

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, February 14, 2022 – 5:30 p.m.
Virtual Meeting

This may be accessed through Zoom at <https://zoom.us/j/93216056382> or by calling (253) 215-8782 and entering Meeting ID 932 1605 6382. Please see the City Council Meeting Procedures at the end of this agenda for information on options to make public comment.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

CHANGES TO THE AGENDA

CONSENT AGENDA

1. City Council Minutes

Documents:

[City Council Special Meeting Minutes - January 11, 2022.pdf](#)
[City Council Minutes - January 24, 2022.pdf](#)
[City Council Special Meeting Minutes - January 25, 2022.pdf](#)
[City Council Study Session Minutes - January 27, 2022.pdf](#)
[City Council Retreat Minutes - January 29, 2022.pdf](#)

2. Receive & File

Documents:

[Planning Commission Minutes - January 6, 2022.pdf](#)

3. Purchase Authorization – Ancich Storage Racks

Documents:

[AGENDA BILL Purchase Authorization for Ancich Storage Racks.pdf](#)

4. Resolution 1230 - ITS Surplus Equipment

Documents:

[AGENDA BILL Resolution 1230.pdf](#)

5. Professional Services Contract for Recruitment Services

Documents:

[AGENDA BILL PSC for Recruitment Services.pdf](#)

6. Interlocal Agreement with Pierce Transit for 2022 Trolley Service

Documents:

[AGENDA BILL Interlocal Agreement with Pierce Transit for Trolley Service.pdf](#)

7. Approval of Payroll

Checks #8334 through #8340 and direct deposit transactions in the total amount of \$498,654.85.

8. Approval of Vouchers

Check numbers 97136 through 97286, Cashier's Check number 1448755 and ACH payments for FY2021 and FY2022 in the amount of \$2,415,686.41.

PRESENTATIONS

1. Promotion of Detective Sergeant Tray Federici

MAYOR'S REPORT

PUBLIC COMMENT ON NON-AGENDA ITEMS

OLD BUSINESS

1. Resolution 1231 Amending Legislative Agenda

Suggested Motion: Move to approve Resolution 1231

- a) Report: City Clerk Josh Stecker
- b) Clarifying questions from Council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Resolution 1231.pdf](#)

NEW BUSINESS

1. First Reading of Ordinance 1482 Stormwater Code Revisions

Suggested motion: None.

- a) Report: Public Works Director Jeff Langhelm
- b) Clarifying questions from Council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Ordinance 1482.pdf](#)

2. **REMOVED FROM AGENDA - Resolution 1232 Authorizing the City to Apply as Co-Applicant on an EDA Grant**
3. **Resolution 1233 Authorizing the Submittal of a Conservation Futures Grant Application to Pierce County**

Suggested motion: Move to approve Resolution 1233

- a) Report: Parks Manager Matthew Keough
- b) Clarifying questions from Council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Resolution 1233.pdf](#)

STAFF REPORT

1. Quarterly Budget Report

Documents:

[4th Quarter Financial Report.pdf](#)
[2021 Budget Q4 Combined Report.pdf](#)

COUNCIL REPORTS / COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

Documents:

[Agenda Planning Schedule.pdf](#)

ADJOURN

PUBLIC COMMENT & DECORUM

The City Council desires to allow a maximum opportunity for public comment.

However, the business of the City must proceed in an orderly, timely manner. The purpose of a Council meeting is to conduct the City's business; it is not a public forum. The Open Public Meetings Act does not require that members of the public be allowed to participate or speak.

Public comment may be made remotely via Zoom or by phone 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 she has opened the public comment portion of the meeting. Your name or the last three 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 by email before the meeting. Your comments must be provided to the City Clerk by 3:00 p.m. on the day of the meeting. All written comments must be able to be read in 3 minutes or less to be included in the record and must state "FOR PUBLIC COMMENT" in the subject line of the email. In addition, comments must include the name and address of the person submitting the comments. Email comments to cityclerk@gigharborwa.gov. Written comments will be read during the appropriate agenda item.

All remarks shall be addressed to the Council as a body and not to any specific councilmember. All speakers shall be courteous in their language and deportment and shall not engage in or discuss or comment on personalities or indulge in derogatory remarks or insinuations with regard to any councilmember, the Mayor, or any member of the staff or the public.

AMERICANS WITH DISABILITIES (ADA) ACCOMMODATIONS

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

MINUTES
GIG HARBOR CITY COUNCIL SPECIAL MEETING
Wednesday, January 11, 2022 – 12:00 p.m.

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 12:00 p.m. Councilmembers Denson, Henderson, Lykins, Rodenberg, Storset and Woock were present.

NEW BUSINESS

1. **Legislative Session Discussion with Representative Michelle Caldier –**
Representative Caldier met with council and the city's lobbyists and discussed bills progressing in the 2022 legislative session. Councilmembers expressed concern with House Bill 1782 and Mayor Markley indicated that staff would prepare a letter outlining the City's concerns and deliver it to the Rep. Caldier for her consideration.

ADJOURN: The meeting adjourned at 12:30 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL MEETING
Monday, January 24, 2022 – 5:30 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 5:34 p.m. Councilmembers Barber, Denson, Henderson, Lykins, Rodenberg, Storset and Woock were present.

Mayor Markley administered the oath of office to Councilmember Barber.

CONSENT AGENDA:

1. Approval of City Council Minutes: City Council Special Meeting Minutes - January 3, 2022; City Council Minutes - January 10, 2022; City Council Special Meeting Minutes - January 18, 2022
2. Receive & File: Parks Commission Minutes - December 1, 2021; Planning Commission Minutes - December 16, 2021
3. Purchase Authorization - Brush Chipper
4. Approval of Professional Services Contract - WWTP On-Call Engineering Services
5. Approval of Professional Services Contract - Commercial Fishing Homeport Design and Permitting
6. ~~Approval of Professional Services Contract - Annual Pavement Maintenance and Repair~~ – *Removed to New Business 1 at the request of Councilmember Woock*
7. Approval of Vouchers - Check numbers 97020 through 97135 and ACH payments in the amount of \$821,256.83.

MOTION: Move to approve the Consent Agenda (Rodenberg/Woock).

VOTE: Unanimously approved.

PRESENTATION: Representative Derek Kilmer reported to council on the implications and opportunities in the bipartisan infrastructure bill and other federal legislation.

Harbor History Museum Director Stephanie Lile presented an update on the Maritime Gallery project which seeks to restore and display the fishing vessel *Shenandoah*.

MAYOR'S REPORT: Mayor Markley reported on the agenda for the city council retreat.

CITY ADMINISTRATOR'S REPORT: Interim City Administrator Tony Piasecki and Public Works Director Jeff Langhelm updated council on the Capital Improvement Program.

PUBLIC COMMENT ON NON-AGENDA ITEMS: Bill Sehmel commented on the possibility of the City annexing into the PenMet Parks District. Thomas Wick commented on the process for fulfilling public records requests.

NEW BUSINESS:

1. **Approval of Professional Services Contract - Annual Pavement Maintenance and Repair** – Public Works Director Jeff Langhelm gave council an overview of the pavement rating system.

MOTION: Move to Approve and authorize the Mayor to execute a Professional Services Contract with Parametrix, Inc. in an amount not to exceed \$ 181,973.72 (Woock/Barber).

VOTE: Unanimously approved.

2. **Election of Mayor Pro Tempore** – City Clerk Josh Stecker presented Mayor Markley's recommendation of Councilmember Denson to serve as Mayor Pro Tempore.

MOTION: Move to appoint Councilmember Robyn Denson as Mayor Pro Tempore (Woock/Rodenberg).

VOTE: Unanimously approved.

3. **Appointment of Councilmembers to Advisory Bodies** – City Clerk Josh Stecker reviewed the list of recommended appointments to advisory boards seeking council representation.

MOTION: Move to recommend appointment of councilmembers to advisory bodies as listed (Barber/Lykins).

VOTE: Unanimously approved.

COUNCIL REPORTS / COMMENTS: Councilmember Woock reported on attending the Audit Exit Conference and complimented Finance Director Dave Rodenberg and Senior Accountant Jaci Auclair on the good job they are doing.

EXECUTIVE SESSION: Council entered executive session at 7:17 p.m. to consider the acquisition of real estate per RCW 42.20.100(1)(b) for 10 minutes.

At 7:26 p.m. the executive session was extended 5 minutes until 7:32 p.m. At 7:31 p.m. the executive session was extended another 5 minutes until 7:37 p.m. Council returned to open session at 7:37 p.m.

MOTION: Move to authorize the mayor to complete and sign a purchase and sale agreement for the property and offer price as discussed in executive session (Denson/Woock).

VOTE: Unanimously approved.

ADJOURN: The meeting adjourned at 7:39 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES
GIG HARBOR CITY COUNCIL SPECIAL MEETING
Wednesday, January 26, 2022 – 12:00 p.m.

CALL TO ORDER / ROLL CALL: Mayor Pro Tempore Denson called the meeting to order at 12:06 p.m. Councilmembers Barber, Henderson, Lykins, Rodenberg, and Woock were present. Councilmember Storset was absent. Mayor Markley joined the meeting at 12:10 p.m.

NEW BUSINESS

1. **Legislative Session Discussion with Representative Jesse Young –**
Representative Young met with council and the city's lobbyists and discussed bills progressing in the 2022 legislative session, including bills related to public safety and density requirements.

ADJOURN: The meeting adjourned at 12:32 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, January 27, 2022 – 2:00 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 2:00 p.m. Councilmembers Barber, Denson, Henderson, Lykins, Rodenberg, Storset and Woock were present.

DISCUSSION ITEMS:

- 1. 2022 Legislative Session Update** – Josh Weiss and Annika Vaughn of Gordon Thomas Honeywell met with Council to report on the 2022 legislative session. Council supported opposition to HB1782 related to housing density. Council also supported a revision to the 2022 Legislative Agenda that expresses Council's support for climate change legislation.
- 2. North Creek/Donkey Creek Culvert Removal/Replacement Project** - Public Works Director Jeff Langhelm facilitated a discussion which included representatives from the Puyallup Tribe, Washington State Department of Fish and Wildlife, the Gig Harbor Commercial Fishing Club, and Harbor WildWatch. Council was updated on fish passage barrier removal requirements and the City's proposal to connect an unnamed creek south of the Wastewater Treatment Plant with North Creek while removing barriers along the way. City staff is ready to bring on consultants to do a conceptual design and will return to Council for direction on next steps for 2023.

ADJOURN: The meeting adjourned at 4:33 p.m.

Joshua Stecker, CMC
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL RETREAT
Saturday, January 29, 2022 – 9:00 a.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 9:00 a.m. Councilmembers Barber, Denson, Henderson, Lykins, Rodenberg, Storset and Woock were present.

With the assistance of Facilitator Andrew Ballard of Marketing Solutions, Council discussed visioning and priority goals for the next two years.

Council agreed upon a draft vision statement to be considered at a future study session: “The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.”

After reviewing a SWOT analysis conducted by the facilitator, Council developed five priority goals to develop at a future study session:

- Develop a staff retention and attraction program
- Provide more efficient and effective municipal services
- Maintain small town character and historic preservation, while growing responsibly
- Create a climate and sustainability action plan
- Develop a plan to support and enhance a dynamic and robust economy

Human Resources Director Kameil Borders gave an update on recruitments under way.

ADJOURN: The meeting adjourned at 3:49 p.m.

Joshua Stecker, CMC
City Clerk



**Minutes Planning Commission
Gig Harbor Civic Center
Thursday, January 6, 2022
5:00 P.M.**

Due to public health concerns, this meeting will be accessible to listen by using the information below:

Link to join Webinar <https://zoom.us/j/95353411299>

Call-in: (253) 215- 8782 Meeting ID: 953 5341 1299

- I. **5:00 p.m. - Call to order**
- II. **Roll call** Chair Hoeksema, Commissioner Krawczyk, Commissioner Grina, Commissioner Bradbury & Commissioner Brown
Staff: Katrina Knutson, AICP, Community Development Director; Carl deSimas, Principal Planner; Mandy Chapman, Community Development Clerk & Michelle Thomas Planning Technician
- III. **Approval of Minutes**: December 16, 2021 Motion Krawczyk/Bradbury
Minutes all in favor approved as written
- IV. **Agenda Items**
 - a. Interim Zoning Controls related to ESSHB 1220 (Transitional housing, permanent supportive housing, emergency shelters and emergency housing) – Presentation Katrina Knutson & Commission Discussion
- V. **Other Business** Next meeting Thursday, January 20, 2022, Short Term Rental Study Session & Interim Zoning Controls related to ESSHB 1220 2nd Study Session. Commissioner Krawczyk will not be in attendance
- VI. **Adjournment** Motion Krawczyk/Bradbury all in favor meeting adjourned at 5:56



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

Meeting Date: February 14, 2022

SUBJECT: Purchase Authorization – Ancich Storage Racks

PURPOSE: The purpose of this purchase authorization is to provide for the public storage racks at Ancich Waterfront Park.

SUGGESTED MOTION: Approve and authorize the Mayor to execute the purchase of Storage Racks from Focus Tool & Engineering, Inc., for their price quotation of \$41,837.95, which includes applicable Washington State Sales Tax.

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

BACKGROUND INFORMATION: In the spring of 2019, the majority of Ancich Waterfront Park (3557 Harborview Drive) construction was completed. One of the outstanding items to complete is the manufacturing and installation of custom storage racks with locking mechanisms for the public's canoes, kayaks, and stand-up paddleboards. The building provides easy waterfront access to Gig Harbor Bay and vehicle access to Harborview Drive

DISCUSSION: Price quotations for the Ancich Storage Racks were obtained following the process outlined in RCW 35.23.352 for purchasing. The City received one bid from Focus Tool & Engineering, Inc. in the amount of \$41,837.95. Focus Tool is the same company that provided the racks for the Gig Harbor Canoe and Kayak Race Team currently located in the Ancich building.

FISCAL CONSIDERATION: The original funding for this purchase as part of the 2021 Budget was estimated at \$42,000. However, Staff was requested to reduce the funding amount to \$26,000 for the 2022 Budget.

Additionally, the Gig Harbor Canoe and Kayak Racing Team previously received a \$10,000 funding award from the Port of Tacoma that the Team will be donating to the City to use for the purchase of the public storage racks at Ancich Park. This funding is reimbursable and therefore will be received by the City after the City pays for the purchase of the public storage racks.

Lastly, the City anticipates we will have sufficient ending fund balance in the Parks Capital fund to cover the net overage of \$5,837.95 as outlined in the table below.

Project Funding:	
Ancich Boat Storage Building Human-Powered Watercraft Storage Racks (Parks Development, Obj. PD-8)	\$ 26,000.00

GHCKRT Donation	\$ 10,000.00
Total Funding:	\$ 36,000.00
Project Expenses:	
Purchase of storage racks from Focus Tool & Engineering, Inc.	(\$ 41,837.95)
Remaining Budget:	(\$ 5,837.95)

Expenditure Required: \$ 41,837.95	Amount Budgeted: \$ 26,000	Appropriation Required: \$ 0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: Purchase authorization

REVIEWED BY:

☒ Mayor
☐ City Administrator
☒ City Attorney

☒ Finance Director
☒ Department Head

**AGREEMENT FOR PURCHASING MATERIALS
BETWEEN CITY OF GIG HARBOR
AND FOCUS TOOL & ENGINEERING, INC.**

THIS AGREEMENT is made this _____ day of _____, 20____, by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Focus Tool & Engineering, Inc., a Michigan corporation ("Vendor").

WHEREAS, the City desires to purchase the Ancich Storage Racks from the Vendor, as described in Exhibit A and the Vendor agrees to sell and/or deliver such items under the terms set forth in this Agreement; and

WHEREAS, in the process of selection of the Vendor and award of this contract, the City has utilized the applicable procedures in RCW 39.04.190, 35A.40.210(2) and 35.23.352 and Resolution No. 1066;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed as follows:

I. Description of Products, Materials, Supplies, Tools or other items.

The Vendor shall sell and provide for purchase of the Ancich Storage Racks and/or deliver all products, materials, supplies, tools or other items to the City, as described in Exhibit A, which is attached hereto and incorporated herein by this reference (the "Products and Materials").

II. Payment.

A. The City shall pay the Vendor the total sum of forty one thousand eight hundred thirty seven dollars and ninety five cents (\$ 41,837.95), including sales tax, for the Products and Materials. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed contract amendment.

B. After delivery of the Products and Materials, the City shall inspect the same, and if acceptable, shall pay the Vendor the full amount of the invoice corresponding to this Agreement. If the Products and Materials are not acceptable to the City for any reason or are delivered in a damaged or unusable condition, the City shall not be obligated to accept delivery or to make any payment.

III. Deadline for Delivery.

The City and the Vendor agree that the items described in Exhibit A will be delivered to the City at 5118 89th Street, Gig Harbor, WA by the Vendor on or before April 8, 2022.

IV. Termination.

Either party shall have the ability to terminate this Agreement no later than 30 days prior to the delivery date, as long as written notice of termination is faxed, e-mailed or hand delivered to the other party at the addresses set forth in this Agreement.

V. Indemnification.

The Vendor shall indemnify, defend and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or lawsuits, including costs and attorneys fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

VI. Insurance.

The Vendor shall procure and maintain for the duration of this Agreement commercial general liability insurance to cover claims for product liability and injuries to persons or damage to property which may arise from or in connection with the Products and Materials supplied to the City. The Vendor shall assume all liability relating to damage or loss of the products and materials until acceptance by the City.

VII. Warranty.

The Vendor shall provide a twenty-four (24) month warranty obligation to repair and/or replace the Ancich Storage Racks and hardware against defects in workmanship and/or materials, after written and final acceptance.

VIII. Written Notice

All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

To the Vendor:

Focus Tool & Engineering, Inc.
Attn: Paul Smith
1008 Reed St.
Nashville, MI 49073

To the City :

City of Gig Harbor
Attn: Jeff Langhelm, P.E.
3510 Grandview Street
Gig Harbor, WA 98335

IX. Modification

No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and the Vendor.

X. Assignment

Any assignment of this Agreement by the Vendor without the written consent of the City shall be void.

XI. Non-Waiver of Breach

The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.

XII. Resolution of Disputes

Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Administrator, and the City Administrator shall determine the term or provisions' true intent or meaning.

If any dispute arises between the City and the Vendor under any of the provisions of this Agreement which cannot be resolved by the City's determination in a reasonable time, or if the Vendor does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be with the Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party shall be reimbursed by the other party for its costs, expenses, and reasonable attorney's fees incurred in any litigation arising out of the enforcement of this Agreement.

XIII. Entire Agreement

The written provisions and terms of this Agreement, together with all exhibits attached hereto, all bids specifications and bid documents shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

VENDOR

THE CITY OF GIG HARBOR

By: _____
Its _____

Mayor

ATTEST:

Joshua Stecker, City Clerk

Approved as to form:
Office of the City Attorney

City Attorney



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

Meeting Date: February 14, 2022

SUBJECT: Resolution 1230 Declaring City Equipment Surplus

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to declare obsolete ITS equipment as surplus.

SUGGESTED MOTION: Move to approve Resolution 1230.

SUBMITTED BY: Keith Smith

DEPARTMENT: ITS

PHONE: 853-7623

BACKGROUND INFORMATION: The City has a surplus of antiquated equipment which needs to be properly disposed. This surplus occurred due to the replacement of outdated equipment which has reached the end of its lifecycle.

DISCUSSION: Approval of the resolution will declare the items as surplus and allow the City Administrator and ITS Manager to dispose of the items in the most beneficial manner for the City. The surplus equipment will be sold to either a recycling center or charity organization to be refurbished and reused.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: Resolution 1230

REVIEWED BY:

☒ Mayor
☐ City Administrator
☐ City Attorney

☐ Finance Director
☐ Department Head

RESOLUTION NO. 1230

A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, DECLARING CITY EQUIPMENT SURPLUS AND ELIGIBLE FOR SALE

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

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

Section 1. The following items are declared surplus:

EQUIPMENT		Qty.	SERIAL #	Asset #.
	PC			
	OPTIPLEX 7050	5	6GY6XK2	02477
			6GY7XK2	02478
			6M95JL2	02492
			6GY8XK2	02479
			8T6P XK2	02488
	OPTIPLEX 7040	2	BKRZHH2	02454
			879SJK2	02484
	OPTIPLEX 5060	2	88WTDX2	02534
			F28NMR2	02517
	OPTIPLEX 5070	1	93STY23	02591
	OPTIPLEX 390	2	3DJ94V1	01969
			7Z1KTV1	01993
	OPTIPLEX 9020	2	5YGX842	02298
			3HLCC42	02319
	Latitude E6530	4	94JX BW1	02022
			B4JX BW1	02021
			25VZXY1	02143
			65JX BW1	02023
	PRECISION 3540	2	DZM7H22	02253
			GGPV4Y2	02574
	LATITUDE 5490	1	4P5JJR2	02519
	LATITUDE 5480	1	1P3BGH2	02485
	INSPIRON 5594	3	GKPFX23	N/A
			H827X23	N/A
			JMB8X23	N/A
	SURFACE PRO 4	2	034573660253	N/A
			061485455153	N/A
	SURFACE PRO 6	1	006968683453	02539
	Getac F110 Tablet	10	RH339F3169	N/A
			RFA39F2465	02363
			RH903F1459	N/A

	OPTIPLEX 7010	2	RH903F2501 RH339F3170 RH339F3171 RH903F1460 RFA39F2463 RK203F0868 RG739F0184 FFKCCX1 F6L9Dx1	N/A N/A N/A N/A 02362 N/A 02376 N/A 02087
	Gateway SOLO 5300	1	5082ANC08423	N/A
	Dell Precision M6800	1	HDTT32	02339
	Dell Latitude 5580	1	92t1qh2	02486
	Dell Optiplex 7050	1	HD4W7M2	02487
	<u>Monitors</u>			
	DELL 2231T	1	CN-OFY6RN-74445-62F-AE4S-A01	N/A
	Chimei CMV 730A	1	ZBC1241743A0166	N/A
	Dell 1708FPb	1	0G302H742618730CAAAOO	N/A
	Asus VE278	2	H6MLTF138583 MTF150707	N/A 01865
	<u>Printers</u>			
	HP LaserJet - 1022	1	VNB3H78909	01537
	Brother – HL51	1	U60964M5J165745	01341
	HP – OfficeJet Pro 8600+	1	CN24IBK1M6	01979
	Espon WF3520	1	QZGY090246	02055
	Espon WF630	1	MQTY068793	N/A
	<u>Miscellaneous</u>			
	ADTRAN SW – 170052SE2	1	[Not Shown]	
	ADTRAN SW – 1702599G1	1	[Not Shown]	
	ADTRAN SW – 1700599G1	3	LBADTN1050AJ745	N/A
			LBADTN1116AC323	N/A
			LBADTN111AC308	N/A
	CISCO – AIR-LAP 1142N-A-K9	4	FTX1640E2V6	N/A
			FTX1640K2UD	N/A
			FTX1640E2VG	N/A
			FTX1640K2UG	N/A
	Panasonic – PV M1321 (CRT)D	1	B2AA10660	N/A
	Toshiba – MV 19M2 (CRT) PD	1	97129679	00309
	Dell PowerEdge – R220	1	G5TBR5T	02334
	Dell PowerEdge – R210II	1	1LR CRW1	02045
	Dell PowerEdge – R210II	1	1LRDRW1	02044
	Memorex Portable DVD Player	1	015780401900	01685
	Dell Poweredge R440	1	4CQ6XQ2	02514

Section 2. The City Administrator is authorized to dispose of the items listed in Section 1 in a manner deemed to be in the City's best interest.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 14th day of February, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



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

Meeting Date: February 14, 2022

SUBJECT: Professional Services Contract for Recruitment Services

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to obtain a Professional Services Contract for recruiting services, specifically for the ITS Systems Engineer position. This is recommended by the ITS Manager, City Administrator, and Mayor Markley.

SUGGESTED MOTION: Move to approve the Professional Services Contract for Recruitment Services between the City of Gig Harbor and Hansell Tierney in the amount not to exceed \$25,000.

SUBMITTED BY: Kameil Borders, HR Director

DEPARTMENT: Human Resources

PHONE: 253-549-9746

BACKGROUND INFORMATION: Human Resources has very limited time to work on such a technical recruitment while also conducting recruitment activities for several other positions including the City Administrator, while completing other required HR duties. Hansell Tierney specializes in technical and Information Technology positions.

DISCUSSION: The ITS Systems Engineer position was approved in 2021 as part of a reclassification process. A recruitment process was conducted, candidates were interviewed, and no final candidate was selected by the ITS Manager. The department manager felt the position may need to be re-evaluated, possibly revised, and another recruitment could be conducted at a later time. Human Resources recommends the Professional Services Contract for recruiting services, specifically for the ITS Systems Engineer position. This is recommended by the ITS Manager, City Administrator, and Mayor Markley.

FISCAL CONSIDERATION: This contract was not budgeted for 2022, we will try to work it in with 2022 expenditures for the Administrative Department. We will submit a budget amendment if needed at year-end.

Expenditure Required: \$25,000	Amount Budgeted: \$0	Appropriation Required: \$25,000
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Professional Service Contract between the City of Gig Harbor and Hansell Tierney, including Exhibit A: Scope of Work.

REVIEWED BY:

☒ Mayor
☐ City Administrator
☒ City Attorney

☒ Finance Director
☐ Department Head

**PROFESSIONAL SERVICES CONTRACT
BETWEEN THE CITY OF GIG HARBOR AND
Hansell Tierney**

THIS AGREEMENT is made by and between the City of Gig Harbor, a Washington municipal corporation (the "City"), and Hansell Tierney, an S corporation in the State of Washington (the "Consultant").

RECITALS

WHEREAS, the City is presently engaged in filling an ITS Systems Engineer position and desires that the Consultant perform services necessary to provide the following consultation services; and

WHEREAS, the Consultant agrees to perform the services more specifically described in the Scope of Work including any addenda thereto as of the effective date of this Agreement, all of which are attached hereto as **Exhibit A – Scope of Work**, and are incorporated by this reference as if fully set forth herein;

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

TERMS

1. **Retention of Consultant - Scope of Work.** The City hereby retains the Consultant to provide professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as **Exhibit A** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. **Payment.**

A. The City shall pay the Consultant an amount based on the fee structure set forth in Exhibit A, not to exceed 25% of the approximate salary approved for the System Engineer role. Fee to be paid only in the event that Client offers employment to a Company-tendered candidate and candidate accepts the offer. \$25,000 is the maximum amount to be paid under this Agreement for the work described in **Exhibit A** and shall not be exceeded without the prior written authorization of the City in the form of a negotiated and executed supplemental agreement. The Consultant shall not bill at rate in excess of 25% fee described herein.

B. The Consultant shall submit invoice to the City after such services have been performed, and a final bill upon completion of all the services described in this Agreement. The City shall pay the full amount of an invoice within 45 days of receipt. If the City objects to all or any portion of any invoice, it shall so notify the Consultant of the same within 15 days from the date of receipt and shall pay that portion of the invoice not

in dispute, and the parties shall immediately make every effort to settle the disputed portion.

3. Duration of Work. The City and the Consultant agree that work will begin on the tasks described in **Exhibit A** immediately upon execution of this Agreement. The parties agree that the work described in **Exhibit A** shall be completed by 90 days following the launch call; provided however, that additional time shall be granted by the City for excusable days or extra work. Further, the parties may extend the duration of this Agreement consistent with the terms of Section 17 below.

4. Termination. The City reserves the right to terminate this Agreement at any time upon ten (10) days written notice to the Consultant. Any such notice shall be given to the address specified above. In the event that this Agreement is terminated by the City other than for fault on the part of the Consultant, a final payment shall be made to the Consultant for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the Consultant of the notice to terminate. In the event that services of the Consultant are terminated by the City for fault on part of the Consultant, the amount to be paid shall be determined by the City with consideration given to the actual cost incurred by the Consultant in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the City at the time of termination, the cost of the City of employing another firm to complete the work required, and the time which may be required to do so.

5. Non-Discrimination. The Consultant agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, color, creed, religion, national origin, marital status, sex, sexual orientation, age or handicap, except for a bona fide occupational qualification. The Consultant understands that if it violates this provision, this Agreement may be terminated by the City and that the Consultant may be barred from performing any services for the City now or in the future.

6. Independent Status of Consultant. The parties to this Agreement, in the performance of it, will be acting in their individual capacities and not as agents, employees, partners, joint ventures, or associates of one another. The employees or agents of one party shall not be considered or construed to be the employees or agents of the other party for any purpose whatsoever.

7. Indemnification.

A. The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers, harmless from any and all claims, injuries, damages, losses or suits including attorneys fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the

Consultant and the City, its officers, officials, employees or volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Insurance.

A. The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation. The Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City of Gig Harbor's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance. The Consultant shall obtain at no cost to the City and maintain said insurance in force for the duration of this agreement, insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Professional's profession.

D. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Employer's Liability, each accident \$1,000,000, Employer's Liability Disease-each employee \$1,000,000, and Employer's Liability Disease - Policy Limit \$1,000,000.
4. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim.

E. Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect to the City of Gig Harbor. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute to it.
2. The City of Gig Harbor will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City of Gig Harbor will not waive its right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City of Gig Harbor, or any self-insurance, or insurance pool coverage maintained by the City of Gig Harbor.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, unless thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

F. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII and licensed to conduct business in the State of Washington.

G. Verification of Coverage. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

9. Ownership and Use of Work Product. Any and all documents, drawings, reports, and other work product produced by the Consultant under this Agreement shall become the property of the City upon payment of the Consultant's fees and charges therefore. The City shall have the complete right to use and re-use such work product in any manner deemed appropriate by the City, provided, that use on any project other than that for which the work product is prepared shall be at the City's risk unless such use is agreed to by the Consultant.

10. City's Right of Inspection. Even though the Consultant is an independent contractor with the authority to control and direct the performance and details of the work authorized under this Agreement, the work must meet the approval of the City and shall

be subject to the City's general right of inspection to secure the satisfactory completion thereof. The Consultant agrees to comply with all federal, state, and municipal laws, rules, and regulations that are now effective or become applicable within the terms of this Agreement to the Consultant's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

11. Records.

A. The Consultant shall keep all records related to this Agreement for a period of three years following completion of the work for which the Consultant is retained. The Consultant shall permit any authorized representative of the City, and any person authorized by the City for audit purposes, to inspect such records at all reasonable times during regular business hours of the Consultant. Upon request, the Consultant will provide the City with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the Consultant, but the Consultant may charge the City for copies requested for any other purpose.

B. Consultant acknowledges that the City is an agency governed by the public records disclosure requirements set forth in chapter 42.56 RCW. Consultant shall fully cooperate with and assist the City with respect to any request for public records received by the City concerning any public records generated, produced, created and/or possessed by Consultant and related to the services performed under this Agreement. Upon written demand by the City, the Consultant shall furnish the City with full and complete copies of any such records within ten business days. Consultant's failure to timely provide such records upon demand shall be deemed a material breach of this Agreement. To the extent that the City incurs any monetary penalties, attorneys' fees, and/or any other expenses as a result of such breach, the Consultant shall indemnify and hold harmless the City as set forth in Section 7. For purposes of this section, the terms "public records" and "agency" shall have the same meaning as defined by chapter 42.56 RCW, as construed by Washington courts.

C. The provisions of this section shall survive the expiration or termination of this Agreement.

12. Work Performed at the Consultant's Risk. The Consultant shall take all precautions necessary and shall be responsible for the safety of its employees, agents, and subconsultants in the performance of the work hereunder and shall utilize all protection necessary for that purpose. All work shall be done at the Consultant's own risk, and the Consultant shall be responsible for any loss of or damage to materials, tools, or other articles used or held by the Consultant for use in connection with the work.

13. Non-Waiver of Breach. The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be and remain in full force and effect.

14. Resolution of Disputes and Governing Law.

A. Should any dispute, misunderstanding, or conflict arise as to the terms and conditions contained in this Agreement, the matter shall first be referred to the City Engineer or Director of Operations and the City shall determine the term or provision's true intent or meaning. The City Engineer or Director of Operations shall also decide all questions which may arise between the parties relative to the actual services provided or to the sufficiency of the performance hereunder.

B. If any dispute arises between the City and the Consultant under any of the provisions of this Agreement which cannot be resolved by the City Engineer or Director of Operations determination in a reasonable time, or if the Consultant does not agree with the City's decision on the disputed matter, jurisdiction of any resulting litigation shall be filed in Pierce County Superior Court, Pierce County, Washington. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

15. Written Notice. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

CONSULTANT:
ATTN: Carolyn Tierney
Ctierney@hanselltierney.com
2955 80th Ave SE
Suite 103
Mercer Island, Wa 98040

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

16. Subcontracting or Assignment. The Consultant may not assign or subcontract any portion of the services to be provided under this Agreement without the express written consent of the City.

17. Entire Agreement. This Agreement represents the entire integrated agreement between the City and the Consultant, superseding all prior negotiations, representations or agreements, written or oral. This Agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. If extending the duration of the Agreement only, the parties may agree to such duration extension by written instrument approved and signed by the Consultant and by the Department Director if all other terms of the Agreement are unchanged and remain in full force and effect for the entire new duration of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement this _____ day of _____, 20____.

Hansell Tierney

CITY OF GIG HARBOR

By: _____
Its: _____

By: _____
Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

SCOPE OF WORK

Exhibit A

- 1) **Direct Hire Services:** City of Gig Harbor (City) shall provide Hansell Tierney (Consultant) with the job description, wages, hours, location and other criterion for the role of ITS Systems Engineer. Consultant agrees to identify, screen and refer potential candidates to City whose responses to Consultant's inquiries and screening process are consistent with the criteria for the role of ITS Systems Engineer.
- 2) **Placement Fees:** City agrees to pay Consultant a Fee of twenty-five percent (25%) of the candidate's first year annual salary. In the event that, within the first sixty days after the start date, the candidate leaves the City of Gig Harbor for any reason other than death or disability, or separation initiated by the City without cause, Hansell Tierney will conduct a replacement search for the position without charging any Fee.
- 3) **Timeline:** Search will commence immediately following the Launch Meeting with the City's hiring manager. Consultant will put forth its best effort to fill the role within 90 days of the start of the search.
- 4) **Expenses:** None, unless approved in advance by City.
- 5) **Other Agreed Terms and Conditions:** In the event that City offers employment to a Consultant-tendered candidate within twelve (12) months of Consultant's referral of the candidate to City, which employment the candidate accepts, City shall pay to Consultant a Fee, which Fee shall be an amount equal to twenty-five percent (25%) of the candidate's first year annual salary.
- 6) **Contract Administrators.** The following individuals shall represent each party to this Work Order, and shall have authority to make all decisions regarding the Project on behalf of their respective companies:
 - a) City Contract Administrator: Kameil Borders
 - b) Consultant Contract Administrator: Carolyn Tierney

Hansell Tierney, Inc

Signature: _____
Title: _____
Date: _____

City of Gig Harbor

Signature: _____
Title: _____
Date: _____



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

Meeting Date: February 14, 2022

SUBJECT: Interlocal Agreement with Pierce Transit for 2022 Trolley Service

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

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

SUBMITTED BY: Laura Pettitt

DEPARTMENT: Tourism & Communications

PHONE: 853-3554

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

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

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

FISCAL CONSIDERATION:

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

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

REVIEWED BY:

☒ Mayor
☐ City Administrator
☐ City Attorney

☒ Finance Director
☐ Department Head

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

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

II. **2022 Trolley Service Estimates:**

Estimated 2022 Trolley Service Hours	1,888
Estimated 2022 Budgeted Cost Per Service Hour	\$ 163.00
Estimated Cost to Operate Service	\$ 307,776.60
PT Targeted Average Fare Box Recovery Rate	16%
Community Investment Required (16% x Estimated Cost to Operate Service)	\$ 49,244.26



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

Estimated Financial Contributions

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

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

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

CITY OF GIG HARBOR

**PIERCE COUNTY PUBLIC
TRANSPORTATION BENEFIT AREA
CORPORATION**

By:

By:

Tracie Markley, Mayor

Michael Griffus
Chief Executive Officer

Date: _____

Date: _____



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

Meeting Date: February 14, 2022

SUBJECT: Resolution 1231 Amending Resolution 1218 Adopting the 2022 Legislative Agenda

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to amend the City's 2022 Legislative Agenda to memorialize council's support of legislation designed to fight climate change.

SUGGESTED MOTION: Move to approve Resolution 1231.

SUBMITTED BY: Joshua Stecker

DEPARTMENT: Administration

PHONE: 853-7613

BACKGROUND INFORMATION: Council adopted the 2022 Legislative Agenda on November 8, 2021. The Legislative Agenda is designed to capture the intent of the City Council on key legislative matters and will be presented to the City's representatives from the 26th District and others as needed. The City's lobbyists actively promote the City's interest on these items.

A summary of legislative matters that the City Council and Mayor support and oppose is also included. This will serve as a guide to the City's lobbyists in the event that there is opportunity to weigh in on any of those issues.

During conversations with representatives from the 26th District at the council retreat on January 29, councilmembers stated their support for legislation designed to fight climate change.

DISCUSSION: The mayor and Staff have developed an amendment to the Statement of Support that is intended to memorialize council's support of legislation designed to fight climate change. Council may revise the amendment, if desired, or approve Resolution 1231 as presented.

FISCAL CONSIDERATION: None.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: Resolution 1231

REVIEWED BY:

☒ Mayor
☒ City Administrator
☐ City Attorney

☐ Finance Director
☐ Department Head

RESOLUTION 1231

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AMENDING RESOLUTION 1218 APPROVING AND ADOPTING THE CITY'S 2022 STATE LEGISLATIVE AGENDA.

WHEREAS, the Intergovernmental Affairs Committee has worked diligently to establish a legislative agenda of matters of great importance to the City and its citizens; and

WHEREAS, in working with our State and Federal legislators, the Mayor, City Council and City staff will put special emphasis on the matters listed in the legislative agenda; and

WHEREAS, the City Council formally adopted the 2022 State Legislative Agenda and Statement of Support to inform residents and legislators on November 8, 2021;

WHEREAS, the City Council desires to amend the Statement of Support to memorialize its support of legislation designed to fight climate change;

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

Section 1: Statement of Support Amended. The City of Gig Harbor City Council hereby amends the 2022 State Legislative Agenda and Statement of Support as set forth in Exhibit A.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 14th day of February, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



2022 State Legislative Agenda

State Route 16 Congestion Relief – Transportation Budget Request

Gig Harbor residents experience daily traffic congestion along the SR 16 corridor. The Washington State Department of Transportation completed a congestion relief study in 2017 that identified improvements along the SR16 corridor. The City requests that the state invest in the following projects in the following order to address short-term and long-term traffic demands on the corridor:

- Signalize/meter EB Burnham Dr. approach to Borgen Blvd. in advance of the Burnham/Borgen WB SR16 offramp. COST: \$500,000.
- Add NB Pioneer Way RT turn lane at the Wollochet WB/SR16 Bremerton bound onramp. COST: \$400,000.
- Add EB Wollochet offramp right turn slip lane. COST: \$550,000.

The City requests **\$1.16 million** to cover 80% of design and construction costs for the three short-term projects.

Gig Harbor Sports Complex – Capital Budget Request

The City continues to partner with the community to develop the Gig Harbor Sports Complex. Gig Harbor has experienced unprecedented growth over the last 10 years and is currently the third fastest growing city in Pierce County. The Gig Harbor Sports Complex will serve nearly 50,000 people in the surrounding 5-mile radius and was designed through a robust public process.

The Sports Complex is a multi-phase project, with the construction of two multipurpose synthetic lit turf fields fully funded and planned for completion in coordination with the YCMA. The City is requesting **\$2 million** for the next phase of the project, completion of a new activity area. This phase includes pickleball courts, bocce ball courts, a playground area, event lawn, sheltered performance stage, two covered picnic areas, and associated parking. In total, this project represents a significant partnership between the YMCA and other local organizations, the state, and the City.

Law Enforcement Legislation Adjustments

Gig Harbor supports additional training and resources, including expanded mental health intake facilities, to keep our communities safe. The City, however, believes there is a need to modify proposals enacted in 2021 to resolve unintended consequences, provide clarity in various police actions and equipment, restore police powers regarding

the use of force to prevent someone from fleeing a lawful detention, and ensure the ability to conform to the duty to intervene. The necessity of these changes and fixes have been expressed by many, including the authors of the legislation.

Fund Local Culverts

The City of Gig Harbor joins AWC in requesting that the legislature provide adequate funding to address public and private culverts. The City supports state investments on a watershed basis to maximize the amount of fish habitat gained and improve water quality.

Local Control

Local decisions are best made by elected officials who know their community well. In recent years, the legislature has passed zoning mandates. The City of Gig Harbor opposes legislation pre-empting local control, including density mandates.

The City of Gig Harbor Supports/Opposes

FINANCE/GENERAL GOVERNMENT	
State-Shared Revenues	The City supports the continued appropriation of state-shared funds to local governments, including funds such as liquor excise taxes and profits, streamlined sales tax mitigation funding, the city-county assistance account, and the municipal criminal justice account. Additionally, the City supports legislation to restore growth to the liquor profit/fee revenues. Combined, these funds provide a significant amount of revenue to the City's general fund.
GMA and PSRC Inconsistencies	The City continues to find inconsistent goals between the Growth Management Act and the Puget Sound Regional Council in growth planning. The City supports consistency and clarity between the GMA (DOC, OFM) and PSRC planning goals, including who has the final authority on growth and planning decisions. This will be particularly helpful when the city conducts its next comprehensive plan.
Support OPMA Flexibility for Virtual Meetings	The City supports a statutory change allowing cities to hold public meetings virtually during times of emergency.
INFRASTRUCTURE & ECONOMIC DEVELOPMENT	
Infrastructure Program Funding	Gig Harbor supports full funding of programs that support development and maintenance of local infrastructure such as the Transportation Improvement Board (TIB) and the Freight Mobility Strategic Investment Board (FMSIB). The City supports the state's investment in the Public Works Assistance Account as a long-term program that provides infrastructure funding for local jurisdictions.
Wastewater Nutrient Cap	The Department of Ecology is developing a general permit for Puget Sound wastewater facilities that will place a limit on nutrients. The City supports the goal of reducing effluents to the Puget Sound, including nutrients. However, regulatory limits imposed by the DOE must take into consideration practical considerations such as timelines for implementation and cost. The City will express this view in the regulatory process, with other stakeholders, and with legislators.
Expansion of the Narrows Airport	Both the Puget Sound Regional Council and the State Commercial Aviation Coordination Committee have identified

	the Narrows Airport as a strong candidate for expansion into an airport of regional capacity. These studies are only preliminary steps in any expansion plan. The City opposes the broad-scale expansion of the airport, and will advocate against expansion in local, state, regional and federal processes.
Transportation Benefit District Sales Tax Extension	The City enacted the 0.2% sales tax to fund a transportation benefit district in 2019. Under current statute, this tax may only be levied up to 20 years and must be re-authorized after the first 10-year period. The City of Gig Harbor supports AWC's efforts to allow an extension of this tax beyond the 20-year limit.
Support Main Street Legislation	The City supports policy and budget decisions that increase funding for Main Street Tax Incentive Program. The Main Street Program was created in 2005 to support downtown revitalization programs. The Downtown Gig Harbor Waterfront Alliance participates in the program.
LOCAL CONTROL	
5G/Telecommunications	Gig Harbor supports legislation that recognizes local solutions and flexibility with the deployment of small cell technology.
<u>CLIMATE CHANGE</u>	
<u>Support Climate Change Legislation</u>	<u>The City of Gig Harbor supports legislation that is aimed at fighting climate change. Examples could include conversion of government fleets from fossil fuel-powered to other more environmentally friendly options (electric, hydrogen, etc.) and other efforts to reduce society's carbon footprints. The City supports state assistance in helping cities to implement strategies to reduce climate change.</u>



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

Meeting Date: February 14, 2022

SUBJECT: First Reading of Ordinance 1482 Stormwater Code Revisions

PURPOSE: The purpose of this ordinance is to update the City's stormwater code due to updated regulations and to charge various classes of property owners more fairly.

SUGGESTED MOTION: None. Consider adoption of an ordinance establishing new Stormwater Billing and Collection code updates at the second reading.

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

BACKGROUND INFORMATION: The City created its stormwater utility in 1984. The creation of the stormwater utility was codified in Chapter 14.00 GHMC (Creation and Purpose) and Chapter 14.10 GHMC (Billing Policy and Collection). Since then, much has changed in terms of how properties have developed, the awareness of environmental impacts due to development, and establishment and intensity of environmental regulations on development. The City has also experienced significant growth in size, density, and amount of stormwater infrastructure.

Beginning in 2007 the City was mandated to manage the City stormwater facilities under a National Pollution Discharge Elimination System (NPDES) permit for stormwater issued by the Department of Ecology on behalf of the Environmental Protection Agency. This permit is intended to protect waters of the state from water quality and other stormwater impacts in urban areas due to the amount of hard surfaces. The City's NPDES stormwater permit identifies many requirements the City must follow and has been updated and reissued multiple time since 2007. These updates and changes have created a mixture of regulations under which the City has managed stormwater between 1984 and today.

To manage the City's stormwater program and stormwater permit in 2021 the City used a portion of time from 23 different staff and almost 10,000 hours of staff time. The estimated 2021 expenses for simply operating the utility totaled almost \$1,000,000. These expenses are necessary to simply operate the utility, regardless of the amount of rain that reaches hard surfaces.

As the City developed since 1984 the changes in policies and regulations have caused perceived stormwater rate inequalities in between properties. The City subsequently embarked on a stormwater revenue study in March 2021 to review these perceived inequalities and propose changes to the City's code to address any inequalities.

This study and the proposed ordinance does not intend to adjust the City's base monthly stormwater rate. Rather, adjustments to the City's base monthly stormwater rate will be considered later in 2022 as part of the City's utility rate study.

DISCUSSION: The City has held multiple key meetings and opportunities in 2021 for Council and the public to understand the City's existing stormwater billing, the issues the City is facing, and the proposals to rectify the issues. In June 2021 Council held a study session where Council heard details of the perceived stormwater rate inequities and discussed ways to remedy these inequities. Staff received initial direction from Council and then held two public open houses in September 2021. Through this public process Staff heard concerns and questions about how the City got to this point, why are we addressing it now, and what will be the next steps. The draft code changes were then developed and presented to the Public Works Committee on October 12, 2021. Once further input was received Staff presented a draft ordinance to City Council at the November 18, 2021 Study Session.

Prior to first reading of this ordinance I encourage all Councilmembers to review these key meetings and the information related to the stormwater revenue study by reviewing the City's webpage, including watching this video from the September public open house: (<https://www.cityofgigharbor.net/747/Stormwater-Revenue-Study>).

The proposed ordinance is a result of these key meetings. This ordinance will repeal the existing Chapter 14.10 GHMC and create new stormwater billing and collection policies by adopting a proposed Chapter 14.10. Primary changes to the proposed Chapter 14.10 include:

1. Clarifying the definition of "developed" land.
2. Introducing the term "hard surface".
3. Redefining an equivalent billing unit (EBU) from 2,200 sq ft to 4,400 sq ft. This change will reduce stormwater bills for customers not receiving an existing discount.
4. Making the definition of the stormwater system consistent with the City's NPDES stormwater permit.
5. Establishing two rate classes: A single family rate class and a rate class for anything that is not single family.
6. Subdividing a single-family rate class into properties with small, medium, and large hard surface areas.
7. Charging stormwater fees to property owners instead of account holders (sometimes the building owner.)
8. Clarifying that all classes will pay the same monthly rate.
9. Eliminating the discount for developments with city-approved detention facilities. The current subsection 14.10.050(C) provides for an existing discount that has been removed in this proposed code because:
 - a. In 1984 this discount was an incentive for developers to construct detention facilities.
 - b. As early as 1996 all new larger developments were required by the City's stormwater manual to have detention facilities and therefore construction of detention facilities no longer need to be incentivized.
 - c. The City's current stormwater manual from 2016 actually requires the use of low impact development techniques such as the infiltration of

stormwater (where feasible). Therefore some new developments will not have detention facilities and will not be eligible for the discount.

10. Providing for a rate reduction for commercial rainwater harvesting system as required by RCW.

The result of these revisions will impact property owners in different ways. More than half of all property owners will either see no change in their monthly stormwater bill or will see a reduction in monthly stormwater bill. Those property owners that will see increases to stormwater rates will see increases because either: (1) their stormwater facility discount will no longer be applied; or (2) the amount of hard surface on their property in the existing billing system was underreported to the City

The City has reviewed examples of stormwater impacts to small businesses on small lots. Examples of those impacts will be reviewed by Staff at the presentation of the ordinance. However, where impacts to any non-single-family class will be large, the ordinance provides for an implementation of their new monthly stormwater amount to span two years.

FISCAL CONSIDERATION:

This ordinance does not adjust the City's base monthly stormwater rate. Rather, the ordinance proposes to adjust the amount of hard surface associated with each property. The adjustment will determine the property's overall monthly stormwater bill. This adjustment establishes an accurate amount of hard surface area that exists on each property.

Initial estimates indicate the City's overall stormwater revenues if this change is adopted will be more than current stormwater revenues. As previously noted, the City we'll be reviewing and likely adjusting the base monthly stormwater rate before the end of 2022 to consider if the City will need more stormwater revenues or less stormwater revenues.

Expenditure Required: \$ 0	Amount Budgeted: \$ 0	Appropriation Required: \$ 0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: This topic has been presented to the City Council at study sessions on June 10, 2021 and on November 18, 2021 and also the Public Works Committee on October 12, 2021. While Staff received input at each meeting, no formal recommendations were made.

ATTACHMENTS: Draft Ordinance 1482

REVIEWED BY:

☒ Mayor

☐ City Administrator

☒ City Attorney

☒ Finance Director

☐ Department Head

ORDINANCE 1482

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY GIG HARBOR, WASHINGTON, RELATED TO STORMWATER BILLING AND COLLECTION, REPEALING CHAPTER 14.10, ESTABLISHING A NEW CHAPTER 14.10, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City created its stormwater utility in 1984, which included Chapter 14.00 GHMC (Creation and Purpose) and Chapter 14.10 GHMC (Billing Policy and Collection); and

WHEREAS, since 1984, the City has also experienced significant growth in size, density, and amount of stormwater infrastructure and much has changed in terms of how properties have developed, the awareness of environmental impacts due to development, and establishment and intensity of environmental regulations on development; and

WHEREAS, beginning in 2007 the City was mandated to manage the City stormwater facilities under a National Pollution Discharge Elimination System (NPDES) permit for stormwater issued by the Department of Ecology on behalf of the Environmental Protection Agency; and

WHEREAS, the NPDES permit is intended to protect waters of the state from water quality and other stormwater impacts in urban areas due to the amount of hard surfaces; and

WHEREAS, the NPDES permit identifies many requirements the City must follow and has been updated and reissued multiple time since 2007, which has created a mixture of regulations under which the City has managed stormwater between 1984 and today; and

WHEREAS, as the City developed since 1984 the changes in policies and regulations have caused perceived stormwater rate inequalities in between properties so the City embarked on a stormwater revenue study in March 2021 to review these perceived inequalities and propose changes to the City's code to address any inequalities; and

WHEREAS, this study and the proposed ordinance does not intend to adjust the City's base monthly stormwater rate rather the purpose of this ordinance is to update the City's stormwater code to more fairly charge various classes of property owners

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

Section 1. Chapter 14.10 is hereby repealed and replaced with the following:

Chapter 14.10 STORMWATER BILLING AND COLLECTION

14.10.010 Definitions.

The following words when used in this chapter shall have the following meanings, unless the context clearly indicates otherwise:

- A. The “city” shall mean the corporate limits of the city of Gig Harbor, Washington, a municipal corporation created and existing under the laws of the state of Washington.
- B. “Developed” shall mean real property that has 600 sq. ft. or more of hard surfaces.
- C. “Equivalent billing unit” or “EBU” shall mean 4,400 square feet of hard surface.
- D. “Hard surface” shall mean an impermeable surface, a permeable pavement, or a vegetated roof.
- E. “Impermeable surface” means a nonvegetated surface which either prevents or retards the entry of water into the soil mantle as under natural conditions prior to development, and/or causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impermeable surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots or storage areas, concrete or asphalt paving, gravel roads with compacted sub-grade, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of stormwater. Open, uncovered retention/detention facilities and tidelands shall not be considered as impermeable surfaces for the purposes of determining whether the thresholds for application of stormwater minimum requirements are exceeded but shall be considered impermeable surfaces for purposes of runoff modeling.
- F. “Parcel” shall mean each legally defined tract of real property.
- G. “Residential” means activity involving the human occupation of a building for living, cooking, sleeping, and recreation.
- H. “Single-family dwelling” means a residential structure with one dwelling unit that is constructed on a permanent foundation. Single-family dwellings are detached from other single-family dwellings except that accessory apartments may be attached to a single-family dwelling.
- I. “System” shall mean the entire system of stormwater facilities owned by the utility or over which the utility has control or right of use for the movement and retention of storm and surface waters, including both naturally occurring and manmade facilities.
- J. “Undeveloped” shall mean real property that is not considered developed.
- K. “Utility” shall mean the city stormwater utility, a municipal separate storm sewer system (MS4) as defined by the Western Washington Phase II Municipal Stormwater Permit, which operates and maintains the storm or surface water drains, channels, and facilities, outfalls for storm drainage and the rights and interests in real property related to the system.

14.10.020 Policy on rates and charges.

- A. For each single-family dwelling, each accessory dwelling unit, each residential unit of a duplex, and each mobile/manufactured home on developed real property, the utility shall charge the number of equivalent billings units based on the following classification:
 - 1. Small Residence (4,400 sq. ft. or less of hard surface area) shall be 1 EBU.
 - 2. Medium Residence (more than 4,401 sq. ft. of hard surface area and less than 7,000 sq. ft. of hard surface area) shall be 1.3 EBUs.
 - 3. Large Residence (7,000 sq. ft. or more of hard surface area) shall be 1.6 EBUs.
- B. Commercial buildings shall be granted a 10% rate reduction if all buildings on the property are shown to utilize a rainwater harvesting system in accordance with RCW 35.92.020(3).
- C. For all other developed real properties, the utility shall charge the number of equivalent billing units calculated on each parcel based on the amount of hard surface on each parcel divided by the definition of an equivalent billing unit identified in GHMC 14.10.010. Regardless of calculation of hard surface, a minimum of one equivalent billing unit shall be charged. Calculations that result in more than one equivalent billing unit shall be rounded to the nearest 0.1 EBU.

14.10.050 Stormwater monthly service rates.

- A. In accordance with the basis for a rate structure set forth in GHMC [14.10.020](#), each parcel of developed real property shall be charged the following monthly service rates, not including state and city sales tax, which shall be collected from the owner of each parcel based on the number of equivalent billing units contained on each parcel:

Effective January 1, 2020, shall be \$14.92.

14.10.055 Stormwater system general facilities charges.

The city shall impose a stormwater general facilities charge of \$1,770 for each equivalent billing unit for each parcel of developed real property pursuant to GHMC [14.10.020](#). Each general facilities charge shall be calculated and paid to the city at the time of building permit issuance

14.10.060 Property exempt from monthly rates and general facilities charges.

The following special categories of developed property are exempt from monthly service rates and general facilities charges:

- A. City street rights-of-way; and
- B. State of Washington and Pierce County highway rights-of-way.

14.10.070 Collections and appeals.

- A. All rates, charges, and all other utility fees or charges hereafter established by the city council by ordinance shall be deemed to be levied upon the premises themselves.
- B. The city shall have a lien for all delinquent and unpaid rates, charges, and fees for stormwater utility purposes, including without limitation monthly rates and

system development charges assessed against all premises to which service was furnished, which lien shall have the superiority established by RCW [35.67.200](#) and shall be foreclosed in the manner provided in RCW [35.67.220](#) et seq.

- C. As an additional and concurrent method of enforcing its lien upon any premises for delinquent stormwater utility rates, charges, and fees, the utility is authorized, in accordance with law and in the manner provided by this code to stop providing water service to such premises for so long as any delinquent rates, charges, or fees remain unpaid.
- D. Unpaid stormwater monthly service rates shall be deemed delinquent if not paid within 30 days following the billing date. Interest at the rate of eight percent per year shall be charged on all delinquent monthly service rates and late charges.
- E. Appeals of utility rates and charges, including appeals of hard surface area determinations, shall be directed to the Public Works Director or designee.

14.10.080 Periodic review of rates, charges, and fees.

Periodic review of rates, charges and fees will be completed by the city.

14.10.090 Commencement or termination of stormwater monthly service rates.

- A. Monthly service rates shall commence when any of the following conditions first exists:
 - 1. A water utility meter at the property is turned on; or
 - 2. A Certificate of Occupancy for the parcel is issued; or
 - 3. A property is converted from the status of undeveloped to developed.
- B. Monthly service rates shall terminate on parcels that undergo city permits to bring property back into a state of undeveloped real property as of the date of final approval for a city-issued demolition permit.

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. Correction of Errors. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 4. Effective Date. This ordinance shall take effect on July 1, 2022, which is at least five days after publication of this ordinance, except as follows:

- A. All developed real properties consistent with GHMC 14.10.020(C) that have 10 EBUs or less shall be charged 100% of their calculated stormwater monthly service rates starting on July 1, 2022.
- B. All developed real properties consistent with GHMC 14.10.020(C) that have more than 10 EBUs shall be charged 50% of their calculated stormwater

monthly service rates starting on July 1, 2022 then shall be charged 100% of their calculated stormwater monthly service rates starting on July 1, 2023.

ADOPTED by the Council of the City of Gig Harbor at a regular meeting thereof, held this 28th day of February, 2022.

Tracie Markley
Mayor

Approved as to form:

Attest:

Daniel Kenny
City Attorney

Joshua Stecker, CMC
City Clerk

PUBLICATION DATE: 03/01/2022
EFFECTIVE DATE: 07/01/2022



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

Meeting Date: February 14, 2022

SUBJECT: Resolution 1233 Authorizing the Submittal of a Conservation Futures Grant Application to Pierce County

PURPOSE & RECOMMENDATION: The purpose of this agenda bill is to provide the City the opportunity to apply for and receive funding through the Pierce County Conservation Futures Opportunity Fund Program. The resolution indicates the support and leadership of the City regarding the wider community's conservation of this 5.15 acre parcel and commits to meeting the program minimum of 10% funding match.

SUGGESTED MOTION: Move to approve Resolution 1233.

SUBMITTED BY: Matthew F. Keough, Parks Manager

DEPARTMENT: Administration

PHONE: 853-8253

BACKGROUND INFORMATION: The subject parcel, under a Purchase and Sale agreement authorized by Council on January 24, 2022, is the adjacent property upland to the City's Donkey Creek Park. Overlooking the tx^waalqəl Estuary, the 5.15 acres borders Harborview Drive and a designated trail corridor. It is adjacent to the Phase 1 and Phase 2 of North Creek Conservation efforts which were previously allocated Conservation Futures funding, now pending closure of sale agreements. Together, the three phases of the North Creek Conservation Area, would conserve 40.52 acres within the North Creek watershed, in a critical area for historic landmarks and scenic viewpoints along a trail corridor.

DISCUSSION: The Opportunity Fund is for properties, such as this one, under threat of imminent development, and allows funding levels to be determined based on available resources. The City is an eligible recipient of Conservation Futures and will work with the community to provide sufficient funds to complete the intended purchase in May 2022.

FISCAL CONSIDERATION: No expenditure is required at this time. Upon approval of the grant, Council will be asked to consider options to allocate the matching portion of the grant.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: Resolution 1233

REVIEWED BY:

☒ Mayor
☐ City Administrator
☐ City Attorney

☒ Finance Director
☐ Department Head

RESOLUTION 1233

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING THE SUBMITTAL OF A CONSERVATION FUTURES GRANT APPLICATION TO PIERCE COUNTY.

WHEREAS, the City of Gig Harbor has identified parcel number 0221061107 addressed as 4219 Harborview Drive and located north of Donkey Creek, as a parcel of uniquely archeologic and historic landmark value; and

WHEREAS, properties along Harborview Drive and Burnham Drive within the North Creek watershed are at significant risk of land clearing and housing development; and

WHEREAS, the anticipated development of this property by its approved preliminary plat that allows a public road and 18 single family lots would result in degraded natural habitat, loss of trees among a limited forested area, and a dramatic change in the look of this corner of our downtown view basin; and

WHEREAS, the City of Gig Harbor is working with the Puyallup Tribe of Indians and the wider community to secure additional resources to fund the acquisition, management, and interpretation of this parcel and surrounding properties of significant natural and cultural heritage; and

WHEREAS, the owners of the parcel are interested in selling this parcel to the City for public ownership and access, and signed a purchase and sale agreement with the City, contingent on an appraisal, environmental review of the property, and a funding request for Pierce County Conservation Futures funding; and

WHEREAS, the City of Gig Harbor is an eligible agency to receive properties acquired with a Pierce County Conservation Futures Grant. The acquired property would be included in the City's parks open space inventory and maintained in its natural state as a conservation, historical, and cultural preserve with low impact trail access; and

WHEREAS, the City of Gig Harbor has the ability to receive, own, and maintain this property with public trails, and scenic viewpoints along a trail corridor in conservation, due to the anticipated low level of required maintenance; and

WHEREAS, Pierce County Conservation Futures Grants require a minimum 10% matching funds of the estimated purchase price from the recipient;

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

Section 1. The Mayor is authorized to submit a Conservation Futures Grant application to Pierce County property. The Mayor is authorized to sign an affidavit on behalf of the City as the Receiving Agency, acknowledging that the City will accept the property interest acquired and protect and steward the conservation features of the parcel in perpetuity.

Section 2. The City hereby certifies that it shall provide a matching share of project funding, which will be provided by a city budget appropriation.

Section 3. If the grant is awarded and the sale of the parcel is executed, the City hereby accepts property into its parks inventory. Any development of the property will be authorized and budgeted by future Council action.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 14th day of February, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker
City Clerk



To: Mayor Markley and City Council
From: David Rodenbach, Finance Director
Date: February 14, 2022
Subject: Fourth Quarter Financial Report

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

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at one-hundred and nine (109%) percent of the 2021 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are one-hundred and thirty-six (136%) percent; revenues would be at one-hundred and thirty-one (131%) percent with ARPA stimulus funds removed. Expenditures are at seventy-three (73%) percent of the annual budget.

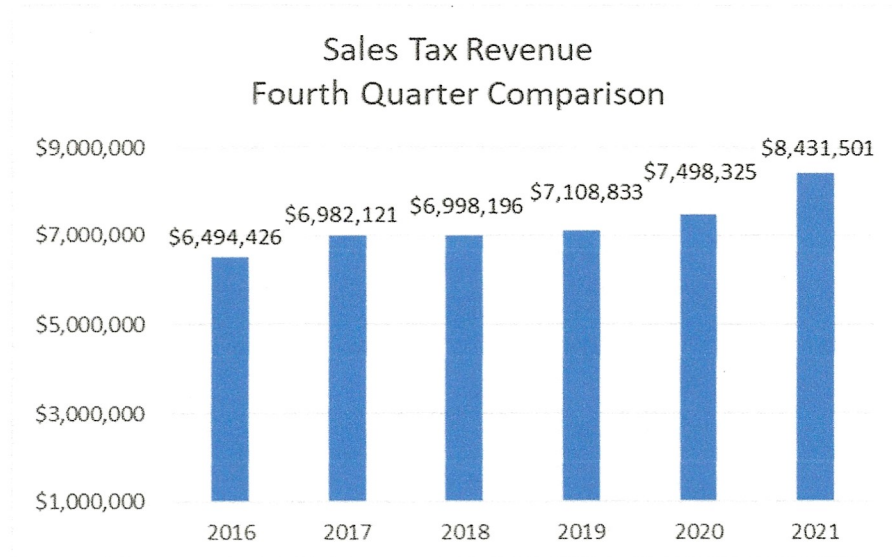
General Fund Revenues

General Fund fourth quarter year-to-date (YTD) revenues (excluding beginning balances) are at one-hundred and twenty-five (125%) 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	3,104,081	103%	\$ 93,721
Sales	7,229,925	8,577,888	119%	1,347,963
B&O Private Utility	1,284,868	1,192,379	93%	(92,489)
City Utility	401,893	477,826	119%	75,933
Other	213,909	270,168	126%	56,259
Sub-Total Taxes	\$ 12,140,955	\$ 13,622,342	112%	\$ 1,481,387
Licenses & Permits	1,457,956	1,923,314	132%	465,358
Intergovernmental	208,489	1,700,058	815%	1,491,569
Charges for Services	283,178	244,845	86%	(38,333)
Fines & Forfeitures	88,132	66,067	75%	(22,065)
Miscellaneous	185,500	291,457	157%	105,957
Transfers and other Sources of Funds	-	48,746		48,746
Sub-Total	\$ 2,223,255	\$ 4,274,487	192%	\$ 2,051,232
Total General Fund	\$ 14,364,210	\$ 17,896,828	125%	\$ 3,532,618

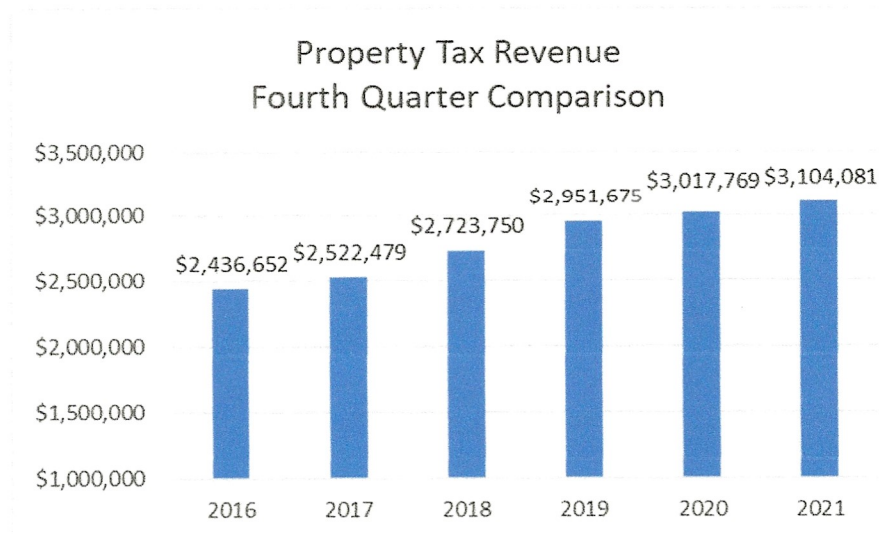
Sales Tax Revenue

Fourth quarter year-to-date sales tax revenue is illustrated below for years 2016 through 2021. Sales tax is at 119% of budget for 2021.



Property Tax Revenue

Fourth quarter year-to-date revenue from property taxes, 2016 through 2021, is shown below:

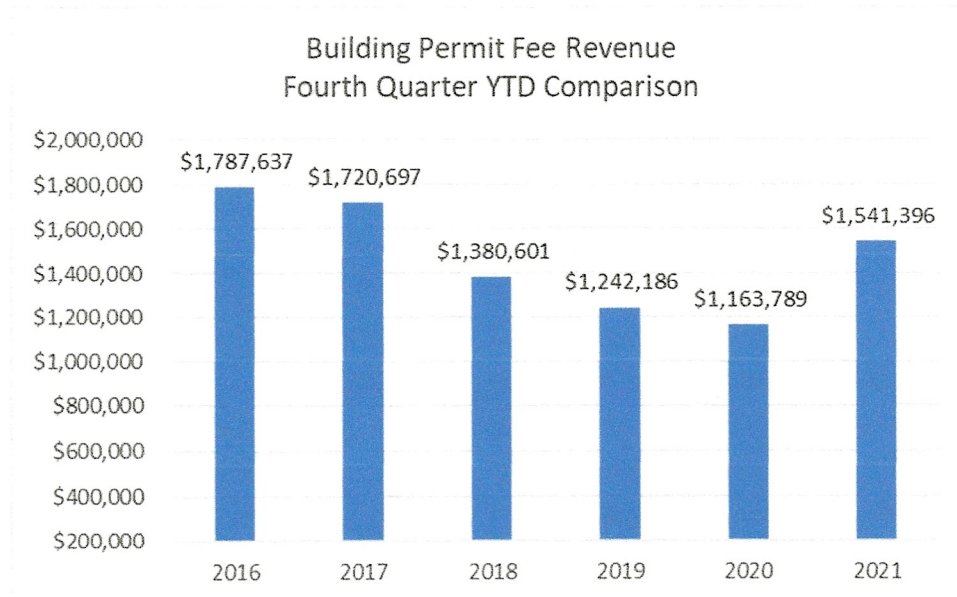


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). Fourth quarter year-to-date revenue for 2021 is \$1,957,129; total TBD resources are \$3,000,684.

Building Permit Fee Revenue

Fourth quarter year-to-date revenue from building permit fees, 2016 through 2021, is shown below:



General Fund Expenditures

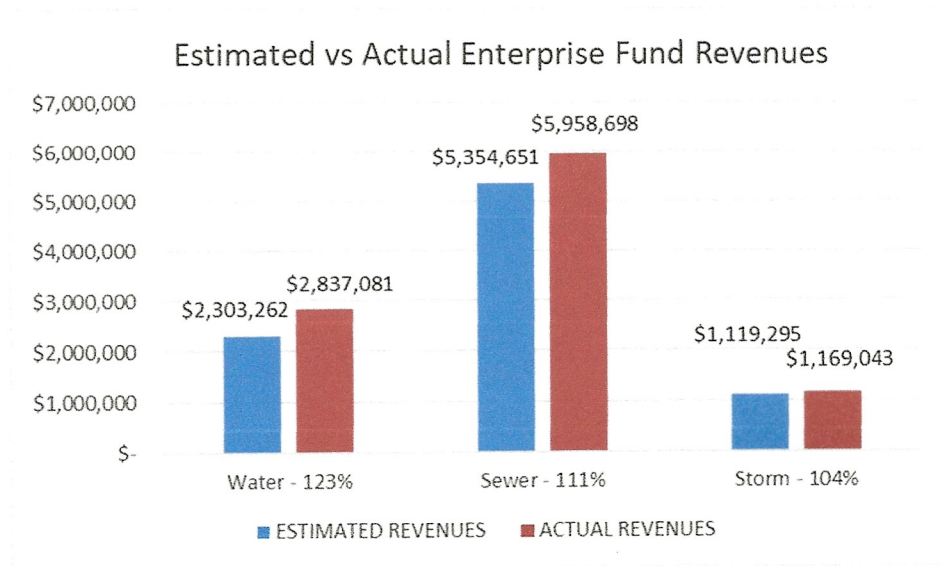
General fund fourth quarter year-to-date expenditures are at eighty-two (82%) percent of budget.

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	\$ 5,316,054	\$ 1,902,049	74%
02	LEGISLATIVE	82,400	72,548	9,852	88%
03	MUNICIPAL COURT	479,900	487,730	(7,830)	102%
04	ADMINISTRATIVE/FINANCIAL	2,092,380	1,759,292	333,088	84%
06	POLICE	4,293,206	3,997,429	295,777	93%
14	COMMUNITY DEVELOPMENT	2,493,338	1,976,025	517,313	79%
15	PARKS AND RECREATION	1,427,744	1,239,113	188,631	87%
16	BUILDING	468,767	367,923	100,844	78%
001	TOTAL GENERAL FUND	\$ 18,555,838	\$ 15,216,114	\$ 3,339,724	82%

Water, Sewer and Storm

Revenues:

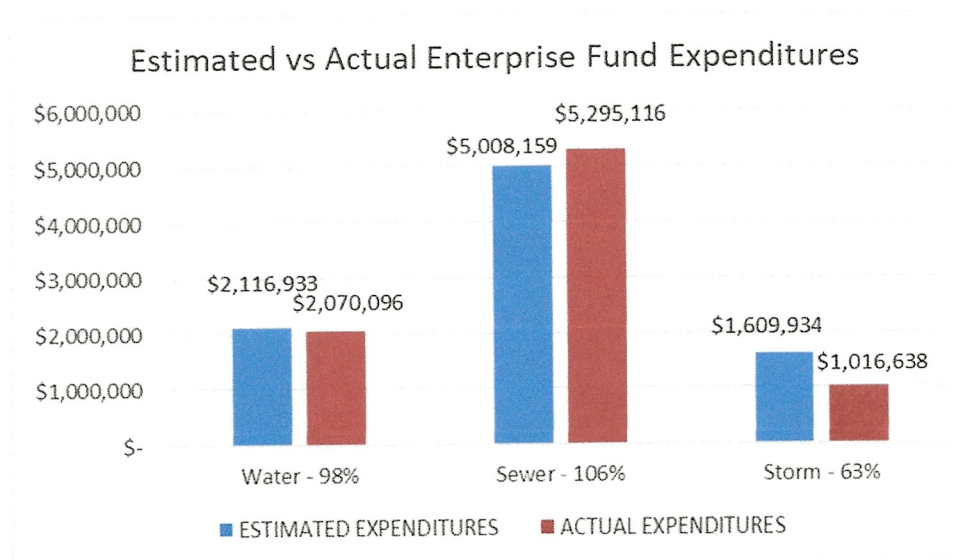
Water, Sewer and Storm revenues are one-hundred and twenty-three (123%) percent, one-hundred and eleven (111%) percent and one-hundred and four (104%) percent of the annual budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at ninety-eight (98%) percent, one-hundred and six (106%) percent and sixty-three (63%) percent of the 2021 budget.



Cash

Cash balances are adequate in all funds. Fourth quarter total cash and investment balance across all funds is just over \$61 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		1,782,296
LOCAL GOV'T INVESTMENT POOL		59,563,031
	\$	61,345,628



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

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 5,460,234	\$ 17,896,828	\$ 15,216,114	\$ (298,411)	\$ 7,842,536
101	STREET FUND	1,296,991	1,317,015	1,874,580	(26,195)	713,231
102	STREET CAPITAL FUND	429,887	4,911,611	4,605,193	244,718	981,024
103	SENIOR CAPITAL FUND	100,599	98	-	-	100,697
104	PEDESTRIAN SAFETY FUND	215,027	210	-	-	215,236.73
105	DRUG INVESTIGATION FUND	17,548	17	-	-	17,565
106	DRUG INVESTIGATION FUND	13,271	13	1,758	-	11,526
107	HOTEL-MOTEL FUND	984,346	451,119	265,472	1,821	1,171,814
108	PUBLIC ART CAPITAL PROJECTS	137,231	123	39,277	723	98,799
109	PARK DEVELOPMENT FUND	912,249	743,884	903,237	(134,822)	618,073
110	CIVIC CENTER DEBT RESERVE	1,592,805	1,195	1,594,000	-	-
111	STRATEGIC RESERVE FUND	1,601,328	1,001,660	-	-	2,602,988
112	EQUIPMENT RESERVE FUND	439,002	50,441	-	-	489,443
113	CONTRIBUTIONS/DONATIONS	-	12,429	12,429	-	-
208	LTGO BOND REDEMPTION	78,569	4,988,285	4,988,539	-	78,315
211	UTGO BOND REDEMPTION	288,926	251,258	265,763	-	274,421
301	PROPERTY ACQUISITION FUND	749,327	748,342	898,000	-	599,669
305	GENERAL GOVT CAPITAL IMPR	379,481	736,199	639,170	-	476,509
309	IMPACT FEE TRUST	4,466,363	1,565,286	2,251,200	23,380	3,803,829
310	HOSPITAL BENEFIT ZONE	5,166,036	2,005,657	863,000	-	6,308,693
401	WATER OPERATING	1,971,034	2,837,081	2,070,096	(181,697)	2,556,321
402	SEWER OPERATING	3,976,654	5,958,698	5,295,116	(138,058)	4,502,178
403	SHORECREST RESERVE FUND	198,442	24,373	4,259	521	219,077
407	UTILITY RESERVE	1,435,245	1,417	-	-	1,436,662
408	UTILITY BOND REDEMPTION	260,516	2,285,873	2,285,989	-	260,400
410	SEWER CAPITAL CONSTRUCTION	8,820,172	2,351,503	1,168,733	939,973	10,942,913
411	STORM SEWER OPERATING FUND	1,313,614	1,169,043	1,016,638	(27,055)	1,438,963
412	STORM SEWER CAPITAL	2,748,861	478,325	285,147	17,298	2,959,336
420	WATER CAPITAL ASSETS	6,449,952	2,266,773	1,087,924	(4,080)	7,624,721
631	MUNICIPAL COURT	-	81,968	84,516	2,548	-
650	TRANSPORTATION BENEFIT DISTRICT	1,043,555	1,957,129	-	-	3,000,684
		<u>\$ 52,547,264</u>	<u>\$ 56,093,852</u>	<u>\$ 47,716,151</u>	<u>\$ 420,664</u>	<u>\$ 61,345,628</u>

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

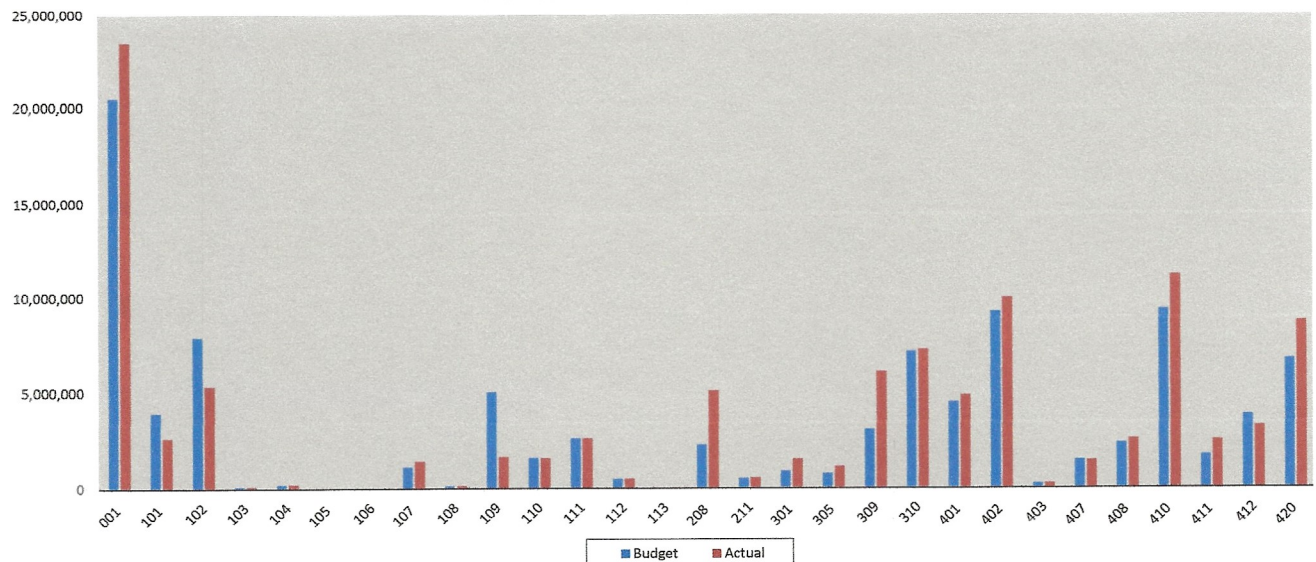
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			1,782,296
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	0.0908%	59,563,031
			<u>\$ 61,345,628</u>



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

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	20,453,212	\$ 23,357,062	\$ (2,903,850)	114%
101	STREET FUND	3,942,894	2,614,006	1,328,888	66%
102	STREET CAPITAL FUND	7,879,255	5,341,498	2,537,757	68%
103	SENIOR CAPITAL FUND	100,000	100,697	(697)	101%
104	PEDESTRIAN SAFETY FUND	215,000	215,237	(237)	100%
105	DRUG INVESTIGATION FUND	17,071	17,565	(494)	103%
106	DRUG INVESTIGATION FUND	13,327	13,284	43	100%
107	HOTEL-MOTEL FUND	1,135,107	1,435,465	(300,358)	126%
108	PUBLIC ART CAPITAL PROJECTS	139,974	137,354	2,620	98%
109	PARK DEVELOPMENT FUND	5,039,070	1,656,133	3,382,937	33%
110	CIVIC CENTER DEBT RESERVE	1,613,739	1,594,000	19,739	99%
111	STRATEGIC RESERVE FUND	2,610,002	2,602,988	7,014	100%
112	EQUIPMENT RESERVE FUND	493,863	489,443	4,420	99%
113	DONATIONS/CONTRIBUTIONS		12,429	(12,429)	#N/A
208	LTGO BOND REDEMPTION	2,245,356	5,066,854	(2,821,498)	226%
211	UTGO BOND REDEMPTION	511,037	540,184	(29,147)	106%
301	PROPERTY ACQUISITION FUND	899,056	1,497,669	(598,613)	167%
305	GENERAL GOVT CAPITAL IMPR	771,853	1,115,679	(343,826)	145%
309	IMPACT FEE TRUST	3,039,048	6,031,649	(2,992,601)	198%
310	HOSPITAL BENEFIT ZONE	7,075,420	7,171,693	(96,273)	101%
401	WATER OPERATING	4,461,751	4,808,114	(346,363)	108%
402	SEWER OPERATING	9,203,075	9,935,352	(732,277)	108%
403	SHORECREST RESERVE FUND	224,266	222,815	1,451	99%
407	UTILITY RESERVE	1,467,963	1,436,662	31,301	98%
408	UTILITY BOND REDEMPTION	2,329,523	2,546,390	(216,867)	109%
410	SEWER CAPITAL CONSTRUCTION	9,337,703	11,171,674	(1,833,971)	120%
411	STORM SEWER OPERATING FUND	1,721,199	2,482,657	(761,458)	144%
412	STORM SEWER CAPITAL	3,826,223	3,227,186	599,037	84%
420	WATER CAPITAL ASSETS	6,689,834	8,716,725	(2,026,891)	130%
631	MUNICIPAL COURT		81,968	(81,968)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	2,530,109	3,000,684	(470,575)	119%
		\$ 99,985,930	\$ 108,641,116	\$ (8,655,186)	109%

**Estimated vs Actual Resources
2021 Budget**

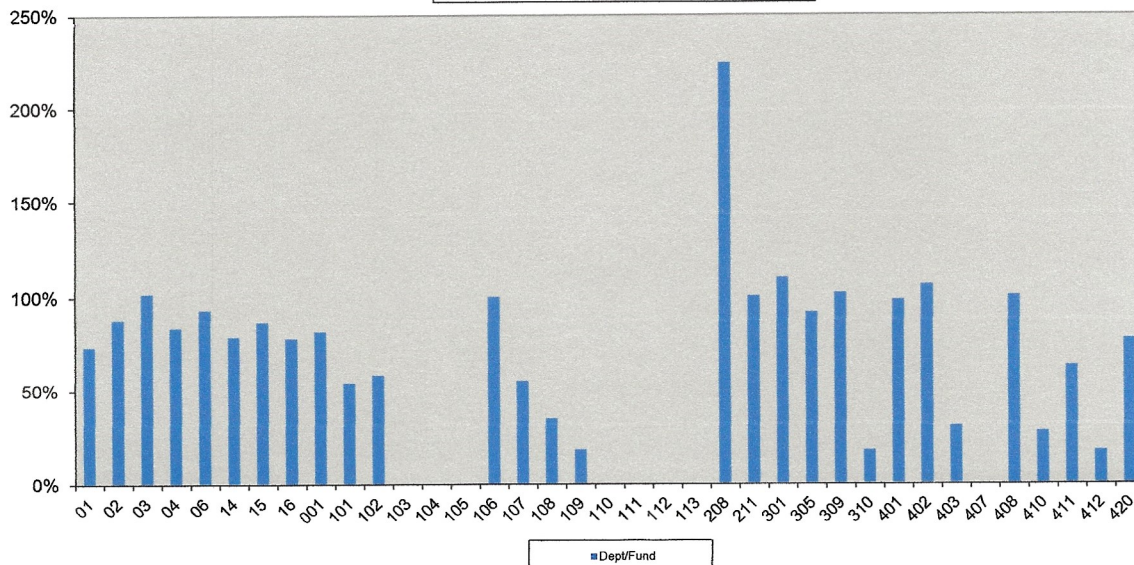




YEAR-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF DECEMBER 31, 2021

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 7,218,103	\$ 5,316,054	\$ 1,902,049	74%
02	LEGISLATIVE	82,400	72,548	9,852	88%
03	MUNICIPAL COURT	479,900	487,730	(7,830)	102%
04	ADMINISTRATIVE/FINANCIAL	2,092,380	1,759,292	333,088	84%
06	POLICE	4,293,206	3,997,429	295,777	93%
14	COMMUNITY DEVELOPMENT	2,493,338	1,976,025	517,313	79%
15	PARKS AND RECREATION	1,427,744	1,239,113	188,631	87%
16	BUILDING	468,767	367,923	100,844	78%
001	TOTAL GENERAL FUND	18,555,838	15,216,114	3,339,724	82%
101	STREET FUND	3,459,043	1,874,580	1,584,463	54%
102	STREET CAPITAL FUND	7,870,933	4,605,193	3,265,740	59%
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	-	100%
107	HOTEL-MOTEL FUND	481,115	265,472	215,643	55%
108	PUBLIC ART CAPITAL PROJECTS	113,000	39,277	73,723	35%
109	PARK DEVELOPMENT FUND	5,029,833	903,237	4,126,596	18%
110	CIVIC CENTER DEBT RESERVE	-	1,594,000	(1,594,000)	#N/A
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	12,429	(12,429)	#N/A
208	LTGO BOND REDEMPTION	2,226,224	4,988,539	(2,762,315)	224%
211	UTGO BOND REDEMPTION	265,763	265,763	-	100%
301	PROPERTY ACQUISITION FUND	820,000	898,000	(78,000)	110%
305	GENERAL GOVT CAPITAL IMPR	700,000	639,170	60,830	91%
309	IMPACT FEE TRUST	2,219,600	2,251,200	(31,600)	101%
310	HOSPITAL BENEFIT ZONE	4,993,000	863,000	4,130,000	17%
401	WATER OPERATING	2,116,933	2,070,096	46,837	98%
402	SEWER OPERATING	5,008,159	5,295,116	(286,957)	106%
403	SHORECREST RESERVE FUND	13,779	4,259	9,520	31%
407	UTILITY RESERVE	-	-	-	#N/A
408	UTILITY BOND REDEMPTION	2,285,391	2,285,989	(598)	100%
410	SEWER CAPITAL CONSTRUCTION	4,207,205	1,168,733	3,038,472	28%
411	STORM SEWER OPERATING FUND	1,609,934	1,016,638	593,296	63%
412	STORM SEWER CAPITAL	1,650,133	285,147	1,364,986	17%
420	WATER CAPITAL ASSETS	1,406,708	1,087,924	318,784	77%
631	MUNICIPAL COURT	-	84,516	(84,516)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	110,000	-	110,000	-
		\$ 65,359,349	\$ 47,716,151	\$ 17,643,198	73%

**Expenditures as a Percentage of
2021 Budget**

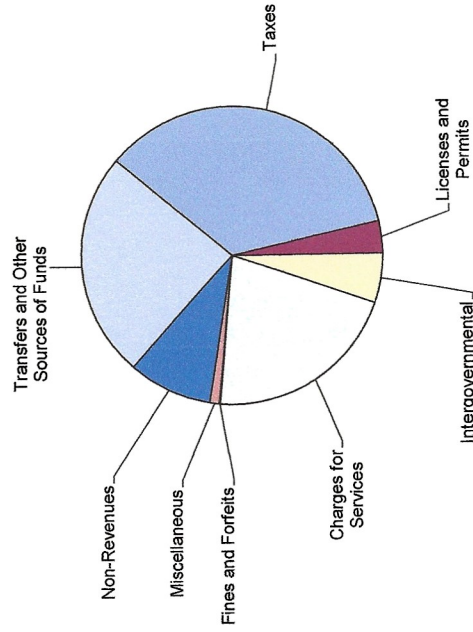




**YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2021**

TYPE OF REVENUE	AMOUNT
Taxes	19,741,908
Licenses and Permits	1,947,714
Intergovernmental	3,068,806
Charges for Services	11,793,407
Fines and Forfeits	66,067
Miscellaneous	575,942
Non-Revenues	5,050,383
Transfers and Other Sources of Funds	13,767,659
Total Revenues (excludes Court Pass Thru)	56,011,884
Beginning Cash Balance	52,547,264
Total Resources	108,559,148

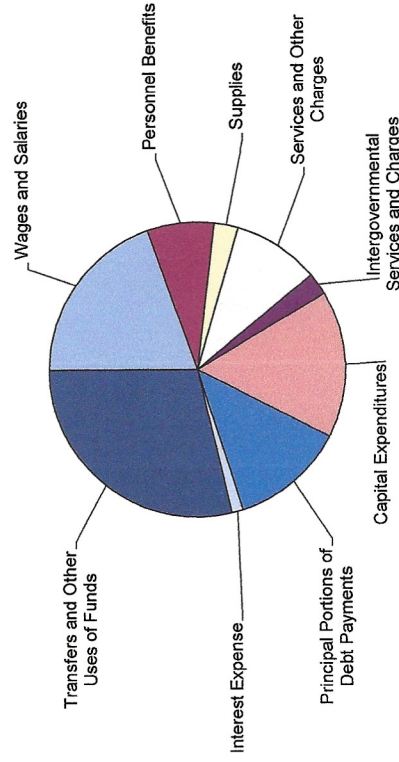
Revenues by Type - All Funds



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

TYPE OF EXPENDITURE	AMOUNT
Wages and Salaries	9,321,310
Personnel Benefits	3,476,488
Supplies	1,253,874
Services and Other Charges	4,499,332
Intergovernmental Services and Charges	1,179,952
Capital Expenditures	7,700,447
Principal Portions of Debt Payments	5,969,716
Interest Expense	587,472
Transfers and Other Uses of Funds	13,661,492
Total Expenditures (excludes Court Pass Thru)	47,650,082
Ending Cash Balance	61,345,628
Total Uses	108,995,710

Expenditures by Type - All Funds



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

		SPECIAL REVENUE FUNDS											
	001 GENERAL GOVERNMENT	101	102	103	104	105	106	107	108	109	110		
		STREET	STREET CAPITAL	SENIOR CAPITAL	PEDESTRIAN SAFETY	INVESTIGTN DRUG	INVESTIGTN DRUG	HOTEL - MOTEL	PUBLIC ART PROJECTS	PARK DVLP FUND	CIVIC CTR DEBT RESERVE		
ASSETS													
CASH	\$ 239,669	\$ 21,788	\$ 29,968	\$ 3,076	\$ 6,575	\$ 537	\$ 352	\$ 35,796	\$ 3,018	\$ 18,881	\$ -		
INVESTMENTS	7,602,868	691,444	951,055	97,621	208,662	17,029	11,174	1,136,018	95,781	599,193	-		
RECEIVABLES	1,867,962	1,241	-	-	-	-	-	35,531	-	-	-		
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-		
OTHER	-	-	-	-	-	-	-	-	-	-	-		
TOTAL ASSETS	9,710,498	714,473	981,024	100,697	215,237	17,565	11,526	1,207,345	98,799	618,073	-		
LIABILITIES													
CURRENT	378,596	43,814	285,739	-	-	-	-	25,202	723	80,280	-		
LONG TERM	9,374	-	-	-	-	-	-	-	-	-	-		
TOTAL LIABILITIES	387,969	43,814	285,739	-	-	-	-	25,202	723	80,280	-		
FUND BALANCE:													
BEGINNING OF YEAR	6,641,815	1,228,223	388,866	100,599	215,027	17,548	13,271	996,496	137,231	697,146	1,592,805		
Y-T-D REVENUES	17,896,828	1,317,015	4,911,611	98	210	17	13	451,119	123	743,884	1,195		
Y-T-D EXPENDITURES	(15,216,114)	(1,874,580)	(4,605,193)	-	-	-	(1,758)	(265,472)	(39,277)	(903,237)	(1,594,000)		
ENDING FUND BALANCE	9,322,529	670,659	695,284	100,697	215,237	17,565	11,526	1,182,143	98,076	537,793	-		
TOTAL LIAB. & FUND BAL.	\$ 9,710,498	\$ 714,473	\$ 981,023	\$ 100,697	\$ 215,237	\$ 17,565	\$ 11,526	\$ 1,207,345	\$ 98,799	\$ 618,073	\$ -		

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

	111	112	113	301	305	309	310	631	650	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND	TOTAL DEBT SERVICE
ASSETS													
CASH	\$ 79,515	\$ 14,951	\$ -	\$ 18,319	\$ 14,556	\$ 116,198	\$ 192,716	-	-	\$ 556,247	\$ 2,392	\$ 8,383	\$ 10,775
INVESTMENTS	2,523,473	474,492	-	581,350	461,953	3,687,630	6,115,976	-	3,000,684	20,653,536	75,923	266,038	341,961
RECEIVABLES	-	-	-	70,496	70,496	-	-	-	-	177,763	-	3,317	3,317
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,602,988	489,443	-	670,164	547,005	3,803,829	6,308,693	-	3,000,684	21,387,546	78,315	277,738	356,053
LIABILITIES													
CURRENT	-	-	-	-	-	45,928	-	5,371	-	487,058	-	(889)	(889)
LONG TERM	-	-	-	-	-	-	-	-	-	-	-	942	942
TOTAL LIABILITIES	-	-	-	-	-	45,928	-	5,371	-	487,058	-	54	54
FUND BALANCE:													
BEGINNING OF YEAR	1,601,328	439,002	-	819,823	449,976	4,443,815	5,166,036	(2,823)	1,043,555	19,347,924	78,569	292,189	370,758
Y-T-D REVENUES	1,001,660	50,441	12,429	748,342	736,199	1,565,286	2,005,657	81,968	1,957,129	15,584,396	4,988,285	251,258	5,239,543
Y-T-D EXPENDITURES	-	-	(12,429)	(898,000)	(639,170)	(2,251,200)	(863,000)	(84,516)	-	(14,031,833)	(4,988,539)	(265,763)	(5,254,302)
ENDING FUND BALANCE	2,602,988	489,443	-	670,164	547,005	3,757,901	6,308,693	(5,371)	3,000,684	20,900,487	78,315	277,685	356,000
TOTAL LIAB & FUND BAL.	\$ 2,602,988	\$ 489,443	\$ -	\$ 670,164	\$ 547,005	\$ 3,803,829	\$ 6,308,693	\$ (0)	\$ 3,000,684	\$ 21,387,545	\$ 78,315	\$ 277,738	\$ 356,053

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

	PROPRIETARY										TOTAL PROPRIETARY	TOTAL
	401 WATER OPERATING	402 SEWER OPERATING	403 SHORECREST RESERVE	407 UTILITY RESERVE	408 UTILITY BOND REDEMPTION	410 SEWER CAP. CONST.	411 STORM SEWER OPERATING	412 CAPITAL	420 WATER CAP. ASSETS			
ASSETS												
CASH	\$ 78,187	\$ 137,628	\$ 6,892	\$ 43,887	\$ 7,955	\$ 334,281	\$ 43,957	\$ 90,401	\$ 232,918	\$ 975,906	\$ 1,782,596	
INVESTMENTS	2,478,134	4,364,549	\$ 212,385	1,392,776	252,446	10,608,632	1,395,006	2,868,935	7,391,803	30,964,667	59,563,031	
RECEIVABLES	294,371	863,262	2,984	-	-	732,666	275,959	-	-	2,169,242	4,218,284	
FIXED ASSETS	15,923,388	46,785,511	-	-	-	864,582	2,291,720	910,842	1,322,648	68,078,692	68,078,692	
OTHER	-	-	-	-	-	-	-	-	-	-	-	
TOTAL ASSETS	18,774,080	52,130,951	222,061	1,436,662	260,400	12,540,161	4,006,642	3,870,179	8,947,369	102,188,506	133,642,603	
LIABILITIES												
CURRENT	32,130	84,379	89	-	1,897,670	202,928	31,394	20,158	(1,736)	2,267,011	3,131,776	
LONG TERM	87,991	130,766	-	-	20,597,923	-	77,096	-	-	20,893,776	20,904,092	
TOTAL LIABILITIES	120,120	215,145	89	-	22,495,592	202,928	108,490	20,158	(1,736)	23,160,787	24,035,868	
FUND BALANCE:												
BEGINNING OF YEAR	17,886,975	51,252,224	201,858	1,435,245	(22,235,076)	11,154,464	3,745,748	3,656,843	7,770,256	74,868,537	101,229,034	
Y-T-D REVENUES	2,837,081	5,958,698	24,373	1,417	2,285,873	2,351,503	1,169,043	478,325	2,266,773	17,373,084	56,093,852	
Y-T-D EXPENDITURES	(2,070,096)	(5,295,116)	(4,259)	-	(2,285,989)	(1,168,733)	(1,016,638)	(285,147)	(1,087,924)	(13,213,903)	(47,716,151)	
ENDING FUND BALANCE	18,653,960	51,915,806	221,972	1,436,662	(22,235,192)	12,337,234	3,898,152.14	3,850,020	8,949,105	79,027,719	109,606,735	
TOTAL LIAB. & FUND BAL.	\$ 18,774,080	\$ 52,130,951	\$ 222,061	\$ 1,436,662	\$ 260,400	\$ 12,540,161	\$ 4,006,642	\$ 3,870,179	\$ 8,947,369	\$ 102,188,506	\$ 133,642,603	

**CITY OF GIG HARBOR
2021 BUDGET
FOURTH QUARTER STATUS REPORT**

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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
Financial. The annual audit performed by the state auditor's office: \$50,000. Insurance for General Governmental activities: \$389,280.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
Employee benefits. Payments for LEOFF I retiree costs, workers' compensation and unemployment benefits for former employees. \$28,000.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
Capital Improvement Plan. Implement and further develop the capital improvement plan for streets, parks, and utilities.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
Downtown. Promote and attract new businesses while maintaining its residential charm.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
Open Government Program. Continue to implement an open data portal. Open data can facilitate government transparency, accountability, and public participation. January – December.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
Claims Recovery. Continue an aggressive approach for reimbursement of costs for damage to city property. January – December.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
3. Workshops and Presentations 2021. Continuing the popular series of workshops begun six years ago. \$250	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Not held due to COVID
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
5. Update the Catalogue of City-Owned Art. The goal is a more professional looking publication updated with recently acquired art, that can be uploaded to the	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No

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	If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Moved to Hotel-Motel Tax Fund
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No Notes: Routine staff work to be done in 2022
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: 75% ☒ Yes ☐ No Notes: This goal is ongoing as laws and processes change/evolve. We are working with Summit Law to update our 2007 Personnel Regulations, which has been a three-year process. We have reached an agreement with the Supervisory Union on the CBA. This will allow us to ensure there are no conflicts with the updated Personnel Regulations. In addition, COVID has required us to redirect our attention to other urgent and regulatory 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: 10% ☒ Yes ☐ No Notes: Due to our increasingly high volume of work, this is currently on hold. We have vacant positions within our department. We are focusing the majority of our efforts on recruiting for all City positions.
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: 75% ☒ Yes ☐ No Notes: Due to our increasingly high volume of work, this is currently on hold. Initial setup of Perform has

	been completed with our current evaluation system. We are working on the employee/supervisor training portion for rollout. Training documents have been sent out to supervisory staff. Initial upload of information has been added to Perform so we can go live within the first half of 2022.
Innovation. Research and implement ways to improve efficiencies that impact multiple departments (i.e. electronic timesheets, leave slips, etc.).	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: 15% ☒ Yes ☐ No Notes: Due to our increasingly high volume of work, this is currently on hold. 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. (No change since last update.)
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Completed and set to AWC for final review.
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.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: 25% ☒ Yes ☐ No Notes: We have previously offered training through our EAP and have provided all employees with access to the webinars for review.

	(No change since last update.)
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.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Due to our increasingly high volume of work and COVID restrictions, this is currently on hold. (No change since last update.)

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 met in 2021: ☒ YES ☐ Objective met under budget: ☒ YES ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES (Repeating) ☐ 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 met in 2021: ☒ YES ☐ Objective met under budget: ☒ YES - ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES ☐ Notes: Radio not in need of replacement in 2021. Will carry over to 2022.
Seek grants and other outside funding options. Research and secure funding sources outside normal city revenue	Objective met in 2021: ☒ YES ☐ Objective met under budget:

sources to support police department initiatives. Ongoing.	☒ N/A ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES ☐ 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 met in 2021: ☒ YES ☐ Objective met under budget: ☒ YES ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES ☐ Notes: No fee charged in 2021
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 met in 2021: ☒ YES ☐ Objective met under budget: ☒ YES ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES ☐ Notes: At budgeted amount
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 met in 2021: ☒ YES ☐ Objective met under budget: ☒ YES ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES ☐ Notes: At budgeted amount
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	Objective met in 2021: ☒ YES ☐ Objective met under budget: ☒ YES ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES ☐ Notes: At budgeted amount

radio access fees was used in this projection. \$266,422.	
Continue Taser lease program. The projected life span of a Taser electronic 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 met in 2021: ☒ YES ☐ Objective met under budget: ☒ YES ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES ☐ Notes: At budgeted amount
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 met in 2021: ☒ YES ☐ Objective met under budget: ☒ YES ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ One vehicle ☐ Notes:
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 met in 2021: ☒ YES ☐ Objective met under budget: ☒ UNSURE ☐ If not met, percent completed: Objective included in 2022 Budget: ☒ YES (Similar) ☐ 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No Notes:
General ledger. Reconcile general ledger and utility billing systems.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
Accounts Payable. Explore automated/electronic processing alternatives for accounts payable.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No Notes:

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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No Notes:

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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget:

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 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).	☒ Yes ☐ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Project moved to 2022 due to staffing shortages experienced in 2021.
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Work began in 2021 and will continue into 2022.
Shoreline Master Program Update. Work in coordination with Department of Ecology	Objective met in 2021: ☒ Yes ☐ No

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 met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Annexation Study is 95% complete at end of fiscal year 2021. Will finalize by April 2022.
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Project moved to 2022 due to staffing shortages experienced in 2022.
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Shoreline Master Program amendments are complete. Other amendments are included for 2022.
Development Agreement Processing. Process a Development Agreement Amendment for the Village at Harbor Hill consistent with approved Settlement Agreement. 2021.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

coming year. December.	
6 - Firework Regulation Amendment. Lead firework regulation amendment process, including public outreach, Board/Commission review and legislative process. July.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: This work has been added to the 2022 work program and budget.

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☐ Yes ☒ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☐ Yes ☒ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: 90% Objective included in 2022 Budget: ☐ Yes ☐ No 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	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: 90% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

complete the PROS Plan update. \$30,000.	
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: 100% Objective included in 2022 Budget: ☐ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: 5% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: 15% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 10% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:.

STREET DIVISION - OPERATING

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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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, Wollochot Dr, and Hollycroft St). Pavement maintenance and repairs include ADA improvements where required. \$1,200,000	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 10% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 updates as directed to staff as allowed by engineering standards and state/federal requirements. \$30,000	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 90% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 90% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:.
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 90% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:.
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 project. \$1,330,000 (\$816,000 TIB grant,	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 20% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

\$434,000 TIF, \$80,000 general fund).	
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 90% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 60% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
8. Harbor Hill Drive Landscape Mitigation. Complete the installation of landscape mitigation within the portions of	Objective met in 2021: ☐ Yes ☒ No Objective met under budget:

Northarbor Business Park and McCormick Creek Plat Phase 3 landscape buffers that were impacted during the construction of the Harbor Hill Drive Extension project. \$100,000 (HBZ.)	☐ Yes ☐ No If not met, percent completed: 50% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 70 Objective included in 2022 Budget: ☐ Yes ☒ No Notes:
2. Harborview/Stinson Roundabout. Sidewalk art to be commissioned. (Funded by construction budget. \$10-15,000)	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 10% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
3. Sports Complex. Art to be commissioned. Partially funded by construction budget.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
4. Hollycroft / Olympic Drive Triangle. Art to be commissioned.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 5% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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).	(See Street Capital, Objective 1)
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: 10% Objective included in 2022 Budget: ☐ Yes ☒ No

	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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 5% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
5. Native Vegetation Plantings. Install native trees and shrubs at various parks, streetscapes, and other City grounds. \$10,000.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 30% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 70% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 30% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
8. Skansie Netshed Painting Structural Repairs. Design, permitting and construction of building structural repairs, siding repairs, Repaint the exterior of the building. and re-roof the building. \$50,000 \$135,000	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 10% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
9. Railway Carriages at Eddon Boat Building. The two railways at the Eddon Boat Building still require the construction	Objective met in 2021: ☒ Yes ☐ No Objective met under budget:

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).	☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 5% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 40% Objective included in 2022 Budget: ☐ Yes ☒ No Notes:
13. Cushman Trail Connection to North Harborview Drive. Complete the design and permitting of the Cushman Trail connection to North Harborview. \$45,000.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: 99% Objective included in 2022 Budget: ☐ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 50% Objective included in 2022 Budget: ☐ Yes ☒ No Notes:
3. Well Generator Servicing. Systematic servicing to ensure standby power supply is operable. \$10,000	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☐ No Notes:
4. Water Sampling Stations. Annual program for systematic replacement of aging water sample stations to ensure accurate water testing information. \$10,000.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 10% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
6. Water Comprehensive Plan Update. Finalize the City-wide water system plan	Objective met in 2021: ☐ Yes ☒ No

update based upon review by the Washington State Department of Health. \$10,000.	Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 75% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 5% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 10% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
4. Rehabilitation of Lift Station #1	Objective met in 2021:

(Crescent Creek Park). Replace existing pumps, electrical and mechanical equipment. \$40,000.	☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
5. Replacement of Lift Station #6 (Ryan Street). Complete construction of the replacement sewer lift station. \$1,400,000.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 15% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
6. Lift Station #2A (Bogue Viewing Platform) & Lift Station #11 (Woodland Creek Subdivision/48th St.) (2021) Generator Replacement. Replace generators. \$82,000.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 50% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 75% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:.
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.	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed:

\$40,000.	Objective included in 2022 Budget: ☐ Yes ☒ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 80% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 50% Objective included in 2022 Budget: ☒ Yes ☐ No 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).	See "Water Division – Operating" Objective 5.
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	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

and outreach to businesses that will increase operators awareness of the 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 60% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:

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 met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: 25% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
3. Gig Harbor North Sports Complex Water Main. Redundant main installed by PW Operations. In-house design. \$80,000.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: 0% Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☐ Yes ☒ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No Notes:

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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Objective met under budget, professional photography and graphic design were not utilized.
2. City Sponsored Events. Costs associated with Summer Sounds, Movie Nights, Holiday Tree Lighting and other City events. \$42,615	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Three concerts and two movies cancelled due to COVID, tree lighting scaled back from usual plans due to COVID.
3. Independent Film Location Campaign. Promote Gig Harbor to regional filmmakers for purposes of film creation and promotion. \$5,000	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☐ Yes ☒ No Notes: Not applicable for 2021.
4. Support to Travel Tacoma + Pierce County. Continue partnership with the Tacoma + Mt. Rainier CVB to capitalize on	Objective met in 2021: ☒ Yes ☐ No Objective 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 If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Set amount processed each year.
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes:
6. Pierce Transit – Contribution for Get Around Gig Harbor Trolley operation. \$25,000	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No 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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Assistant position unfilled throughout 2021.
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 met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: General office operations were met, no travel or training for 2021.
9. Lodging Tax Grants. Grant funds available to local organizations. \$125,000	Objective met in 2021: ☒ Yes ☐ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget:

	☒ Yes ☐ No Notes: Several events were cancelled, nullifying the original contracted amount.
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 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.	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☐ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Not on the priority list for 2021, shifted to 2022.
New signs at Stinson, Pioneer, Harbor Hill. \$10,000	Objective met in 2021: ☐ Yes ☒ No Objective met under budget: ☒ Yes ☐ No If not met, percent completed: Objective included in 2022 Budget: ☒ Yes ☐ No Notes: Not completed in 2021, shifted to 2022.

UPCOMING CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

Day	Date	Time	Group	Agenda Items
TH	Feb. 10	11:00a m	Lodging Tax Advisory Committee	
TH	Feb. 10	3:00pm	Civil Service Commission	CANCELLED
TH	Feb. 10	5:00pm	Design Review Board	CANCELLED
M	Feb. 14	5:30pm	City Council	See Agenda
TH	Feb. 17	2:00pm	City Council Study Session	• Utility Rate Studies - Proposed Utility GFC Review • Draft PROS Plan Review • 2022 Active CIP Schedule Update
TH	Feb. 17	6:00pm	Planning Commission	Public Hearing on Regulations Pertaining to Emergency Shelters and Transitional Housing
TH	Feb. 24	2:00pm	City Council Study Session	Sports Complex Phase 1A & 1B Design
TH	Feb. 24	5:00pm	Design Review Board	Coffee Shoppe & Car Wash Pre App
M	Feb. 28	5:30pm	City Council	Consent: • Gig Harbor Sports Complex Phase 1B Design and Permitting – Professional Services Contract • Nutrient General Permit Support – Professional Services Contract • Skansie Netshed Repairs Design Services – Professional Services Contract • Professional Services Contract Amendments – Duration of Work Extensions. Presentation: Red Cross Month Proclamation Old Business: • Second Reading and Adoption of Ordinance 1482 Storm Code Revisions New Business: • Public Hearing: Comprehensive Plan Docket • First Reading of Ordinance XXXX Water System Plan Revision Adoption • Resolution XXXX Adopting the 2022 PROS Plan • First Reading of Ordinance XXXX Amending GHMC Title 17 Transitional Housing and Emergency Shelters
W	Mar. 2	5:00pm	Planning Commission	Short Term Rental 2 nd Study Session
W	Mar. 2	5:30pm	Parks Commission	2022 Work Program
TH	Mar. 3	2:00pm	City Council Study Session	• UGA Analysis • Report on School, Park, and Transportation Impact Fees
TH	Mar. 3	5:30pm	City Council Special Meeting	Reception for City Administrator Candidates
F	Mar. 4	8:30am	City Council Special Meeting	City Administrator Interviews

UPCOMING CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

TH	Mar. 10	11:00a m	Lodging Tax Advisory Committee	
TH	Mar. 10	3:00pm	Civil Service Commission	
TH	Mar. 10	5:00pm	Design Review Board	
M	Mar. 14	5:30pm	City Council	Consent Agenda: - On-Call Arborist – Professional Services Contract Presentation: Gig Harbor Land Conservation Fund Old Business: - Second Reading and Adoption of Ordinance XXXX Amending GHMC Title 17 Transitional Housing and Emergency Shelters - Second Reading and Adoption of Ordinance XXXX Water System Plan Revision New Business: - Public Works Operations Center Building Construction – Public Works Contract Award - First Reading and Adoption of Ordinance XXXX Extending Moratorium on Short Term Rentals
TH	Mar. 17	2:00pm	City Council Study Session	2022 Active CIP Schedule Update 2022-2023 City Priority Goals - Policy for Plaques - UGA Analysis
TH	Mar. 17	5:00pm	Planning Commission	
TH	Mar. 24	5:00pm	Design Review Board	
M	Mar. 28	5:30pm	City Council	New Business Austin Honoring Art Foundation – Public Works Construction Contract Award
TH	Mar. 31	2:00pm	City Council Study Session	- Annual Pavement Maintenance Program - Sister City Discussion - Fireworks Discussion
TBD	TBD	TBD	Salary Commission	Must meet before April 30
M	Apr. 11	5:30pm	City Council	
TH	Apr. 14	2:00pm	City Council Study Session	
M	Apr. 25	5:30pm	City Council	Staff Report: Quarterly Budget Update
TH	Apr. 28	2:00pm	City Council Study Session	
M	May 9	5:30pm	City Council	
TH	May 12	2:00pm	City Council Study Session	
M	May 23	5:30pm	City Council	

UPCOMING CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE

TH	May 26	2:00pm	City Council Study Session	• Council Guidelines Updates
M	June 13	5:30pm	City Council	
TH	June 16	2:00pm	City Council Study Session	• Holiday Display Policy
M	June 27	5:30pm	City Council	
TH	June 30	2:00pm	City Council Study Session	