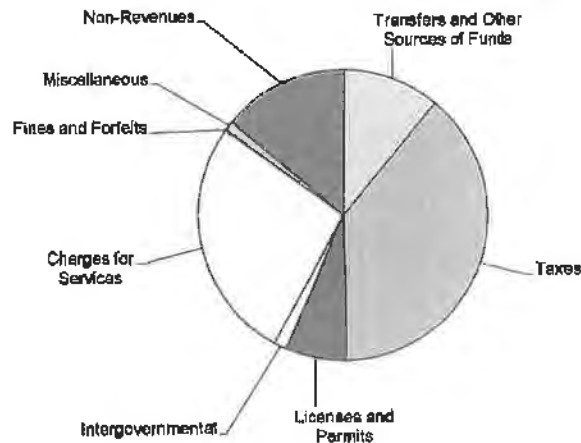




**YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF MARCH 31, 2021**

<u>TYPE OF REVENUE</u>	<u>AMOUNT</u>
Taxes	3,483,888
Licenses and Permits	617,763
Intergovernmental	128,332
Charges for Services	2,448,389
Fines and Forfeits	14,198
Miscellaneous	93,439
Non-Revenues	1,268,548
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>

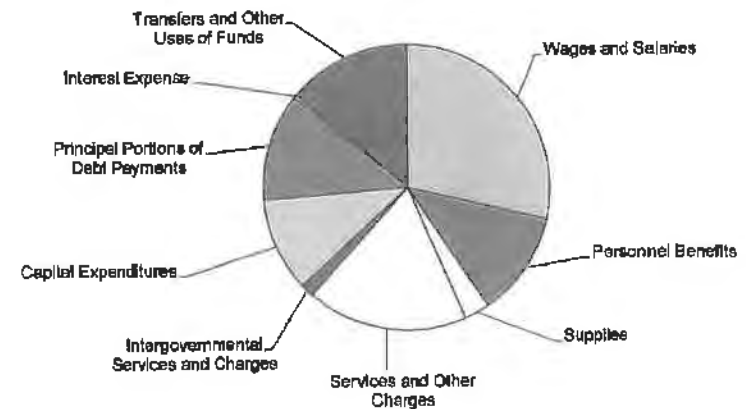
Revenues by Type - All Funds



**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	649,988
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	672,305
Interest Expense	26,241
Transfers and Other Uses of Funds	978,409
Total Expenditures (excludes Court Pass Thru)	7,120,626
Ending Cash Balance	54,249,024
Total Uses	<u>61,369,650</u>

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	\$ 859	\$ 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	855,245	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	880,785	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	1,226,223	388,868	100,599	215,027	17,548	13,271	1,015,930	137,231	697,146	1,592,805
Y-T-D REVENUES	3,436,001	86,578	89,649	28	81	5	5	51,864	42	5,961	506
Y-T-D EXPENDITURES	(2,537,530)	(417,344)	(134,944)	-	-	-	-	(18,668)	-	(49,534)	-
ENDING FUND BALANCE	7,416,037	897,457	333,571	100,628	215,088	17,583	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	\$ 880,785	\$ 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	4,843,121	4,937,219	-	1,513,733	18,403,978	75,653	286,630	362,282
RECEIVABLES	-	-	-	41,301	41,301	-	-	-	-	138,356	-	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	379,408
LIABILITIES													
CURRENT	-	-	-	-	-	45,086	-	-	-	75,308	-	(889)	(889)
LONG TERM	-	-	-	-	-	-	-	-	-	-	-	2,577	2,577
TOTAL LIABILITIES	-	-	-	-	-	45,086	-	-	-	75,308	-	1,688	1,688
FUND BALANCE:													
BEGINNING OF YEAR	1,601,328	439,002	-	790,826	420,761	4,443,815	5,166,036	(2,823)	1,043,555	19,308,968	78,669	290,240	368,810
Y-T-D REVENUES	474	132	6,164	175,256	163,261	365,189	1,825	13,035	470,178	1,439,812	898,577	8,876	907,454
Y-T-D EXPENDITURES	-	-	(6,164)	(620,000)	(78,545)	(30,000)	(39,000)	(10,211)	-	(1,623,410)	(698,545)	-	(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	\$ 379,408

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

	PROPRIETARY											
	401 WATER OPERATING	402 SEWER OPERATING	403 SHORECREST RESERVE	407 UTILITY RESERVE	408 UTILITY BOND REDEMPTION	410 SEWER CAP. CONST.	411 STORM SEWER OPERATING	412 STORM SEWER CAPITAL	420 WATER CAP. ASSETS	TOTAL PROPRIETARY	TOTAL	
ASSETS												
CASH	\$ 72,263	\$ 166,945	\$ 7,687	\$ 53,960	\$ 9,778	\$ 371,826	\$ 48,277	\$ 108,726	\$ 258,640	\$ 1,092,020	\$ 1,978,877	
INVESTMENTS	1,851,908	4,280,515	\$ 197,211	1,381,807	250,818	8,539,480	1,187,262	2,738,140	5,584,273	28,011,391	52,270,347	
RECEIVABLES	210,080	526,984	490	-	-	824,088	169,653	-	-	1,731,863	3,806,372	
FIXED ASSETS	18,339,688	47,072,021	-	-	-	1,024,096	2,277,798	932,878	935,982	68,582,460	68,582,460	
OTHER	-	-	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS	18,473,936	52,045,475	205,388	1,435,666	260,594	11,760,048	3,680,990	3,777,742	7,776,895	99,417,734	128,437,858	
LIABILITIES												
CURRENT	12,817	10,862	-	-	1,973,599	2,457	20,451	-	12	2,020,298	2,100,715	
LONG TERM	78,173	121,307	-	-	22,468,583	-	72,260	-	-	22,739,323	22,759,802	
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	51,589,080	201,858	1,435,245	(24,182,086)	11,313,978	3,736,474	3,676,878	7,383,591	73,450,859	98,847,203	
Y-T-D REVENUES	480,605	1,282,221	3,740	421	78	646,152	218,083	114,101	533,228	3,278,808	9,060,873	
Y-T-D EXPENDITURES	(410,082)	(937,095)	(209)	-	-	(202,539)	(368,257)	(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	101,677,238	
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: x 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



Business of the City Council City of Gig Harbor, WA

Subject: 2nd Reading of Ordinance 1460,
Amendment to Section 8.20.120 GHMC,
Time limit – Use of fireworks.

Proposed Council Action:

- Review
- Allow for public comment
- Council deliberation
- Adopt Ordinance 1460 as presented

Dept. Origin: Community Development

Prepared by: Paul Rice – Building
Official/Fire Marshal

For Agenda of: April 26, 2021

Exhibit: Draft Ordinance 1450

Concurred by Mayor:

Approved by City

Administrator:

Approved as to form by City

Atty:

Approved by Finance Director: 04/20/21

Approved by Department Head:

Initial &
Date

KX 4-20-21

RL 04/20/2021

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

Following July 4th, 2020, multiple citizens provided comment to Council requesting a review of the City's Fireworks ordinances as they pertain to the days of allowable discharge and requesting that the laws be made more stringent in order to promote a more peaceful community. On September 21, 2020 staff brought the issue to the Council's Finance & Safety Committee for direction. After reviewing the currently allowable days of discharge from July 1 – July 4, it was recommended by the Committee that the currently allowed 4 days be amended to 1 day, that being the 4th day of July and that the proposal be brought to the full Council for consideration. State law requires that any changes to fireworks regulations at the local level must be adopted at least 12 months prior to the effective date making these provisions enforceable for the 2022 holiday season.

Prior to and during the first reading there was a substantial amount of public comment provided, the proposed ordinance was advanced to second reading.

FISCAL CONSIDERATION

There is no additional fiscal impact to the City.

BOARD OR COMMITTEE RECOMMENDATION

The City's Finance and Safety Committee has recommended this amendment be brought to the full Council for consideration.

RECOMMENDATION/MOTION

Move to: Adopt Ordinance 1460, Time limit – Use of fireworks

ORDINANCE NO. 1460

AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON, RELATING TO FIREWORKS DISCHARGE REGULATIONS; AMENDING SECTION 8.20.120 OF THE GIG HARBOR MUNICIPAL CODE, TIME LIMIT – USE OF FIREWORKS; PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, in 2015 the City of Gig Harbor adopted Ordinance No. 1317 in order to amend regulation for the use of fireworks, consistent with state law; and

WHEREAS, the City of Gig Harbor may adopt local amendments to limit, prohibit sale or discharge of fireworks consistent with Chapter 70.77 RCW; and

WHEREAS, City staff met with the Finance and Safety Committee of the City Council on September 21, 2020 to discuss amendments to the fireworks regulations of the Gig Harbor Municipal Code; and

WHEREAS, the Finance and Safety Committee of the City Council directed staff to propose an amendment addressing changes regarding hours of discharge and present to City Council for direct consideration; and

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

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

Section 1. Section 8.20.120 of the Gig Harbor Municipal Code is amended as follows:

8.20.120 Time limit – Use of fireworks.

No person shall use or discharge any fireworks within the corporate limits of Gig Harbor except ~~between the hours of 9:00 a.m. and 11:00 p.m. on July 1st through July 3rd, and between~~ the hours of 9:00 a.m. and midnight on July 4th; provided, that this prohibition shall not apply to duly authorized public displays where the same are authorized pursuant to the laws of the state of Washington..

Section 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3. Copy to Chief of the Washington State Patrol. Pursuant to RCW 70.77.250(4) the City Clerk is directed to send a copy of this ordinance to the Chief of the Washington State Patrol for his files within ten (10) days after adoption of this ordinance.

Section 4. Effective Date. This ordinance shall take effect and be in full force twelve (12) months after passage.

PASSED by the Council and approved by the Mayor of the City of Gig Harbor, this 26th day of April, 2021

CITY OF GIG HARBOR

Mayor Kit Kuhn

ATTEST/AUTHENTICATED:

Molly M. Towslee, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

Daniel P. Kenny

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



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

Subject: 2021 Regional Decant Facility
Beneficial Use Agreement – Port Orchard
Interlocal Agreement

Proposed Council Action: Authorize the
Mayor or his designee to allow Public Works to
utilize City of Port Orchard's decant facility for
stormwater vacuum eductor truck waste.

Dept. Origin: Public Works
Prepared by: Brienn Ellis
Stormwater Engineering Tech
For Agenda of: April 26, 2021
Exhibits: Interlocal Agreement

Initial & Date

Concurred by Mayor: KK 4-20-21
Approved by City Administrator: RL 4/19/21
Approved as to form by City Atty: VIA EMAIL 4/16/21
Approved by Finance Director: _____
Approved by Department Head: 4/18/21

Expenditure	Amount	Appropriation
Required	See below	Required
	Budgeted	\$0
	\$50,000	

INFORMATION / BACKGROUND

The Interlocal Agreement between City of Gig Harbor and City of Port Orchard will allow Gig Harbor to utilize a decant facility for stormwater vacuum educator truck waste. This location is closer and much more cost effective than hauling stormwater waste to PRS Group in Tacoma. We are pleased to enter a beneficial use agreement with our neighboring municipality.

FISCAL CONSIDERATION

The adopted 2021 Budget allocated \$50,000 for stormwater waste disposal. This agreement with City of Port Orchard is predicted to reduce waste disposal below the budgeted amount.

BOARD OR COMMITTEE RECOMMENDATION

N/A

RECOMMENDATION / MOTION

Move to: Authorize the Mayor or his designee to sign an Interlocal Regional Decant Facility Beneficial Use Agreement between City of Gig Harbor and City of Port Orchard.

INTERLOCAL AGREEMENT
City of Port Orchard Regional Decant Facility Beneficial Use Agreement

THIS INTERLOCAL AGREEMENT is entered into by and between the City of Port Orchard, Washington (the “City”) and Gig Harbor (the “Gig Harbor”) (collectively, the “Parties”) as of the date entered below.

WHEREAS, Chapter 39.34 RCW authorizes two or more political subdivisions or units of local government of the State of Washington to cooperate on a basis of mutual advantage to provide for services and facilities; and

WHEREAS, Gig Harbor will benefit from use of the City’s Regional Decant Facility (hereinafter “Facility”) to process Gig Harbor vacuum eductor truck waste for regulation and operational purposes; and

WHEREAS, Gig Harbor, as well as the City, will benefit from cooperative use of this facility; and

WHEREAS, the cooperative provisions of this Interlocal Agreement (hereinafter the “Agreement”) are in the best interests of the public; and

WHEREAS, the Parties mutually desire to establish a formal arrangement under which to use and operate the Facility and its features; and

WHEREAS, the Parties desire to enter into this Agreement for the purpose of defining their respective rights, obligations, costs and liabilities regarding this undertaking; and

WHEREAS, the City Council of the City of Port Orchard has taken appropriate action to approve the City’s entry into this Agreement; and

WHEREAS, Gig Harbor has taken appropriate action to approve Gig Harbor’s entry into this Agreement; and

WHEREAS, the acceptance and signature of this document terminates any previous Agreement relating to Facility usage;

NOW, THEREFORE, in consideration of the terms, conditions and covenants contained herein, the City and Gig Harbor agree as follows:

TERMS

Section 1. Purpose.

The purpose of this Agreement is to establish a formal arrangement under which the Parties will share the use of the Facility to process street wastes as set forth below. The terms, conditions and covenants of this Agreement shall accordingly be interpreted to advance this purpose. This Agreement further seeks to allocate and define the Parties' respective rights, obligations, costs and liabilities concerning the establishment, operation and maintenance of this undertaking.

A. The Parties individually generate street wastes, defined as materials picked up by manual or mechanical sweepings of alleys, streets, and sidewalks; wastes from public waste receptacles; and material removed from catch basins. and have a need for a permanent facility in which this material can be handled in accordance with environmental regulations.

B. The Facility will be used by the Parties to process street wastes. The Facility will provide a decant feature for liquids and adequate storage for materials collected that is in compliance with Federal, State, and Local environmental regulations. The facility will provide water for cleanup and eductor truck refilling at a per use rate.

Section 2. Term. This Agreement shall be effective upon its execution by the Parties hereto (the "Effective Date"), and shall remain in effect until terminated in accordance with Section 3, subject to the annual rate increases set out in Section 5.

Section 3. Termination. Either Party may terminate this Agreement with or without cause by providing the other Party with thirty (30) days' written notice of its intent to terminate. Termination or expiration shall not alter Gig Harbor's payment obligations under Section 5 for services already rendered, and shall not alter the Parties' respective obligations under Section 8 of this Agreement.

Section 4. Obligations of Gig Harbor. Gig Harbor agrees to:

A. Utilize the Facility in accordance with the Standard Operating Procedures (SOP), which are attached hereto as Exhibit A and incorporated herein by this reference, including any subsequent amendments thereto, and pay to the City in accordance with this Agreement. Gig Harbor agrees to ensure that all Gig Harbor users of the Facility will be versed in the SOP for decanting waste at this Facility. Failure to follow the guidelines specified in the SOP, or any other negligent conduct by Gig Harbor, its agents, employees, or officials while at the Facility, may result in termination of this Agreement and any other remedies authorized hereunder.

Section 5. Obligations of the City. The City agrees to:

A. Operate and maintain the Facility consistent with applicable laws and regulations and allow Gig Harbor to utilize the facility consistent with this Agreement.

Section 5. Payment Rate and Schedule. The Parties agree to the following billing and payment schedule:

- A. Rates: The Parties shall follow the rate schedule determined for Kitsap County Waste Processing as adopted by County Resolution 174-2014, attached hereto as Exhibit B and incorporated herein by this reference. Rates will be re-evaluated annually and adjusted, as needed by City resolution, and notice of any increase will be provided to Gig Harbor upon adoption and incorporated herein without need for further amendment. Invoices shall be delivered to the Gig Harbor every other month.
- B. Within thirty (30) days of receiving any invoice, the Gig Harbor shall submit payment to the City for the invoiced amount.

Section 6. Administration; No Separate Entity Created. The City Public Works Director shall serve as the administrator of this Agreement. No separate legal entity is formed by this Agreement.

Section 7. Ownership and Disposition of Property. Each Party shall retain ownership of all of its real and personal property used in connection with this Agreement. No new real or personal property will be obtained for use in connection with this Agreement.

Section 8. Release, Indemnification and Hold Harmless Agreement. Each Party to this Agreement shall be responsible for its own negligent and/or wrongful acts or omissions, and those of its own agents, employees, representatives, contractors or subcontractors, to the fullest extent required by the laws of the State of Washington. Each Party agrees to protect, indemnify and save the other Party harmless from and against any and all such liability for injury or damage to the other Party or the other Party's property, and also from and against all claims, demands and causes of action of every kind and character arising directly or indirectly, or in any way incident to, in connection with, or arising out of work performed under the terms hereof, caused by its own fault or that of its agents, employees, representatives, contractors or subcontractors.

Each of the Parties specifically promises to indemnify the other Party against claims or suits brought under Title 51 RCW by its own employees, contractors or subcontractors, and waives any immunity that that Party may have under that title with respect to, but only to, the limited extent necessary to indemnify the other Party.

Section 9. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington. Any action arising out of this Agreement shall be brought in Kitsap County Superior Court.

Section 10. No Employment Relationship Created. The Parties agree that nothing in this Agreement shall be construed to create an employment relationship between any Party and any employee, agent, representative or contractor of any other Party.

Section 11. No Third Party Rights. This Agreement is intended for the sole and exclusive benefit of the Parties hereto and no third party rights are created by this Agreement.

Section 12. Notices. Notices to the Parties shall be sent to the following addresses:

**City of Port Orchard
Mark Dorsey, P.E.
Public Works Director/City Engineer
216 Prospect Street
Port Orchard, WA 98366**

**City of Gig Harbor Public Works
Jeff Langhelm, P.E.
Public Works Director
253-851-6170
3510 Grandview Street
Gig Harbor, WA 98335**

Section 13. Duty to File Agreement with County Auditor. The City shall, after this Agreement is executed by both Parties, file this Agreement with the Kitsap County Auditor.

Section 14. Integration. This document constitutes the entire embodiment of the Agreement between the Parties and, unless modified in writing by an amendment to this Interlocal Agreement signed by the Parties hereto, shall be implemented as described above.

Section 15. Non-Waiver. Waiver by any Party of any of the provisions contained within this Agreement, including but not limited to any performance deadline, shall not be construed as a waiver of any other provision.

CITY OF PORT ORCHARD

GIG HARBOR PUBLIC WORKS

By: _____
ROBERT PUTAANSU Date
Mayor

By: _____
JEFF LANGHELM, P.E. Date
Public Works Director

ATTEST/AUTHENTICATED:

Brandy Rinearson, CMC, City Clerk

Approved as to form only:

Charlotte Archer, City Attorney

Attachment A – Standard Operating Procedures



Standard Operating Procedure for Dumping at the City of Port Orchard Regional Decant Facility

September, 2015
Revised January 14, 2021

Please note that the City of Port Orchard's Standard Operating Procedures (SOPs) are adapted from published methods or developed by in-house technical and administrative experts. Each SOP's primary purpose is for internal use, though sampling and administrative SOPs may have a wider utility. The City's SOPs do not supplant any official published methods. Distribution of these SOPs does not constitute an endorsement of any particular procedure or method. Any reference to specific equipment, manufacturer, or supplies is for descriptive purposes only and does not constitute an endorsement of a particular product or service by the SOP's author or by the City of Port Orchard. Though the City of Port Orchard follows its SOP in most instances, there may be an instance in which The City uses an alternative methodology, procedure, or process.



Section 1. Applicability

- 1.1** This SOP is intended for City of Port Orchard Public Works (Public Works) staff operating or maintaining the City of Port Orchard (COPRO) Regional Decant Facility. This SOP also applies to any eductor truck operators working within an inter-local agreement (ILA) or other contract held with the City allowing the use of the COPRO Regional Decant Facility and its utilities.

Section 2. Definitions

- 2.1** Decant – the process of separating solids from liquid via settling and drawing off the liquid without disturbing the sediments within the lower liquid layers. Decanting procedures differ for stormwater and sewer. Refer to appropriate sections (stormwater -vs- sewer decanting) for specific information relating to methodology.
- 2.2** Eductor Truck – Any truck (Vactor, Vac-Con, etc.) equipped to vacuum and haul street, storm and sewer effluent and sediments from municipal works.
- 2.3** Personal Protective Equipment (PPE) – Personal safety equipment designed to protect staff from injury while performing job duties. PPE's include but are not limited to: eye protection, ear protection, reflective clothing, work boots, gloves, etc.
- 2.4** Port Orchard Municipal Code (POMC) – Laws and ordinances that are enacted by the city council and enforced by the City of Port Orchard.



Section 3. *Safety*

3.1 Personal safety

- 3.1.1* All operators and maintenance staff will follow appropriate safety guidelines when decanting into the City's Regional Decant Facility. Failure to comply with safety guidelines may result in exclusion from use of the COPO Regional Decant Facility.
- 3.1.2* All operators and maintenance staff will wear appropriate PPE while working within City property and observe all potential hazards and avoid them. Please note any safety discrepancies and provide them to the City for correction.
- 3.1.3* All operators and maintenance staff will possess and maintain proper licensing relative to driving an eductor truck and will possess training relative to the operation of the eductor truck.

3.2 Environmental Safety

- 3.2.1* All operators will follow procedural guidance outlined in sections 4, 5 and 6 of this SOP to minimize any potential environmental hazards and appropriately contain any spills or leaked eductor truck effluent within the COPO Regional Decant Facility. Failure to comply with sections 4, 5 and 6 may result in exclusion from use of the Regional Decant Facility and may result in fines pursuant to [Chapter 15.30 of the POMC](#).
- 3.2.2* All operators are responsible for reporting any spills or leaked eductor truck effluent to the City of Port Orchard Public Works Department as soon as possible.



Section 4. Use of the COPO Regional Decant Facility

4.1 Authorization

Currently the City of Port Orchard is allowing use of its decant facility via inter-local agreement (ILA). Access will be granted when each ILA is finalized and approved by council. A unique access code will be granted to each entity for use of the facility. For non-COPO entities this access code is tied to your billing. Current rates of use are \$250.00 per dump as of 2021.

4.2 Conditions of Use

Any liquids or solids collected by authorized eductor trucks shall adhere to the following conditions:

- Liquids and solids collected from cleaning sewer and stormwater facilities must comply with conditions listed in their approved ILA.
- Suspect loads are allowed at the COPO Regional Decant Facility on a case-by-case basis, pending approval from COPO and South Kitsap Water Reclamation Facility (SKWRF). **Suspect loads may not be dumped without specific approval.** Depending upon the nature of the load, disposal practices may vary, but will always follow state and local regulation. Contact the City before dumping suspect or "hot" loads at the COPO Decant Facility. City staff can be reached at the following contacts:
 - (360) 876-4991 or;
 - publicworks@cityofportorchard.us
- The operator and representative governmental agency are ultimately responsible for ensuring the materials being disposed of at the COPO Regional Decant Facility meet the conditions of use. Any prohibited dumping or discharge to the COPO Regional Decant Facility will result in corrective actions, revocation of ILA privileges, or fines dependent on the nature of the infraction.
- The City of Port Orchard reserves the right to revoke privileges from any user if deemed warranted.
- All users will abide by the procedures and rules listed in this SOP. Failure to do so may result in revocation of privileges.



Section 5. *Field Procedures*

5.1 *Operational Guidelines*

Only liquids and solids collected from the cleaning or maintenance of City of Port Orchard appurtenances is allowed at the COPO Regional Decant Facility unless specified in an ILA or other legal contract.

5.2 *Record Keeping*

Every operator must keep a detailed log of each area where liquids and solids have been collected. Each log must be maintained for a minimum of one year and be available to City of Port Orchard staff. Each daily log shall at a minimum include:

- Date
- Driver name
- Equipment used
- Site/client name
- Street address
- Type of material collected:
 - SFR – single family
 - MFR – multiple family
 - C – Commercial
 - I – Industrial

5.3 *Field Screening and Inspection*

When cleaning infrastructure, please perform a visual inspection of the catch basin, manhole or vault. Note any unusual or unpleasant odors or visible contamination of liquids and solids present within the system being cleaned. If potential contamination is identified, please add a detailed comment to your records and notify the City immediately. Do NOT clean the catch basin or infrastructure unless you plan to dispose of this load as a suspect load following the specific suspect load guidelines. The City may choose to follow-up on the operators' notes to identify and control the source of any illicit pollution source or illegal dumping.



5.4 ***COPO Regional Decant Facility Access***

The COPO Regional Decant Facility is located at 1272 Lloyd Parkway. The system will be accessible during normal business hours unless closed for scheduled maintenance.

5.5 ***Water Filling and Wash Rack Use***

Water and wash rack use are billable and are available only when specified by contract. Please consult your ILA for details on specific access rights.

Section 6. Stormwater Decanting/Dumping Procedures

6.1 ***Requirements***

There must be at least ONE trained, qualified operator present when using the COPO Regional Decant Facility. If any operator notices a deficiency in the COPO Regional Decant Facility (plugged drain, damage to facility, excessive solids accumulation, etc.) please contact the Public Works Office (360-876-4991) and a Public Works employee will respond to manage the issue.

6.2 ***Liquid Decanting Procedures***

1. Upon arrival at the decant facility back eductor truck into the appropriate bay, depending upon the consistency of your load (water/storm decant or sewer) and prep the truck for decanting.
2. Unroll the decanting hose and attach it to the drain coupler on the back or side of the eductor truck storage tank.
3. Place the drain hose on the floor of the settling pad in a location where you can monitor the water leaving the hose.
4. Open the gate valve on the drain coupler attached to the tank slowly until decant water begins to flow from the hose.
5. Monitor the consistency of the water draining from the hose. If significant quantities of solids begin to drain from the hose, close the gate valve and prep the truck for solids dumping.



6.3 *Solids Dumping on the Decanting Pad*

1. Rinse out and roll up the decanting hose and clean any residue from the drain coupler on the tank.
2. Reposition the eductor truck in the solids bay that has been identified for dumping, backing the truck NO FARTHER back into the bay than the "dump no solids past this point" sign located on the bay walls.
3. If a bay is coned off do not dump there. If there is any question as to which bay to dump solids, please call the City (360-876-4991) for verification.
4. Carefully unscrew the retaining turnbuckles on the gate for the tank.
5. Slowly release the gate dogs, opening them just enough to allow any remaining liquids to drain from the tank. Wait until liquid recedes before dumping solids.
6. Once the liquid stops draining from your load, fully open the gate dogs and dump solids in designated solids area. Pull forward and rinse the tank clean in front of the solids pile.
7. Make sure that your eductor truck is prepped for travel.

6.4 *Solids Management (City staff only)*

Allow the solids pile to settle and drain before transferring solids to the dumpster. This should only be done by qualified COPO Public Works staff. If the solids pile is too full for you to dump your load you may only be allowed to decant the liquid from your tank following the decanting procedures listed in section 6.2. Calling ahead of dumping should reduce or eliminate this issue. Please contact the Public Works Office (360-876-4991) if the solids pile is full and a Public Works employee will respond to manage the solids.

Section 7. Sewer Decanting/Dumping Procedures

7.1 *Requirements*

There must be at least ONE trained, qualified operator present when using the COPO Regional Sewer Decant Bay. If any operator notices a deficiency in the COPO Regional Decant Facility (plugged drain, damage to facility, excessive solids accumulation, etc.) please contact the Public Works Office (360-876-4991) and a Public Works employee will respond to manage the issue.

7.2 *Liquid Decanting Procedures*

6. Upon arrival at the decant facility back eductor truck into the sewer bay and prep the truck for decanting.



7. Unroll the decanting hose and attach it to the drain coupler on the back or side of the eductor truck storage tank.
8. Place the drain hose on the floor of the settling pad in a location where you can monitor the water leaving the hose.
9. Open the gate valve on the drain coupler attached to the tank slowly until decant water begins to flow from the hose.
10. Monitor the consistency of the water draining from the hose. If significant quantities of solids begin to drain from the hose, close the gate valve and prep the truck for solids dumping.

7.3 *Solids Dumping for sewer*

8. Rinse out and roll up the decanting hose and clean any residue from the drain coupler on the tank.
9. Reposition the eductor truck, backing the truck NO FARTHER back into the bay than the "dump no solids past this point" sign located on the bay walls.
10. If the sewer bay is coned off do not dump there. If there is any question as to which bay to dump solids, please call the City (360-876-4991) for verification.
11. Carefully unscrew the retaining turnbuckles on the gate for the tank.
12. Slowly release the gate dogs, opening them just enough to allow any remaining liquids to drain from the tank. Wait until liquid recedes before dumping solids.
13. Once the liquid stops draining from your load, fully open the gate dogs and dump solids in designated solids area. Pull forward and rinse the tank clean in front of the solids pile.
14. Make sure that your eductor truck is prepped for travel.



Section 8. Facility Maintenance and Filling Water

8.1 Solids Management (COPO STAFF ONLY)

Allow the solids piles in each solids bay to settle and drain before transferring solids to the dumpster. This should only be done by qualified COPO Public Works staff. If the solids pile is too full for you to dump your load you may only be allowed to decant the liquid from your tank following the decanting procedures listed in section 6.2. Calling ahead of dumping should reduce or eliminate this issue. Please contact the Public Works Office (360-876-4991) if the solids pile is full and a Public Works employee will respond to manage the solids.

8.2 Facility Maintenance (COPO STAFF ONLY)

COPO staff ONLY will operate weir systems in each bay, cone off full bays still draining, clean bays and filtration systems and service any functional components of the decant facility. **Non-COPO staff are only permitted to dump permitted wastes and clean their vehicles.**

8.3 Filling Water Usage

Water usage for filling eductor truck water tanks is metered at the decant facility and is available for purchase at the water kiosk. The facility also offers a stormwater recycle option, utilizing rainwater that has been collected in a cistern behind the building for rinsing and refilling tanks. This system operates when rainwater is available only. If there is no rainwater to use the system switches to municipal water automatically. A separate agreement is required if you wish to utilize the kiosk for water.



Location of the COPO Regional Decant Facility (1272 Lloyd Parkway)



Attachment B.

RESOLUTION NO. ~~174~~ 2014

Resolution Adopting New Disposal Fees for the Kitsap County Maintenance Waste Processing Facility

WHEREAS, Kitsap County Code Chapter 8.14 established disposal fees for the Kitsap County Maintenance Waste Processing Facility through Ordinance 299-2003;

WHEREAS, Kitsap County Ordinance 299-2003 has been amended allowing rates to be established by Resolution and modified through the resolution process as may be required from time to time consistent with other County fees;

NOW THEREFORE, BE IT RESOLVED by the Kitsap County Board of County Commissioners that the Disposal Fees for the disposal of waste generated by incorporated areas at the Kitsap County Maintenance Waste Processing Facility shall be:

<u>Small Loads – 500 gallons or less</u>	
Liquid Waste Only	\$100.00
Liquid and Solid Waste	\$150.00

<u>Medium Loads – 500 to 1000 gallons</u>	
Liquid Waste Only	\$150.00
Liquid and Solid Waste	\$200.00

<u>Large Loads – Over 1000 Gallons</u>	
Liquid Waste Only	\$200.00
Liquid and Solid Waste	\$250.00



Business of the City Council City of Gig Harbor, WA

Subject: Austin Honoring Art – Artist Services
Contract Amendment No. 2

Dept. Origin: Public Works

Proposed Council Action: Approve and authorize the Mayor to execute Amendment #2 to the Artist Services Contract with Guy Capoean for the Austin Honoring Art.

Prepared by: Jeff Langhelm, PE
Public Works Director

For Agenda of: April 26, 2021

Exhibits: Artist Services Contract Amend. #2

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Public Works Dir.:

Initial & Date

YV 4-20-21

1604/19/2021

VIA EMAIL 4/16/21

DP 4/20/21

1102 4/19/21

Expenditure Required	\$5,000	Amount Budgeted	\$0	Appropriation Required	\$0
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INFORMATION/BACKGROUND

The City is presently engaged with Guy Capoean to complete the installation of the Artwork for the Austin Park Honoring Project and desires to extend artist services in connection with the project. Mr. Capoean completed the Artwork in fall 2020 but the City has been unable to complete the permitting necessary to install the art base at the location at Austin Park.

The originally contract expired July 1, 2020 so in June 2020 the City and Mr. Capoean agreed in to extend the contract to March 31, 2021 through the First Amendment to the Agreement. On March 31, 2021 the City and the Artist extended the Agreement duration to April 30, 2021 to provide time to develop a second amendment to the Agreement.

The City and Mr. Capoean wish to amend Section 2 of the Agreement to extend the duration to December 31, 2021 and amend Section 4 of the Agreement to revise the milestones for payment and revise the responsibilities for both the City and the Artist.

Section 23 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify, amend, or add to the Agreement

FISCAL CONSIDERATION

The City's 2021 Budget includes funding to complete the permitting and installation of the honoring art in the Public Art Capital Projects fund under Objective #1. However, this payment proposed in Amendment #2 was not included in the 2021 Budget amount. Sufficient funds exist in this fund to support the proposed additional expense.

BOARD OR COMMITTEE RECOMMENDATION

None

RECOMMENDATION/MOTION

Approve and authorize the Mayor to execute Amendment #2 to the Artist Services Contract with Guy Capoeira for the Austin Honoring Art

**SECOND AMENDMENT
TO
ARTIST SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
GUY CAPOEMAN**

THIS SECOND AMENDMENT is made to that certain Artist Services Contract dated July 17, 2019 (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereafter the "City"), and Guy Capoeiman, a Visual Artist (hereafter the "Artist").

RECITALS

WHEREAS, the City is presently engaged in completing the Artwork for the Austin Estuary Park Honoring Project and desires to extend artist services in connection with the project; and

WHEREAS, the Artist completed the Artwork in fall 2020 but the City has been unable to complete the permitting necessary to install the art base at the location at Austin Estuary Park originally discussed; and

WHEREAS, the Agreement originally expired July 1, 2020 so in June 2020 the City and the Artist agreed in to extend the duration of the Agreement to March 31, 2021 through the First Amendment to the Agreement; and

WHEREAS, on March 31, 2021 the City and the Artist extended the Agreement duration to April 30, 2021 to provide time to develop a second amendment to the Agreement; and

WHEREAS, the City and the Artist wish to amend Section 2 of the Agreement to extend the duration to December 31, 2021; and

WHEREAS, the City and the Artist also wish to amend Section 4 of the Agreement to revise the milestones for payment and revise the responsibilities for both the City and the Artist; and

WHEREAS, Section 23 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify, amend, or add to the Agreement.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

- 1. Duration/Time for Completion of Work.** Section 2 of the Agreement is amended to extend the duration of this Agreement to December 31, 2021.

2. Payment. Section 4(D) of the Agreement is modified to read as follows:

The Artist shall be responsible to pay all fees, materials, supplies, equipment, labor of assistants, communications between the Artist and the City, sustenance, and storage of the Artwork until April 30, 2021. In exchange for the extended time to store and insure the Artwork from the date of completion of the Artwork to April 30, 2021, the City shall pay the Artist a storage fee of \$5,000 and shall be responsible to pay all fees, materials, supplies, equipment, labor and other transportation costs to move the Artwork from the Artist's shop in Taholah, WA to the City's Public Works Operations Shop located in Gig Harbor, WA.

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

IN WITNESS WHEREOF, the parties have executed this Amendment on this _____ day of _____, 20__.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor Kit Kuhn

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney



Business of the City Council City of Gig Harbor, WA

Subject: Eddon Boat Brick House –
Professional Services Contract Amendment #6
with SHKS Architects.

Proposed Council Action: Approve and
authorize the Mayor to execute Amendment
No. 6 to the Professional Services Contract with
SHKS Architects in an amount not to exceed
\$4,760.00

Dept. Origin: Public Works/Engineering

Prepared by: Marcos McGraw *MRM*
Project Engineer

For Agenda of: April 26, 2021

Exhibits: Amendment No. 6 to
Professional Services Contract
Exhibit A – Scope of Work & fee

Concurred by Mayor:

Approved by City Administrator:

Approved as to form by City Atty:

Approved by Finance Director:

Approved by Public Works Director:

Approved by City Engineer:

Initial & Date

KK 4-20-21

AL 04/20/21

By email 4/16/2021

OK 4/20/21

TC 4/20/21

Expenditure Required	\$ 4,760.00	Amount Budgeted	\$ 430,000.00	Appropriation Required	\$0
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INFORMATION/BACKGROUND

An identified Parks Development Objective within the 2021 budget provides for the remodel and rehabilitation of the brick house at Eddon Boat Park. During inspection of the seal around the existing brick chimney above the kitchen the Public Works Operations Crew discovered that the chimney was unstable, and it required removal to evaluate the necessary repairs. The architect that designed the remodel work inspected the chimney as directed by Council on April 12, 2021, and they found that the remaining section of the chimney to be structurally stable. The consultant will create drawings needed for the repair of the chimney.

FISCAL CONSIDERATION

This project is included in the City of Gig Harbor 2021 Budget. The budgeted amount includes \$100,000.00 of local funds. The budget summary for this item is provided in the table below.

Project Funding:	
2020 Budget Parks Development, Objective 4	\$ 330,000.00
2021 Budget Parks Development, Objective 10	\$ 100,000.00
2021 expenditures	
SHKS Architects – limited construction support	(\$4,444.27)
SHKS Architects Amendment #5 – structural inspection, chimney	(\$500.00)
SHKS Architects Amendment #6 – chimney restoration design	(\$4,760.00)
JA Morris Construction – construction contract (2020 expenses)	(\$136,355.22)
JA Morris Construction – construction contract (2021 remaining amount)	(\$210,827.15)
Remaining Budget:	\$73,113.36

NOTE: This project was fully funded on the 2020 budget. Construction started in 2020. It continued into 2021. The \$100,000 carryover amount for 2021 anticipated completion of more of this contract than occurred.

There are sufficient funds in ending fund balance for the Parks Development fund to cover the amount over budget.

BOARD OR COMMITTEE RECOMMENDATION

PW Staff, as the applicant, requested a Certificate of Appropriateness from the Design Review Board regarding the removed waterward chimney. On March 25, 2021, the Design Review Board recommended approval of the Certificate of Appropriateness subject to the following conditions: 1) The rehabilitation of the chimney shall include protection measures from water intrusion, 2) The protection from water intrusion shall be designed in a manner that is not visible from the exterior of the structure and 3) The removed chimney shall be replaced in conjunction with Secretary of Interior Standards for rehabilitation, including reconstruction in the same manner, shape and form and with retained materials.

RECOMMENDATION/MOTION

Approve and authorize the Mayor to execute Amendment No. 6 to the Professional Services Contract with SHKS Architects in an amount not to exceed \$4,760.00

SIXTH AMENDMENT
TO
PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
SHKS ARCHITECTS

THIS SIXTH AMENDMENT is made to that certain Professional Services Contract dated September 25, 2017 as amended (the "Agreement"), by and between the City of Gig Harbor, a Washington municipal corporation (hereinafter the "City"), and SHKS Architects, P.S., Inc., a corporation organized under the laws of the State of Washington (hereinafter the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in completing the Eddon Boat Park Brick House Remodel Project and desires to extend consultation services in connection with the project; and

WHEREAS, section 17 of the Agreement requires the parties to execute an amendment to the Agreement in order to modify the scope of work to be performed by the Consultant and to amend the amount of compensation paid by the City;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties in this Amendment as follows:

1. Scope of Work. Section 1 of the Agreement is further amended to add the work as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

2. Payment. Section 2(A) of the Agreement is amended to increase compensation to the Consultant for the work to be performed as described in **Exhibit A** in an amount not to exceed Four Thousand Seven Hundred Sixty Dollars and Zero Cents (\$4,760.00), as shown in **Exhibit A**, attached to this Amendment and incorporated herein.

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

[Remainder of page left intentionally blank]

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

IN WITNESS WHEREOF, the parties have executed this Amendment on this _____ day of _____, 20__.

CONSULTANT

CITY OF GIG HARBOR

By: _____
Its Principal

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

SHKS ARCHITECTS
EXHIBIT 'A'

April 20, 2021

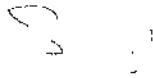
Marcos McGraw
City of Gig Harbor

Re: Eddon Boat Park Brick House Chimney Rebuild

Marcos,

Attached is a fee proposal and scope of service in response to our discussions about the failing brick chimney at the Eddon Brick House. Per the City of Gig Harbor Design Review Board decision on March 25, 2021, the chimney will be rebuilt with reinforced structural brick. The attached fee proposal reflects that option. Structural engineering will be contracted through the Architect. Please review and let us know if you have any questions.

Sincerely,



Suzanne Kraus, SHKS Architects

Enc: Fee Proposal

S H K S A R C H I T E C T S
EXHIBIT 'A'

Project Name Eddon Boat Park Brick House

Date Submitted April 20, 2021

Revision Number: 6

PROJECT UNDERSTANDING

The overall scope of service includes structural engineering, drawings, material specifications integrated into the drawings, and limited construction phase services, consistent with our Agreement with City of Gig Harbor, for the rebuilding of the chimney at the Eddon Boat Park Brick House.

SCOPE OF SERVICES & DELIVERABLES

1. Construction Documents

- Prepare modifications to existing Construction Documents sufficient to describe the work to the General Contractor, including:
 - Roof Plan
 - Elevations of chimney
 - Sections of chimney
 - Material specification annotated in drawings

2. Construction Administration

- Respond to questions from the City's construction representative.

FEE

We propose to work on an hourly-not-to-exceed basis for the above described scope of service.

1. DRB selected option: Hourly not to exceed a maximum of \$4,760.

This scope includes rebuilding the chimney with reinforced structural brick, including:

- Construction Documents with structural details sufficient to describe scope of work to General Contractor. This task is budgeted at \$3,780.
- Respond to questions from the City's construction representative. This task is budgeted at \$980.
- If it is determined that additional work is required at the living room chimney, a subsequent fee proposal will be created for that scope of work.

RATES

Hourly rates are in accordance with the Agreement.

SCHEDULE

The Architect will coordinate schedule of deliverables with the Owner.

EXPENSES

Reimbursable expenses will be compensated in accordance with the Agreement.

BILLING SCHEDULE

We will bill monthly for services performed in the prior month.

**NEW BUSINESS NO. 4
SPORTS COMPLEX PHASE 1A
LEASE AGREEMENT WITH YMCA
Agenda Packet
coming at a later time**