

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, October 24, 2022 – 5:30 p.m.
Council Chambers

This meeting may also 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 Public Comment & Decorum section at the end of this agenda for information on options to make public comment.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

LAND ACKNOWLEDGMENT

Before we begin this Council Meeting we would like to recognize that we are gathered on not only the ancestral and traditional lands of the sx̣wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of the people, the original inhabitants of the Gig Harbor area.

CHANGES TO THE AGENDA

CONSENT AGENDA

1. City Council Minutes

Documents:

[City Council Minutes - October 10, 2022.pdf](#)
[City Council Study Session Minutes - October 13, 2022.pdf](#)

2. Hall Street Utility Easement

Documents:

[AGENDA BILL Hall Street Utility Easement.pdf](#)

3. Small Public Works Contract Award for Civic Center Plumbing Repair

Documents:

[AGENDA BILL Civic Center Plumbing Repair.pdf](#)

4. Approval of Vouchers

Check numbers 98995 through 99096 and ACH payments in the amount of \$608,921.35.

MAYOR'S REPORT

PUBLIC COMMENT ON NON-AGENDA ITEMS

NEW BUSINESS

1. Resolution 1259 Approving Certain Expenditures for Reimbursement from the Proceeds of Debt to be Issued in the Future

Suggested Motion: Move to approve Resolution 1259.

- a) Report: Finance Director Dave Rodenbach
- b) Clarifying questions from Council
- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Resolution 1259.pdf](#)

STAFF REPORT

1. Third Quarter Budget Update - Finance Director Dave Rodenbach

Documents:

[Third Quarter Financial Report.pdf](#)
[2022 Budget Third Quarter Reports.pdf](#)

COUNCIL REPORTS / COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

Documents:

[City Meetings Calendar.pdf](#)
[City of Gig Harbor Two-Year Strategic Plan 2022-2023.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.

Speakers will be allotted 3 minutes per individual, unless revised by the Mayor. In-person comments shall be made from the microphone, first giving the speaker's name and address. When there are 30 seconds remaining, a yellow light will alert you to summarize your comments. At the end of your comments, the light will turn red and you will hear a beep signifying the end of your comment period. Anyone making "out of order" comments may be subject to removal from the meeting.

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 making oral comment, written comments may be submitted to the City Clerk at cityclerk@gigharborwa.gov at least 4 hours in advance of the meeting start time. Written comments must include the words "FOR PUBLIC COMMENT" in the subject line of the email and must be able to be read within the 3-minute time limit. Persons submitting written comments must include their name and address with their comments. All written comments submitted in this manner will be included in the online packet for the meeting and will be forwarded to the Mayor and councilmembers for their review. Written comments will be read aloud during the meeting upon the request of the commenter.

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.

There will be no demonstrations during or at the conclusion of any public comment. These guidelines are intended to promote an orderly system of holding a public meeting, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by voicing their opinions.

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 FOR GIG HARBOR CITY COUNCIL MEETING
Monday, October 10, 2022 – 5:30 p.m.
Council Chambers

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 5:30 p.m. Councilmembers Barber, Denson, Lykins, Rodenberg, and Storset were present. Councilmember Henderson joined the meeting at 5:40 p.m. Councilmember Woock was excused.

CONSENT AGENDA:

1. City Council Minutes – City Council Retreat Minutes - September 22, 2022; City Council Minutes - September 26, 2022; City Council Study Session Minutes - September 29, 2022
2. Confirmation of Appointment of Guy Hoppen and Reappointment of Larry Bradbury to the Design Review Board
3. Approval of Police Data Sharing Agreement with Pierce County
4. Approval of Payroll for the Month of September - Checks #8371 through #8372 and direct deposit transactions in the total amount of \$505,859.93.
5. Approval of Vouchers - Check numbers 98885 through 98994 and ACH payments in the amount of \$2,694,916.20.

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

VOTE: Unanimously approved, 5-0 (Henderson absent).

PRESENTATIONS: Mayor Markley recognized the members of the Honoring Committee for their efforts in completing the “Our Fisherman, Our Guardian” sculpture.

Mayor Markley read a proclamation honoring the Gig Harbor Canoe and Kayak Racing Team for winning a National Championship.

Joyce Schultz and Dr. Julie Ann Gustanski gave a presentation on the Gig Harbor Senior Center.

MAYOR’S REPORT: Mayor Markley reported on attending the Narrows Challenge race and acknowledged Shannon Grina’s service on the Planning Commission.

CITY ADMINISTRATOR’S REPORT: Katrina Knutson reported on the budget process and hiring a new Parks Manager. Public Works Director Jeff Langhelm reported on decaying organic material appearing in the harbor.

PUBLIC COMMENT ON NON-AGENDA ITEMS: Patrick Ahmed, Julie Ahmed, and Will Ahmed commented on light pollution issues in Gig Harbor. Tom Tomlinson and John Schaeffer commented on code enforcement concerns. Shawn O’Dell introduced himself to Council as the Director for Washington Water. Georgina Armstrong submitted written comments on the Sports Complex.

Council entered into recess at 6:58 p.m. Council reconvened the meeting at 7:04 p.m.

NEW BUSINESS:

1. **Acceptance of Bid - Patrol Car Purchase** – City Administrator Katrina Knutson presented the bid award for purchasing two new hybrid patrol cars.

MOTION: Move to approve purchase of two 2022 Ford Utility Hybrid Police Patrol Vehicle from Peoria Ford. (Rodenberg/Storset).

VOTE: Unanimously approved.

2. **Ordinance 1499 Revising Chapter 2.47 of the Gig Harbor Municipal Code Requiring an Oath of Office for Police Officers** – City Clerk Josh Stecker introduced the ordinance which codifies the oath of office procedures for police officers.

MOTION: Move to approve Ordinance 1499 (Lykins/Barber).

VOTE: Unanimously approved.

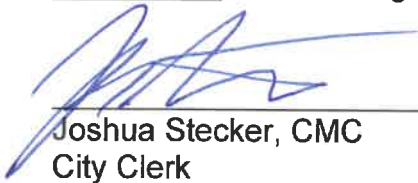
3. **Ordinance 1500 Creating Gig Harbor Municipal Code Chapter 2.55 Relating to Surplus Property** – City Clerk Josh Stecker introduced the ordinance which codifies a surplus property policy for the City.

MOTION: Move to approve Ordinance 1500 (Henderson/Lykins).

VOTE: Unanimously approved.

COUNCIL REPORTS / COMMENTS: Councilmember Denson recognized Fire Chief Eric Waters on his upcoming retirement. Councilmember Storset reported on the Pull for a Soldier event.

ADJOURN: The meeting adjourned at 7:20 p.m.



Joshua Stecker, CMC
City Clerk

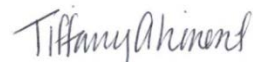
MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, October 13, 2022 – 3:00 p.m.
Virtual Meeting

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 3:02 p.m. Councilmembers Barber, Denson, Henderson, Lykins, Rodenberg, and Storset were present. Councilmember Woock was excused.

DISCUSSION ITEMS:

1. **2022 Active CIP Schedule Update** – Public Works Director Jeff Langhelm provided Council with an update on active capital improvement projects and addressed Council questions.
2. **Youth Council Proposal** – City Clerk Joshua Stecker provided Council with a PowerPoint presentation on some concepts and possibilities for the development of a Youth Council and asked for Council feedback.

ADJOURN: The meeting adjourned at 4:00 p.m.



Tiffany Aliment
Assistant City Clerk



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

Meeting Date: October 24, 2022

SUBJECT: Hall Street Utility Easement

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

SUGGESTED MOTION: Approve and authorize the Mayor to sign utility easement.

BACKGROUND INFORMATION: The City received a letter from Richard and Kathleen Pifer, owners of 9322 Milton Avenue, Parcel No. 2260000369, petitioning the City to vacate a portion of Hall Street in accordance with GHMC 12.14.002, as well as provide an easement to the City for the existing public utilities located within the vacated area.

Ordinance 1494 regarding this right of way vacation was adopted by Council at the August 8, 2022 Council Meeting. The vacated 60 foot right-of-way of Hall Street is situated in the Artena Plat Addition to Gig Harbor recorded August 23, 1890 in Volume 5 of Plats, Page 68. This easement is provided to the City for the existing public utilities located within the vacated area.

FISCAL CONSIDERATION: The processing fee has been paid in accordance with GHMC 12.14.004.

Expenditure Required: \$0	Amount Budgeted: \$0	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None.

ATTACHMENTS: Hall Street Easement

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

When Recorded, Return To:

Mark R. Roberts
7525 Pioneer Way, Ste. 202
Gig Harbor, WA 98335

Document Title:	DECLARATION OF UTILITY EASEMENT
Grantors:	RICHARD E. PIFER and KATHLEEN S. PIFER
Grantee:	CITY OF GIG HARBOR
Legal Description:	Lots 15-17 Blk 7 Plat of Town of Artena
Additional Legal Description:	SEE EXHIBIT A FOR FULL LEGAL DESCRIPTION
Assessor's Tax Parcel Number:	2260000369

DECLARATION OF UTILITY EASEMENT

THIS DECLARATION OF UTILITY EASEMENT ("Declaration") is dated October ____, 2022 (for reference purposes only) and is made by and between the GRANTORS, **RICHARD E. PIFER** and **KATHLEEN S. PIFER** (collectively referred to herein as "Grantors"), and the GRANTEE, the **CITY OF GIG HARBOR**, a municipal corporation (hereinafter the "City").

RECITALS

WHEREAS, Grantors are the owners of the real property commonly known as 9322 Milton Ave., Gig Harbor, Washington and legally described on the attached Exhibit "A" ("Grantors' Property");

WHEREAS, Grantors have requested the City vacate a part of Hall Street that adjoins the Grantors' south property line;

WHEREAS, the City is willing to vacate that part of Hall Street so long as Grantors provide an easement to the City for the existing public utilities located within the vacated area;

NOW, THEREFORE in consideration of the mutual covenants and benefits and other good and valuable consideration, including the vacation of a part of the Hall Street right-of-way, the undersigned agree as follows:

1. Grantors hereby grant and convey to the City, its successors and assigns, a permanent twenty foot (20') wide underground utility easement to allow the City to construct, maintain, repair and replace a water line, storm sewer and sanitary sewer and all appurtenant equipment (collectively the "Utilities") in the area legally described as follows:

THE WEST 90 FEET OF THE SOUTH 20.00 FEET OF THE NORTH 30 FEET OF HALL STREET PER THE PLAT OF THE TOWN OF ARTENA, ACCORDING TO PLAT THEREOF RECORDED IN VOLUME 5 OF PLATS, PAGE 68, AUGUST 23RD, 1890, RECORDS OF PIERCE COUNTY, WASHINGTON, ABUTTING LOT 15, BLOCK 7 OF SAID PLAT.

Hereinafter the "Easement Area".

The Easement Area is depicted on the attached Exhibit "B".

2. The City has the right to enter upon the Easement Area at any time with all necessary personnel, material, and equipment for the purposes of constructing, maintaining, repairing and replacing the Utilities. In the event the City performs work within the Easement Area, the City agrees to restore the Easement Area to the condition it was in immediately prior to commencement of the work or better.

3. Grantors shall not erect, place, or construct any permanent structure(s) or improvements within the Easement Area that will unreasonably interfere with the City's rights provided herein.

4. Grantors retain the right to relocate one or more of the Utilities, but only if the relocation is approved by the City and then only at Grantors' sole cost and expense.

5. The rights granted herein shall continue until such time as the City ceases to use the Easement Area for a period of five (5) successive years, in which event this easement shall terminate, and all rights hereunder shall revert to Grantor.

6. The City shall indemnify and hold Grantors harmless from any loss, damage, injury, cause of action or claim resulting from any and all negligent and/or wrongful acts or omissions of the City, its contractors, agents or other persons or entities

while exercising its rights under this Declaration. The Grantors shall indemnify and hold the City harmless from any loss, damage, injury, cause of action or claim resulting from any and all negligent and/or wrongful acts or omissions of the Grantors, their contractors, agents or other persons or entities while exercising their rights under this Declaration.

7. In the event that a claim or dispute arises between or among the Grantors and the City relating to this Declaration, the parties will make a good faith effort to resolve the dispute without resort to litigation. In the event the claim or dispute cannot be resolved, either party may file suit in Pierce County Superior Court. In the event a suit, action or proceeding is brought to enforce any of the provisions of this Declaration, costs and reasonable attorneys' fees shall be awarded to the prevailing party.

8. The terms of this Declaration shall be specifically enforceable by the parties or their successors.

9. All of the terms and conditions of this Declaration shall run with the land as described herein and shall inure to the benefit of and be binding upon the heirs, personal representatives, successors and assigns of the Grantors and the City.

This Declaration has been executed by the parties on the date(s) below each signature.

SIGNATURE PAGES AND EXHIBITS FOLLOW

GRANTORS:



RICHARD E. PIFER

Dated: October 4, 2022.



KATHLEEN S. PIFER

Dated: October 4, 2022.

STATE OF WASHINGTON)
) ss
COUNTY OF PIERCE)

On this day personally appeared before me RICHARD E. PIFER and KATHLEEN S. PIFER, to me known to be the individuals described in and who executed the foregoing instrument and acknowledged that they signed the same as their free and voluntary act and deed, for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this 4th day of October, 2022.



NOTARY PUBLIC in and for the State of
Washington, residing at Gig Harbor

My commission expires: 11-9-25

Printed Name: Jannae J. Mitton

GRANTEE:

CITY OF GIG HARBOR

By: _____

Mayor
Dated: October ____, 2022.

STATE OF WASHINGTON)
) ss
COUNTY OF PIERCE)

I certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that he/she signed this instrument, on oath stated that he/she was authorized to execute the instrument and acknowledged it as the _____ Mayor of the City of Gig Harbor to be the free and voluntary act of such party for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this ____ day of October, 2022.

NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires: _____
Printed Name: _____

Approved as to Form:

Legal Description Approved:

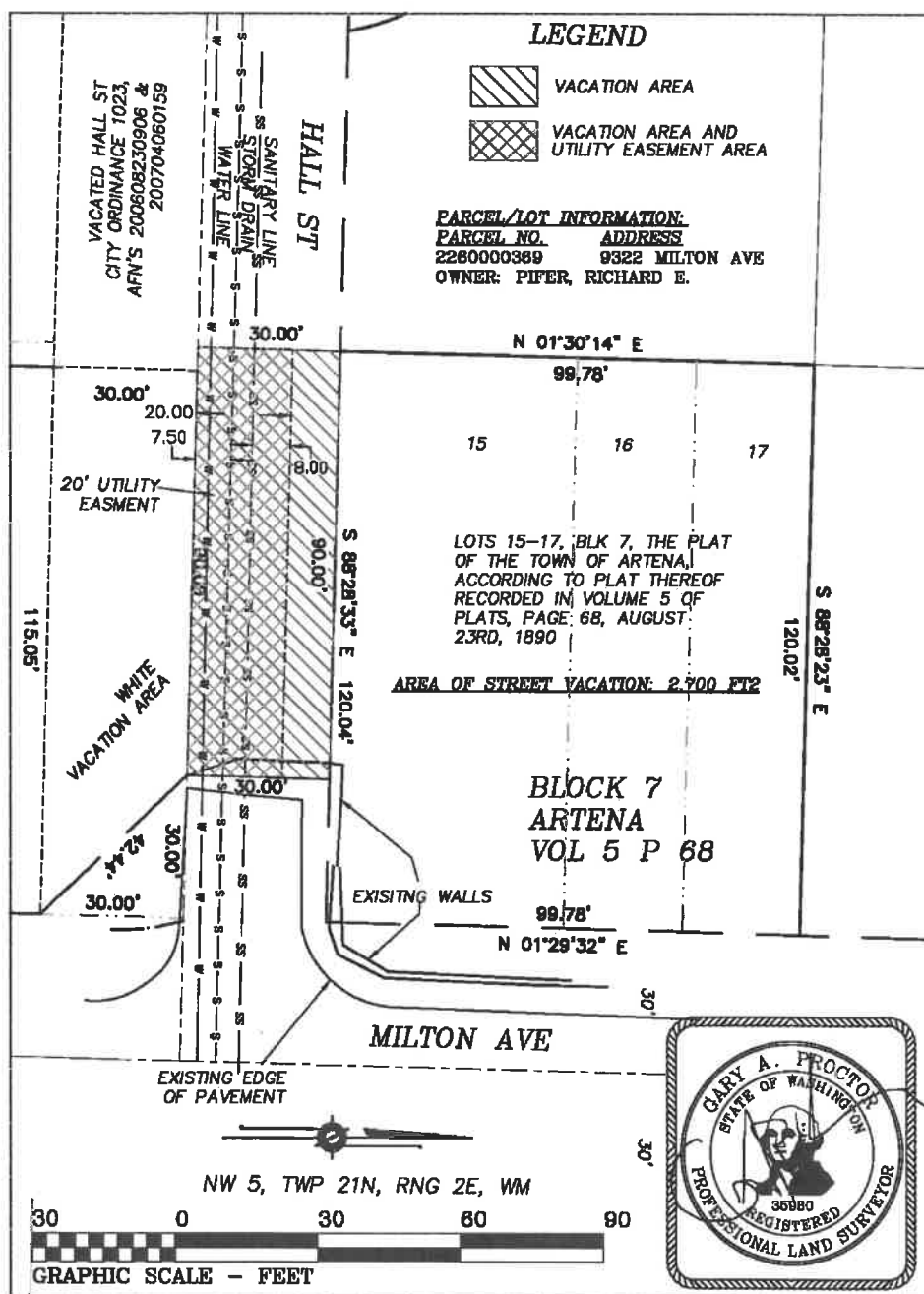
EXHIBIT A
LEGAL DESCRIPTION OF GRANTORS' PROPERTY

Lots 15, 16 and 17, Plat of Town of Artena, according to the Plat thereof recorded in Volume 5 of Plats, Pages 68 and 69, in Pierce County, Washington.

Together with the area vacated by the City of Gig Harbor legally described as the west 90 feet of the north 30 feet of Hall street per the Plat of the Town of Artena, according to plat thereof recorded in Volume 5 of Plats, page 68, August 23rd, 1890, records of Pierce County, Washington, abutting Lot 15, Block 7 of said plat.

Situate in the County of Pierce, State of Washington

EXHIBIT B DEPICTION OF THE EASEMENT AREA





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

Meeting Date: October 24, 2022

SUBJECT: Small Public Works Contract Award for Civic Center Plumbing Repair

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

SUGGESTED MOTION: Move to authorize the Mayor to execute a Small Public Works Contract for the Civic Center Plumbing Repair and authorize the Public Works Director to approve project change order expenditures up to \$500.

BACKGROUND INFORMATION: On Sunday, September 24 City on-call staff was notified that a water leak was found at City Hall. Once onsite, staff found a tee and inline gate valve was leaking in the ceiling between floors. Staff was able to complete temporary repairs that sufficiently stopped the leaks. This contract will provide a permanent repair by authorizing Scott's Plumbing to replace the inline gate valve with a new valve and repair the leaking tee.

In accordance with the City's Contract Procurement Procedures (Resolution No.1066), staff solicited quotes from contractors on the Small Works Roster and received one quote from Scott's Plumbing to complete the scope of work.

FISCAL CONSIDERATION:

Expenditure Required: \$4,842.02	Amount Budgeted: \$0	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION: None

ATTACHMENTS: Small Public Works Contract

STRATEGIC PLAN PRIORITY: Ensure sustainable future for public services and facilities

CITY OF GIG HARBOR SMALL PUBLIC WORKS CONTRACT

THIS CONTRACT is made and entered into this _____ day of _____, 20____, by and between the City of Gig Harbor, Washington (the "City"), and Scott's Plumbing (the "Contractor").

FOR AND IN CONSIDERATION of the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

1. Scope of Work: Civic Center Plumbing Repair

The Contractor agrees to furnish all material, labor, tools, equipment, apparatus, etc. necessary to perform and complete in a workmanlike manner the work set forth in the Scope of Work attached hereto as Exhibit A and incorporated herein by reference.

2. Time of Performance and Completion:

The work to be performed under this Contract shall commence as soon as the Contractor has received a Notice to Proceed from the City and in accordance with the schedule set forth in the Scope of Work. All work performed under this Contract shall be completed no later than December 31, 2022.

3. Payments:

The Contractor agrees to perform all work called for at the rate of Four Thousand Three Hundred Forty-Two Dollars and Two Cents (\$4,342.02), including applicable Washington State Sales Tax. Said sum shall constitute full compensation for all labor, materials, tools, appliances, etc. required to perform the required services.

4. Retainage.

[This section intentionally left blank.]

5. Performance and Payment Bond - 50% Letter.

[This section intentionally left blank.]

6. Warranty/Maintenance Bond.

[This section intentionally left blank.]

4. Indemnification:

- A. The Contractor shall defend, protect, indemnify, and save the City of Gig Harbor harmless from and against any damage, cost or liability including reasonable attorney fees, for injuries to persons or property arising from acts or omissions of Contractor, his employees, agents or sub-contractors, howsoever caused. The Contractor will be responsible for any damages sustained by his employees to City of Gig Harbor equipment and/or fixtures and shall provide all repairs/replacements, as appropriate, at no cost to the City of Gig Harbor.
- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then 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 Contractor and the City, its officers, officials, employees or volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.
- C. The provisions of this section shall survive the expiration or termination of this Agreement.

5. Independent Status of Contractor:

The parties to this contract, 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.

6. Insurance:

- A. The Contractor shall obtain at the Contractor's cost, and maintain in full force and effect during the term of the contract, insurance to meet the following. All carriers (except Workers Compensation) shall have a minimum A.M. Best rating of 'A' VII or better.

The insurance required shall be issued by an insurance company(s) authorized to do business within the State of Washington, and shall name the City of Gig Harbor, its agents and employees, as additional insureds by endorsement under the insurance policy(s). All policies shall be primary to any other valid and collectable insurance. The City of Gig Harbor does not waive its right to subrogation against the Contractor, and the policy shall be so endorsed. The Contractor shall give the City of Gig Harbor 30-days advance notice of any insurance cancellation.

The Contractor shall submit to the City of Gig Harbor, within 15-days of the contract effective date, a Certificate of Insurance, which outlines the coverage and limits

defined in the Insurance section. Contractor shall submit renewal certificates as appropriate during the term of the contract.

- B. Subcontractors: The Contractor is responsible for ensuring that each subcontractor of every tier obtain, at a minimum, the same insurance coverage and limits as stated herein for the Contractor (with the exception of Builders Risk insurance). Upon request of the City, the Contractor shall provide evidence of such insurance.
- C. No Limitation: Contractor's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
- D. Minimum Scope of Insurance: The Contractor shall obtain insurance at no cost to the City with the minimum following amounts:
 - i. 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.
 - ii. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent Contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. If the Contractor will be conducting excavation or underground operations, then the Commercial General Liability insurance shall be endorsed for the Contractor's liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy, and Umbrella policy, with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage. The Contractor's Commercial General Liability policy shall include Waiver of Transfer of Rights of Recovery Against Others to Us endorsement (CG 24 04 05 09) or equivalent coverage.
 - iii. Workers' Compensation. The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract. The City of Gig Harbor will not be responsible for payment

of industrial insurance premiums or for any other claim or benefit for this Contractor or any sub-Contractor or employee of the Contractor which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City of Gig Harbor and guarantee payment of such amounts.

Work adjacent to/or over navigable waterways may require coverage under either U.S. Longshoreman's and Harbor Workers Act, or the Jones Act. It is the Contractor's sole responsibility to determine if either of these two coverages must be obtained by the Contractor.

- iv. Builders Risk insurance covering interests of the City, the Contractor, subcontractors, and sub-subcontractors in the work. Builders Risk insurance shall be written on a "Special" causes of loss policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood and earthquake, theft, vandalism, malicious mischief, collapse, temporary buildings and debris removal. This Builders Risk insurance covering the work will have a deductible of at least \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The policy shall include an occupancy clause and list as loss payee the City. The Builders Risk insurance shall be maintained until final acceptance of the work by the City.
- v. Builders' Risk Installation Floater For projects with equipment, materials, or fixtures valued over \$10,000 to be installed, in-transit, or stored off-site, Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this Contract, a Builders' Risk Installation Floater for coverage of Contractor's labor, materials and equipment to be used for completion of work performed under this Contract. The minimum amount of coverage to be carried shall be equal to the full amount of the Contractor's labor, equipment, materials, or fixtures to be installed, in-transit, or stored off-site during the performance of this Contract. The policy shall include as loss payee the City, the Contractor and its sub-contractors as their interest may appear.

- vi. Pollution Liability Insurance including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of contract activity. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the Contractor is responsible for ensuring that any sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts. The Pollution Liability may be either a separate policy or an endorsement on the Contractor's General Liability Coverage.

E. Minimum Amounts of Insurance: Contractor shall maintain at least the following insurance limits:

- i. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- ii. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 per project aggregate and a \$2,000,000 products-completed operations aggregate limit.
- iii. Industrial Insurance Coverage: The Contractor shall provide or purchase industrial insurance coverage prior to performing work under this contract, with Washington Stop gap Employer's Liability minimum limits of \$1,000,000 each accident, \$1,000,000 disease - each employee, \$1,000,000 disease - policy limit.

The City will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this Contractor or any sub-Contractor or employee of the Contractor which might arise under the industrial insurance laws during the performance of duties and services under this contract. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result of work performed under this contract, those payments shall be made by the Contractor; the Contractor shall indemnify the City and guarantee payment of such amounts.

- iv. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.
- v. Pollution Liability Insurance shall be not less than \$1,000,000 per occurrence, \$2,000,000 per project aggregate. This insurance shall be primary over any and all insurance the agency may have in place. Additionally, the CONTRACTOR is responsible for ensuring that any

sub-contractor provide adequate insurance coverage for the activities arising out of subcontracts

- F. Other Insurance Provisions: The Automobile Liability, Commercial General Liability, Pollution Liability and Builders Risk insurance policies are to contain, or be endorsed to contain the following:
- i. The Contractor's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
 - ii. The Contractor's insurance shall not be changed or cancelled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
 - iii. 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.
- G. Contractor's Insurance for Other Losses: The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or Contractors as well as to any temporary structures, scaffolding and protective fences.
- H. Verification of Coverage: The Contractor shall furnish the City of Gig Harbor 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 Contractor before commencement of the work.

7. Prevailing Wage:

- A. The prevailing rate of wage to be paid to all workmen, laborers, or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries. The rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the locality or localities where this Contract will be performed as determined by the Industrial Statistician of the Department of Labor and Industries, are attached hereto and by reference made a part of this Contract as though fully set forth herein.

- B. On or before the date of commencement of the work, the Contractor shall file a statement under oath with the City and with the Director of Labor and Industries certifying the rate of hourly wage paid and to be paid each classification of laborers, workmen, or mechanics employed upon the work by the Contractor or any Subcontractor, which shall not be less than the prevailing rate of wage. Such statement and any subsequent statement shall be filed in accordance with the practices and procedures required by the Department of Labor and Industries.
- C. By signing this contract, Contractor certifies its compliance with the bidder responsibility criteria of RCW 39.04.350(1) and (2). Pursuant to the requirement of RCW 39.06.020, the Contractor has verified the bidder responsibility criteria for all of its first-tier subcontractors. A subcontractor of any tier hiring other subcontractors shall verify the bidder responsibility criteria for each of its subcontractors at the time of subcontract execution.

8. Termination:

- A. Termination for Contractor's Default. If the Contractor refuses or fails to make adequate progress of the work, or to prosecute the work or any separable part thereof with such diligence that will insure its completion within the time specified in this Contract, or defaults under any provision or breaches any provision of this Contract, the City may serve notice upon the Contractor and its surety of the City's intention to terminate by default the right of the Contractor to perform the Contract, and unless within ten (10) days after the serving of such notice, the Contractor shall satisfactorily arrange to cure its failure to perform and notify the City of the corrections to be made, the right of the Contractor to proceed with the work shall terminate. In the event of any such termination, the City shall serve notice thereof upon the Surety and the Contractor, provided, however, that if the Surety does not commence performance thereof within twenty (20) days from the date of the mailing to such Surety of the notice of termination, the City may take over the work and prosecute the same to completion by Contract or otherwise for the account and at the expense of the Contractor. In the case of termination for default, the Contractor shall not be entitled to receive any further payment until the work is finished.
- B. Termination by City for Convenience. The performance of work under this Contract may be terminated by the City in accordance with this paragraph in whole or in part, whenever the City shall determine that such termination is in the best interest of the City. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance or work under the Contract is terminated, and the date upon which such termination becomes effective. The Contractor shall stop work on the project upon the date set forth in the Notice of Termination and shall take such actions as may be necessary, or as the City may direct, for the protection and preservation of the work. After receipt of a Notice of Termination, the Contractor shall submit to the City its termination claim, in the form and with the certification prescribed by the City. Such claim shall be

submitted promptly but in no event later than 3 months from the effective date of the termination. Upon approval by the City, the termination claim shall be paid.

- C. Termination by Contractor. If the work should be stopped under an order of any court, or other public authority, for a period of thirty (30) days, through no act or fault of the Contractor or of anyone employed by him, then the Contractor may, upon seven (7) days written notice to the City, terminate this Contract and recover from the City payment for all work executed and any proven loss sustained. Should the City fail to pay to the Contractor, within the payment period provided for in this Contract, any sum due and owing, then the Contractor may, upon seven (7) days written notice to the City, stop the work or terminate this Contract.

9. Compliance with Laws:

The Contractor shall at all times comply with all applicable state and local laws, rules, ordinances and regulations.

10. Nondiscrimination:

Except to the extent permitted by a bona fide occupational qualification, the Contractor agrees that the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability.

11. Relationship of Parties:

The parties intend that an independent contractor-client relationship will be created by this Agreement. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. In the performance of the work, the Contractor is an independent contractor with the ability to control and direct the performance and details of the work, the City being interested only in the results obtained under this Agreement. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance are available from the City to the employees, agents, representatives, or subcontractors of the Contractor. The Contractor will be solely and entirely responsible for its acts and for the acts of its agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Contractor performs

12. Legal Action:

In the event that either party shall bring suit to enforce any provision of this Contract or to seek redress for any breach, the prevailing party in such suit shall be entitled to recover its costs, including reasonable attorneys' fees.

13. Entire Agreement:

This Contract, together with all attachments, represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations and agreements, whether written or oral. This Contract may be amended only by written change order, properly signed by both parties.

IN WITNESS WHEREOF, the parties have executed this Contract as of the day and year first written above.

CITY OF GIG HARBOR

CONTRACTOR

PUBLIC WORKS DIRECTOR

Date: _____

Print: _____

Title: _____

Date: _____

ATTEST/AUTHENTICATED:

JOSH STECKER, CITY CLERK

APPROVED AS TO FORM:

OFFICE OF CITY ATTORNEY

EXHIBIT A

Scott's Plumbing

PO Box 1931
Poulsbo, WA 98370
360-774-1538
scott@scottsplumb.com



Estimate

ADDRESS	SHIP TO	ESTIMATE	1185
Jeffery Olson	Jeffery Olson	DATE	10/06/2022
Gig Harbor Public Works	Gig Harbor Public Works		
5118 89th St	5118 89th St		
Gig Harbor, Washington 98332	Gig Harbor, Washington 98332		
USA	USA		

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	Service			
	Civic Center 3510 Grandview Street, Gig Harbor, WA 98335	1	3,990.83	3,990.83T
	Leak Repair Repair of Leak on Cold Water Main. Replace 3" copper Tee. Cut and Couple Main line to make Repair in ceiling. Replace 1-1/2" valve that is leaking on cold water line approximately 10' from leaking tee. Close Valve 21 in mechanical room to isolate line. It appears shut down will affect the civics building, kitchen area and the police department. Estimate Repair to take 8hrs to shut down, drain, repair and restore. Bill of materials estimate 10' 3" COPPER TYPE L 10' 2 1/2" COPPER TYPE L 10' 1 1/2" COPPER TYPE L 1EA 3" COPPER COUPLING 1EA 2 1/2" COPPER COUPLING 1EA 1 1/2" COPPER COUPLING 1EA 3" X 2 1/2" COPPER FTG REDUCER 1EA 3" X 1 1/2" COPPER FTG REDUCER 1EA 1 1/2" BALL VALVE			
	MATERIAL -		1350.83	
	LABOR		2640.00	

SUBTOTAL	3,990.83
TAX	351.19
TOTAL	\$4,342.02



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

Meeting Date: October 24, 2022

SUBJECT: Resolution 1259 Approving Certain Expenditures for Reimbursement from the Proceeds of Debt to be Issued in the Future.

SUBMITTED BY: David Rodenbach, Finance Director

DEPARTMENT: Finance

PHONE: 853-7610

SUGGESTED MOTION: Move to approve Resolution 1259.

BACKGROUND INFORMATION: The City entered into a purchase and sale agreement with Richard H Shaw and David Warren Properties October 28, 2021, to purchase land. The agreement has been amended five times with the latest version setting a purchase price of four million two hundred thousand dollars (\$4,200,000.00) and a closing date of October 31, 2022.

This resolution is required so that the City can consummate the purchase within terms of the agreement and reimburse itself with bonds proceeds to be issued at a later date.

FISCAL CONSIDERATION: The City is expecting to issue a 10-year \$4,200,000 private placement bond. Interest rates are expected to be about 4% and debt service is estimated to be about \$520,000 annually over the life of the bonds and can be repaid through a number of sources available to the City at this time.

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: NA

ATTACHMENTS: Resolution 1259

STRATEGIC PLAN PRIORITY: Promote environmental sustainability and preserve Gig Harbor's natural beauty

RESOLUTION 1259

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, APPROVING CERTAIN EXPENDITURES FOR REIMBURSEMENT FROM THE PROCEEDS OF DEBT TO BE ISSUED IN THE FUTURE.

WHEREAS, the City of Gig Harbor entered into a purchase and sale agreement to purchase several parcels of land; and

WHEREAS, the purchase price is four million two hundred thousand dollars (\$4,200,000.00); and

WHEREAS, the closing date for this transaction is October 31, 2022; and

WHEREAS, the City desires to fund this purchase with general obligation bonds;

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

Section 1. The City of Gig Harbor, Pierce County, Washington (the "City") reasonably expects to reimburse the expenditures described herein with the proceeds of debt to be incurred by the City (the "Reimbursement Bonds").

Section 2. The expenditures with respect to which the City reasonably expects to be reimbursed from the proceeds of Reimbursement Bonds are for the purchase of property as identified in the purchase and sale agreement entered into between the City of Gig Harbor and Richard H Shaw and David Warren Properties, dated October 28, 2021. The fifth amendment to this agreement, dated September 30, 2022, sets a purchase price of four million two hundred thousand dollars (\$4,200,000.00) and establishes a closing date of October 31, 2022.

Section 3. The maximum principal amount of debt obligations expected to be issued for the project described in Section 2 is \$4,200,000.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 24th day of October, 2022.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



To: Mayor Markley and City Council
From: David Rodenbach, Finance Director
Date: October 24, 2022
Subject: Third Quarter Financial Report

The quarterly financial reports for the third quarter of 2022 are attached.

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at eighty-four (84%) percent of the 2022 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are eighty-one (81%) percent. Expenditures are at forty-four (44%) percent of the annual budget.

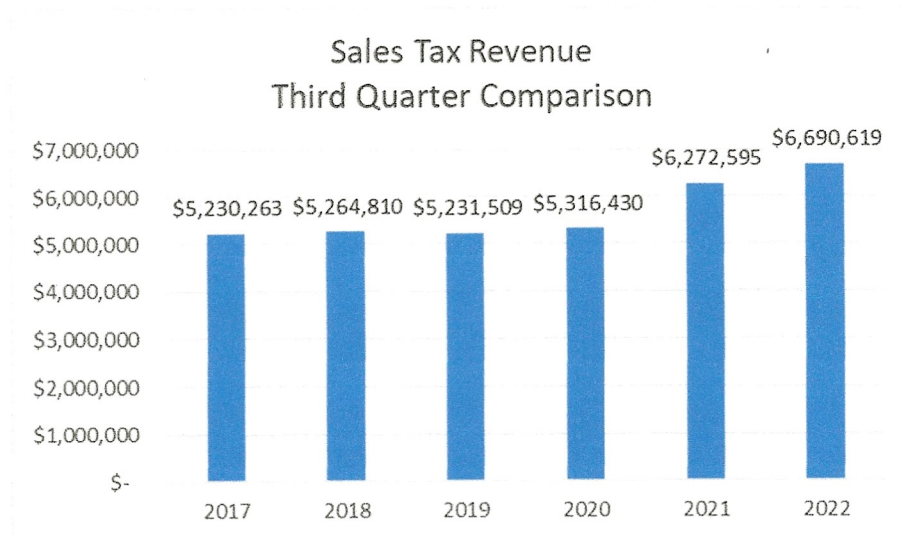
General Fund Revenues

General Fund third quarter year-to-date (YTD) revenues (excluding beginning balances) are at seventy-three (73%) percent of budget.

General Fund Revenues 2022				
Budget vs. Actuals				
General Fund Revenue Source	Budgeted Revenue	Actual Revenue	% Collected	Balance
Taxes				
Property	\$ 3,208,714	1,821,788	57%	\$ (1,386,926)
Sales	9,628,279	6,810,275	71%	(2,818,004)
B&O Private Utility	1,180,062	1,003,721	85%	(176,341)
City Utility	518,217	351,442	68%	(166,775)
Other	220,525	222,621	101%	2,096
Sub-Total Taxes	\$ 14,755,797	\$ 10,209,847	69%	\$ (4,545,950)
Licenses & Permits	1,632,306	1,075,807	66%	(556,499)
Intergovernmental	1,696,222	1,674,083	99%	(22,139)
Charges for Services	217,112	161,621	74%	(55,491)
Fines & Forfeitures	77,047	41,274	54%	(35,773)
Miscellaneous	237,942	299,603	126%	61,661
Transfers and other Sources of Funds	20,574	81,301		60,727
Sub-Total	\$ 3,881,203	\$ 3,333,689	86%	\$ (547,514)
Total General Fund	\$ 18,637,000	\$ 13,543,536	73%	\$ (5,093,464)

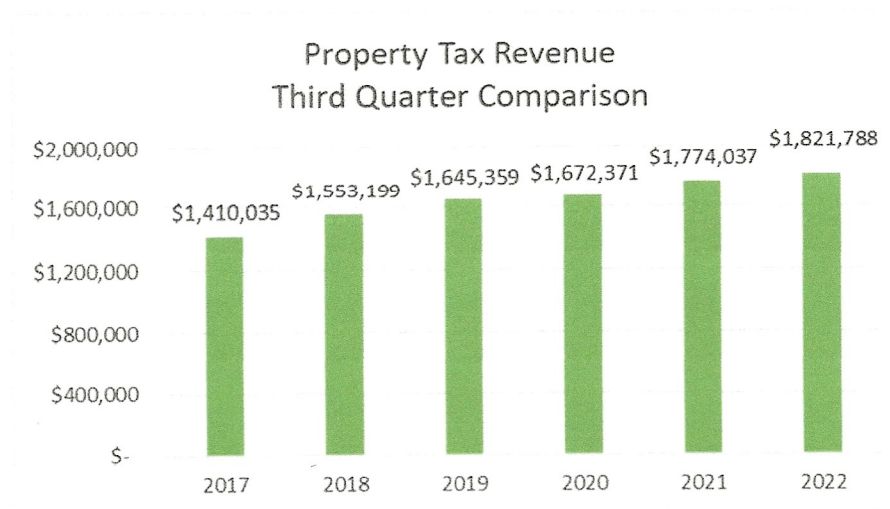
Sales Tax Revenue

Third quarter year-to-date sales tax revenue is illustrated below for years 2017 through 2022. Sales tax is at 71% of budget for 2022.



Property Tax Revenue

Third quarter year-to-date revenue from property taxes, 2017 through 2022, is shown below:

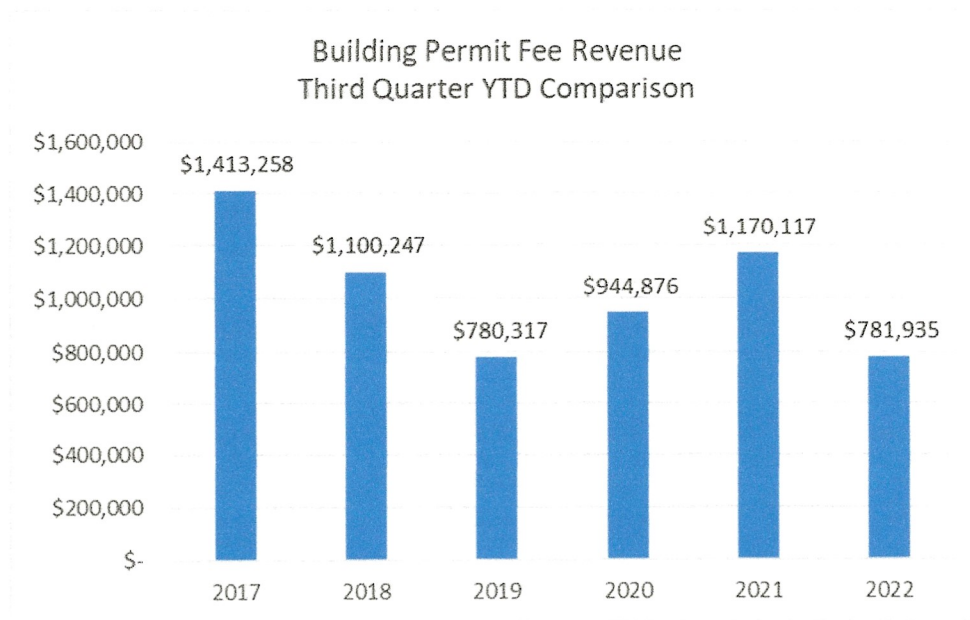


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). Third quarter year-to-date revenue for 2022 is \$1,571,939; total TBD resources are \$4,572,521.

Building Permit Fee Revenue

Third quarter year-to-date revenue from building permit fees, 2017 through 2022, is shown below:



General Fund Expenditures

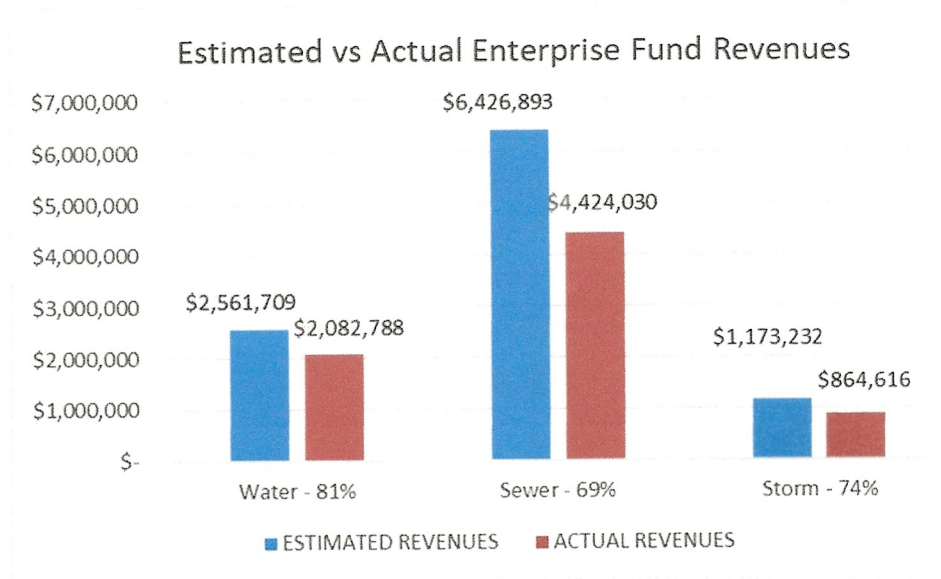
General fund third quarter year-to-date expenditures are at fifty-three (53%) percent of budget.

General Fund Expenditures 2022					
By Department					
FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENT %
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 8,601,530	\$ 3,958,484	\$ 4,643,046	46%
02	LEGISLATIVE	73,000	58,935	14,065	81%
03	MUNICIPAL COURT	535,000	369,142	165,858	69%
04	ADMINISTRATIVE/FINANCIAL	2,378,700	1,363,845	1,014,855	57%
06	POLICE	4,637,843	3,061,416	1,576,427	66%
14	COMMUNITY DEVELOPMENT	2,814,246	1,441,309	1,372,937	51%
15	PARKS AND RECREATION	1,836,694	846,986	989,708	46%
16	BUILDING	710,030	292,032	417,998	41%
001	TOTAL GENERAL FUND	\$ 21,587,043	\$ 11,392,149	\$ 10,194,894	53%

Water, Sewer and Storm

Revenues:

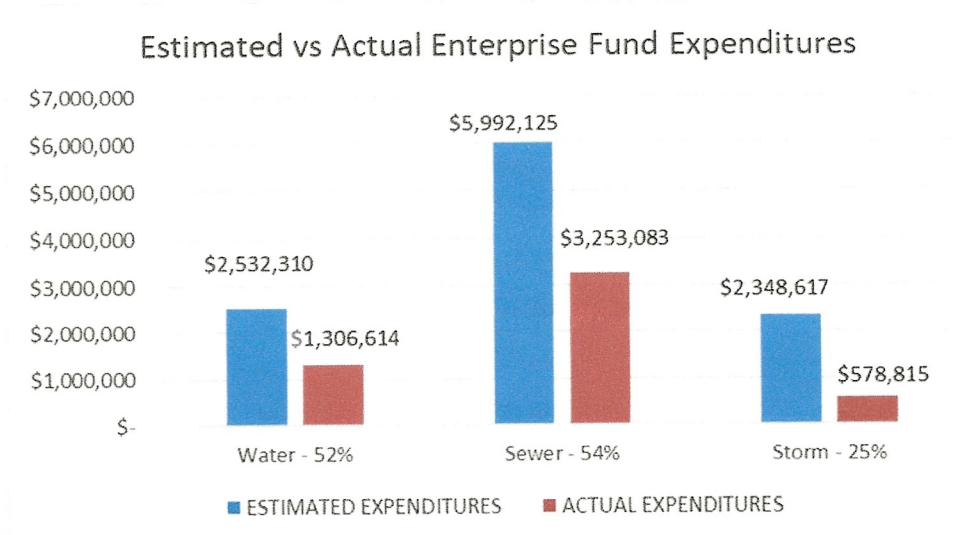
Water, Sewer and Storm Sewer revenues are eighty-one (81%) percent, sixty-nine (69%) percent and seventy-four (74%) percent of the annual budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at fifty-two (52%) percent, fifty-four (54%) percent and twenty-five (25%) percent of the 2022 budget.



Cash & Investments

Cash balances are adequate in all funds. Third quarter total cash and investment balance across all funds is just over \$65 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		1,864,917
LOCAL GOV'T INVESTMENT POOL		43,158,824
OTHER INVESTMENTS		20,019,839
	\$	65,043,881

US Bank Safekeeping Investments:

In June 2022, in coordination with Time Value Investments (TVI) and US Bank Safekeeping, we moved \$20 million of idle City funds from the Washington State Treasurer's Local Government Investment Pool (LGIP) to create a portfolio of securities earning higher interest rates (summarized below). The portfolio consists of ten securities of \$2 million each ranging from six months maturity to five years.

Security Type	Par Value	Coupon	Yield	Maturity Date
US Treasury	2,000,000	0.125	2.360	12/31/2022
FHLB	2,000,000	2.000	2.780	6/1/2023
FHLB	2,000,000	3.375	2.950	12/8/2023
FHLB	2,000,000	3.125	3.020	6/14/2024
FHLB	2,000,000	1.000	3.008	12/20/2024
FFCB	2,000,000	3.375	3.120	6/20/2025
FHLB	2,000,000	3.375	3.330	12/23/2025
FHLB	2,000,000	1.010	3.320	7/28/2026
FNMA	2,000,000	0.875	3.325	12/18/2026
FHLB	2,000,000	1.020	3.360	12/18/2026



**CASH AND INVESTMENTS
YEAR TO DATE ACTIVITY
AS OF SEPTEMBER 30, 2022**

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 7,842,536	\$ 13,543,536	\$ 11,392,149	\$ (642,358)	\$ 9,351,565
101	STREET FUND	713,231	2,260,721	2,818,424	(54,885)	100,643
102	STREET CAPITAL FUND	981,024	2,145,364	2,505,320	(300,681)	320,386
103	SENIOR CAPITAL FUND	100,697	749	-	-	101,446
104	PEDESTRIAN SAFETY FUND	215,237	1,600	-	-	216,836.74
105	DRUG INVESTIGATION FUND	17,565	123	1,528	-	16,160
106	DRUG INVESTIGATION FUND	11,526	74	1,811	-	9,789
107	HOTEL-MOTEL FUND	1,171,814	359,295	188,056	(55,368)	1,287,685
108	PUBLIC ART CAPITAL PROJECTS	98,799	549	44,864	(723)	53,761
109	PARK DEVELOPMENT FUND	618,073	2,324,111	2,865,185	(75,434)	1,565
110	CIVIC CENTER DEBT RESERVE	-	-	-	-	-
111	STRATEGIC RESERVE FUND	2,602,988	19,350	-	-	2,622,338
112	EQUIPMENT RESERVE FUND	489,443	3,638	-	-	493,082
113	CONTRIBUTIONS/DONATIONS	-	-	-	-	-
208	LTGO BOND REDEMPTION	78,315	320,736	320,154	-	78,897
211	UTGO BOND REDEMPTION	274,421	144,805	14,042	-	405,184
301	PROPERTY ACQUISITION FUND	599,669	1,058,916	13	-	1,658,573
305	GENERAL GOVT CAPITAL IMPR	476,509	595,057	13	-	1,071,554
309	IMPACT FEE TRUST	3,803,829	1,109,706	1,460,000	(37,232)	3,416,303
310	HOSPITAL BENEFIT ZONE	6,308,693	1,772,082	1,302,000	-	6,778,774
401	WATER OPERATING	2,556,321	2,082,788	1,306,614	(243,267)	3,089,229
402	SEWER OPERATING	4,502,178	4,424,030	3,253,083	139,718	5,812,843
403	SHORECREST RESERVE FUND	219,077	17,286	1,708	3,412	238,067
407	UTILITY RESERVE	1,436,662	5,511	25	-	1,442,148
408	UTILITY BOND REDEMPTION	260,400	1,071,813	1,069,311	-	262,902
410	SEWER CAPITAL CONSTRUCTION	10,942,913	1,440,093	3,771,549	(255,518)	8,355,939
411	STORM SEWER OPERATING FUND	1,438,963	864,616	578,815	107,343	1,832,107
412	STORM SEWER CAPITAL	2,959,336	249,620	203,136	(20,213)	2,985,607
420	WATER CAPITAL ASSETS	7,624,721	1,070,800	219,922	(7,627)	8,467,973
631	MUNICIPAL COURT	-	37,010	31,638	(5,371)	-
650	TRANSPORTATION BENEFIT DISTRICT	3,000,684	1,571,939	102	-	4,572,521
		\$ 61,345,628	\$ 38,495,920	\$ 33,349,462	\$ (1,448,204)	\$ 65,043,881

**COMPOSITION OF CASH AND INVESTMENTS
AS OF SEPTEMBER 30, 2022**

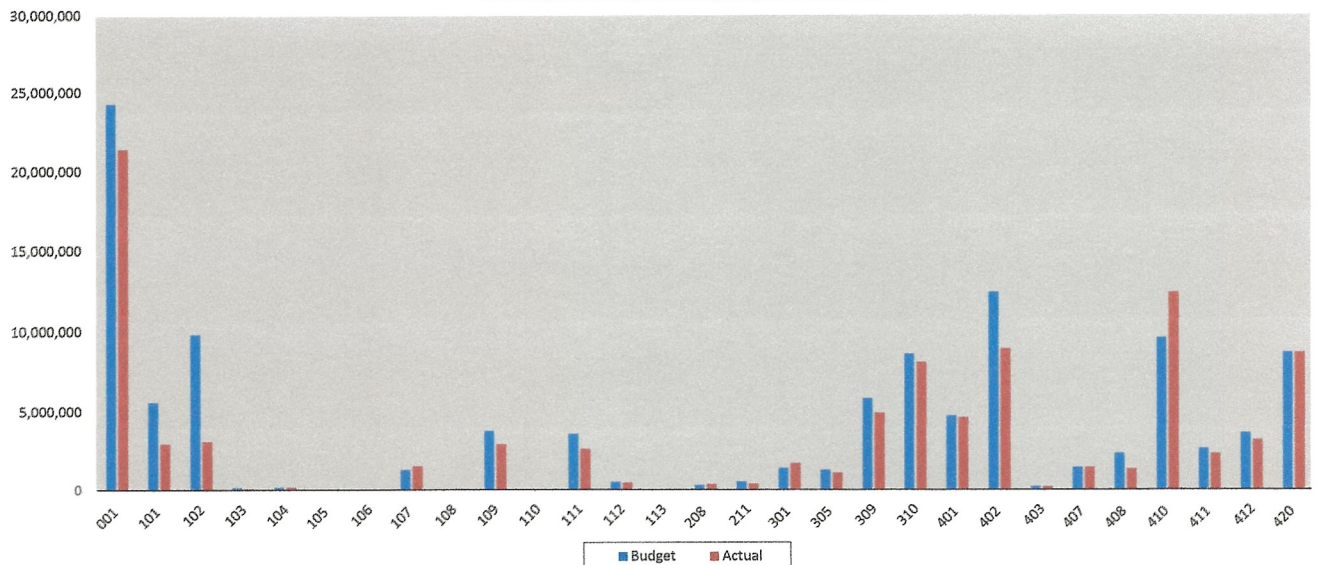
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			1,864,917
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	2.5584%	43,158,824
OTHER INVESTMENTS		3.06% avg	20,019,839
			\$ 65,043,881



YEAR-TO-DATE RESOURCE SUMMARY AND COMPARISON TO BUDGET AS OF SEPTEMBER 30, 2022

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	24,308,104	\$ 21,386,072	\$ 2,922,032	88%
101	STREET FUND	5,645,720	2,973,952	2,671,768	53%
102	STREET CAPITAL FUND	9,857,152	3,126,387	6,730,765	32%
103	SENIOR CAPITAL FUND	200,599	101,446	99,153	51%
104	PEDESTRIAN SAFETY FUND	215,027	216,837	(1,810)	101%
105	DRUG INVESTIGATION FUND	18,279	17,688	591	97%
106	DRUG INVESTIGATION FUND	11,514	11,600	(86)	101%
107	HOTEL-MOTEL FUND	1,315,527	1,531,109	(215,582)	116%
108	PUBLIC ART CAPITAL PROJECTS	51,657	99,348	(47,691)	192%
109	PARK DEVELOPMENT FUND	3,811,320	2,942,185	869,135	77%
110	CIVIC CENTER DEBT RESERVE				#N/A
111	STRATEGIC RESERVE FUND	3,600,464	2,622,338	978,126	73%
112	EQUIPMENT RESERVE FUND	539,855	493,082	46,773	91%
113	DONATIONS/CONTRIBUTIONS			-	#N/A
208	LTGO BOND REDEMPTION	341,879	399,051	(57,172)	117%
211	UTGO BOND REDEMPTION	556,731	419,226	137,505	75%
301	PROPERTY ACQUISITION FUND	1,361,698	1,658,585	(296,887)	122%
305	GENERAL GOVT CAPITAL IMPR	1,260,827	1,071,567	189,260	85%
309	IMPACT FEE TRUST	5,835,068	4,913,535	921,533	84%
310	HOSPITAL BENEFIT ZONE	8,605,679	8,080,774	524,905	94%
401	WATER OPERATING	4,751,531	4,639,109	112,422	98%
402	SEWER OPERATING	12,415,396	8,926,208	3,489,188	72%
403	SHORECREST RESERVE FUND	242,195	236,364	5,832	98%
407	UTILITY RESERVE	1,437,497	1,442,173	(4,676)	100%
408	UTILITY BOND REDEMPTION	2,330,101	1,332,213	997,888	57%
410	SEWER CAPITAL CONSTRUCTION	9,605,963	12,383,007	(2,777,044)	129%
411	STORM SEWER OPERATING FUND	2,647,507	2,303,579	343,928	87%
412	STORM SEWER CAPITAL	3,676,179	3,208,957	467,222	87%
420	WATER CAPITAL ASSETS	8,718,613	8,695,522	23,091	100%
631	MUNICIPAL COURT		37,010	(37,010)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	4,849,000	4,572,623	276,377	94%
		\$ 118,211,082	\$ 99,841,548	\$ 18,369,534	84%

**Estimated vs Actual Resources
2022 Budget**

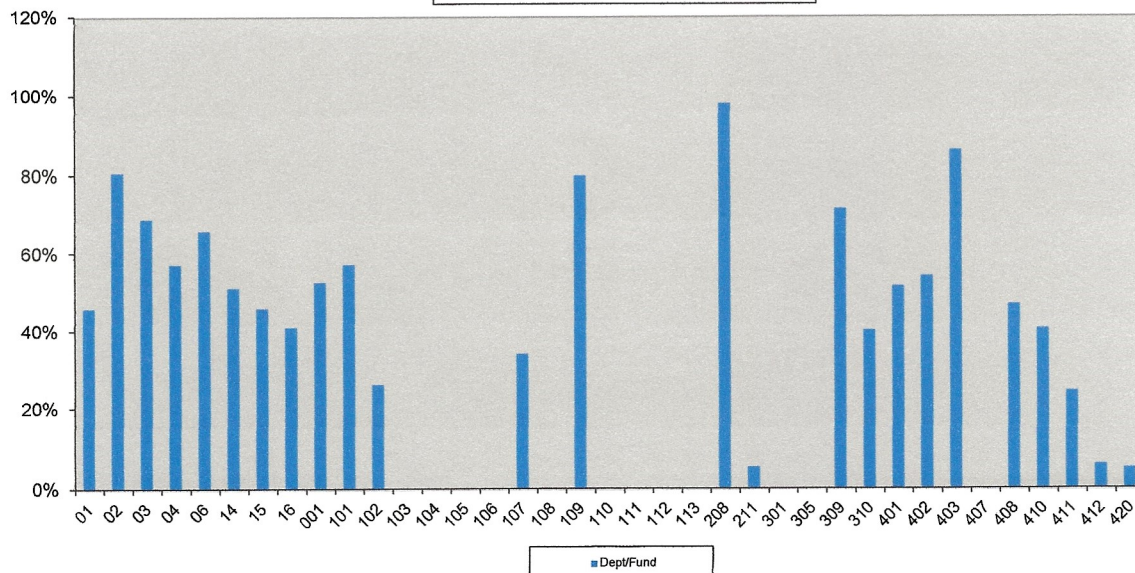




YEAR-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF SEPTEMBER 30, 2022

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 8,601,530	\$ 3,958,484	\$ 4,643,046	46%
02	LEGISLATIVE	73,000	58,935	14,065	81%
03	MUNICIPAL COURT	535,000	369,142	165,858	69%
04	ADMINISTRATIVE/FINANCIAL	2,378,700	1,363,845	1,014,855	57%
06	POLICE	4,637,843	3,061,416	1,576,427	66%
14	COMMUNITY DEVELOPMENT	2,814,246	1,441,309	1,372,937	51%
15	PARKS AND RECREATION	1,836,694	846,986	989,708	46%
16	BUILDING	710,030	292,032	417,998	41%
001	TOTAL GENERAL FUND	21,587,043	11,392,149	10,194,894	53%
101	STREET FUND	4,918,668	2,818,424	2,100,244	57%
102	STREET CAPITAL FUND	9,528,800	2,505,320	7,023,480	26%
103	SENIOR CAPITAL FUND	-	-	-	#N/A
104	PEDESTRIAN SAFETY FUND	-	-	-	#N/A
105	DRUG INVESTIGATION FUND	-	1,528	(1,528)	#N/A
106	DRUG INVESTIGATION FUND	-	1,811	(1,811)	#N/A
107	HOTEL-MOTEL FUND	549,415	188,056	361,359	34%
108	PUBLIC ART CAPITAL PROJECTS	-	44,864	(44,864)	#N/A
109	PARK DEVELOPMENT FUND	3,582,900	2,865,185	717,715	80%
110	CIVIC CENTER DEBT RESERVE	-	-	-	#N/A
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	-	-	#N/A
208	LTGO BOND REDEMPTION	327,287	320,154	7,133	98%
211	UTGO BOND REDEMPTION	266,100	14,042	252,058	5%
301	PROPERTY ACQUISITION FUND	-	13	(13)	#N/A
305	GENERAL GOVT CAPITAL IMPR	-	13	(13)	#N/A
309	IMPACT FEE TRUST	2,044,000	1,460,000	584,000	71%
310	HOSPITAL BENEFIT ZONE	3,230,000	1,302,000	1,928,000	40%
401	WATER OPERATING	2,532,310	1,306,614	1,225,696	52%
402	SEWER OPERATING	5,992,125	3,253,083	2,739,042	54%
403	SHORECREST RESERVE FUND	1,982	1,708	274	86%
407	UTILITY RESERVE	-	25	(25)	#N/A
408	UTILITY BOND REDEMPTION	2,278,550	1,069,311	1,209,239	47%
410	SEWER CAPITAL CONSTRUCTION	9,249,990	3,771,549	5,478,441	41%
411	STORM SEWER OPERATING FUND	2,348,617	578,815	1,769,802	25%
412	STORM SEWER CAPITAL	3,295,700	203,136	3,092,564	6%
420	WATER CAPITAL ASSETS	4,246,263	219,922	4,026,341	5%
631	MUNICIPAL COURT	-	31,638	(31,638)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	550,000	102	549,898	0%
		\$ 76,529,750	\$ 33,349,462	\$ 43,180,288	44%

**Expenditures as a Percentage of
2022 Budget**

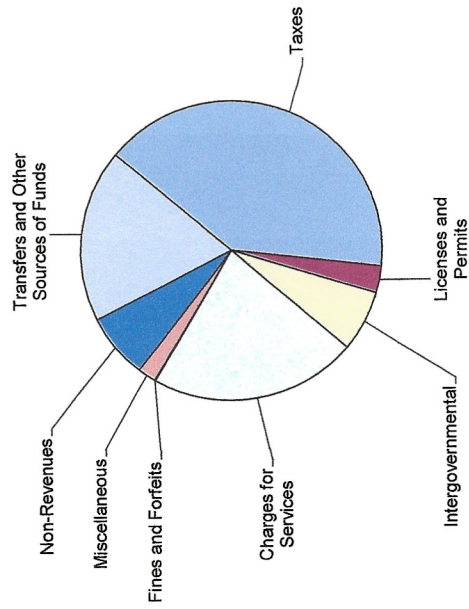




**YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF SEPTEMBER 30, 2022**

TYPE OF REVENUE	AMOUNT
Taxes	15,628,818
Licenses and Permits	1,086,907
Intergovernmental	2,521,993
Charges for Services	8,603,416
Fines and Forfeits	41,274
Miscellaneous	743,728
Non-Revenues	2,713,746
Transfers and Other Sources of Funds	7,119,027
Total Revenues (excludes Court Pass Thru)	38,458,911
Beginning Cash Balance	61,345,628
Total Resources	99,804,538

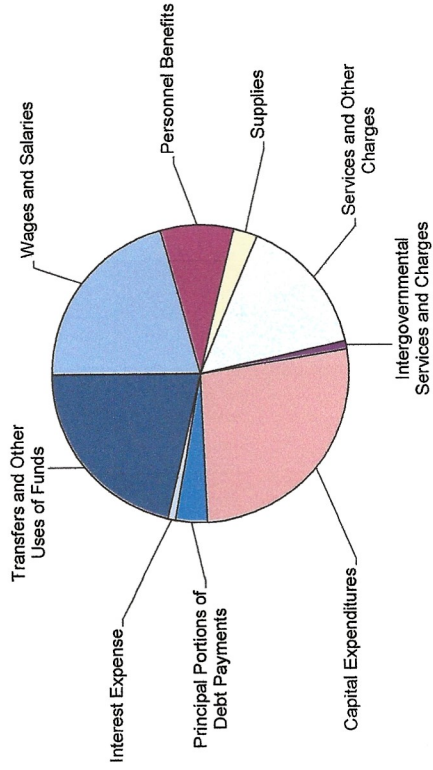
Revenues by Type - All Funds



**YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF SEPTEMBER 30, 2022**

TYPE OF EXPENDITURE	AMOUNT
Wages and Salaries	6,908,935
Personnel Benefits	2,646,232
Supplies	885,551
Services and Other Charges	5,076,828
Intergovernmental Services and Charges	288,831
Capital Expenditures	8,965,887
Principal Portions of Debt Payments	1,145,553
Interest Expense	280,979
Transfers and Other Uses of Funds	7,119,027
Total Expenditures (excludes Court Pass Thru)	33,317,824
Ending Cash Balance	65,043,881
Total Uses	98,361,704

Expenditures by Type - All Funds



CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF SEPTEMBER 30, 2022

		SPECIAL REVENUE FUNDS											
	001 GENERAL GOVERNMENT	101	102	103	104	105	106	107	108	109	110		
		STREET	STREET CAPITAL	SENIOR CAPITAL	PEDESTRIAN SAFETY	DRUG INVESTIGTN	DRUG INVESTIGTN	MOTEL - MOTEL	PUBLIC ART PROJECTS	PARK DVLP FUND	CIVIC CTR DEBT RESERVE		
ASSETS													
CASH	\$ 266,422	\$ 4,222	\$ 13,440	\$ 4,256	\$ 9,096	\$ 678	\$ 411	\$ 54,019	\$ 2,255	\$ 66	\$ -		
INVESTMENTS	9,085,143	96,421	306,946	97,190	207,740	15,482	9,379	1,233,666	51,506	1,500	-		
RECEIVABLES	1,989,799	5,341	-	-	-	-	-	63,571	-	-	-		
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-		
OTHER	-	-	-	-	-	-	-	-	-	-	-		
TOTAL ASSETS	11,341,364	105,985	320,386	101,446	216,837	16,160	9,789	1,351,257	53,761	1,565	-		
LIABILITIES													
CURRENT	(125)	3,000	0	-	-	-	-	-	-	17,730	-		
LONG TERM	20,586	-	-	-	-	-	-	-	-	-	-		
TOTAL LIABILITIES	20,461	3,000	0	-	-	-	-	-	-	17,730	-		
FUND BALANCE:													
BEGINNING OF YEAR	9,169,517	660,688	680,342	100,697	215,237	17,565	11,526	1,180,018	98,076	524,908	-		
Y-T-D REVENUES	13,543,536	2,280,721	2,145,364	749	1,600	123	74	359,295	549	2,324,111	-		
Y-T-D EXPENDITURES	(11,392,149)	(2,818,424)	(2,505,320)	-	-	(1,528)	(1,811)	(188,056)	(44,864)	(2,865,185)	-		
ENDING FUND BALANCE	11,320,903	102,985	320,386	101,446	216,837	16,160	9,789	1,351,257	53,761	(16,165)	-		
TOTAL LIAB & FUND BAL.	\$ 11,341,364	\$ 105,985	\$ 320,386	\$ 101,446	\$ 216,837	\$ 16,160	\$ 9,789	\$ 1,351,257	\$ 53,761	\$ 1,565	\$ -		

**CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF SEPTEMBER 30, 2022**

	111	112	113	301	305	309	310	631	650	TOTAL SPECIAL REVENUE	208 LTGO BOND REDEMPTION	211 UTGO BOND REDEMPTION	TOTAL DEBT SERVICE
ASSETS													
STRATEGIC RESERVE	\$ 110,008	\$ 20,665	\$ -	\$ 48,582	\$ 23,956	\$ 143,316	\$ 284,373	-	-	\$ 719,363	\$ 3,310	\$ 16,998	\$ 20,307
EQUIPMENT	2,512,330	472,397	-	1,609,991	1,047,598	3,272,988	6,494,401	-	4,572,521	22,002,056	75,588	388,187	463,774
RESERVE	-	-	-	113,040	113,040	-	-	-	350,689	645,680	-	2,228	2,228
INVESTMENTS	-	-	-	-	-	-	-	-	-	-	-	-	-
RECEIVABLES	-	-	-	-	-	-	-	-	-	-	-	-	-
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,622,338	493,082	-	1,771,612	1,184,593	3,416,303	6,778,774	-	4,923,210	23,367,100	78,897	407,412	486,309
LIABILITIES													
CURRENT	-	-	-	-	-	8,696	-	-	-	29,426	-	-	-
LONG TERM	-	-	-	-	-	-	-	-	-	-	-	1,933	1,933
TOTAL LIABILITIES	-	-	-	-	-	8,696	-	-	-	29,426	-	1,933	1,933
FUND BALANCE:													
BEGINNING OF YEAR	2,602,988	489,443	-	712,708	589,549	3,757,901	6,308,693	(5,371)	3,351,373	21,296,342	78,315	274,716	353,032
Y-T-D REVENUES	19,350	3,638	-	1,058,916	595,057	1,109,706	1,772,082	37,010	1,571,939	13,260,284	320,736	144,805	465,541
Y-T-D EXPENDITURES	-	-	-	(13)	(13)	(1,460,000)	(1,302,000)	(31,638)	(102)	(11,218,953)	(320,154)	(14,042)	(334,196)
ENDING FUND BALANCE	2,622,338	493,082	-	1,771,612	1,184,593	3,407,607	6,778,774	-	4,923,210	23,337,673	78,897	405,479	484,377
TOTAL LIAB. & FUND BAL.	\$ 2,622,338	\$ 493,082	\$ -	\$ 1,771,612	\$ 1,184,593	\$ 3,416,303	\$ 6,778,774	\$ -	\$ 4,923,210	\$ 23,367,099	\$ 78,897	\$ 407,412	\$ 486,309

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF SEPTEMBER 30, 2022

	401	402	403	407	408	410	411	412	420	TOTAL PROPRIETARY	TOTAL
	WATER OPERATING	SEWER OPERATING	SHORECREST RESERVE	UTILITY RESERVE	UTILITY BOND REDEMPTION	SEWER CAP. CONST.	STORM SEWER OPERATING	STORM SEWER CAPITAL	WATER CAP. ASSETS		
ASSETS											
CASH	\$ 45,706	\$ 75,979	\$ 9,897	\$ 18,507	\$ 11,029	\$ 350,536	\$ 76,858	\$ 125,248	\$ 145,275	\$ 859,124	\$ 1,865,217
INVESTMENTS	3,043,522	5,736,864	228,080	1,423,641	251,873	8,005,403	1,755,249	2,860,360	8,322,698	31,627,690	63,178,663
RECEIVABLES	512,634	628,938	(517)	-	-	732,666	154,694	-	-	2,028,415	4,666,122
FIXED ASSETS	16,485,406	45,469,867	-	-	-	2,021,787	2,282,313	1,195,974	1,372,577	68,827,925	68,827,925
OTHER	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	20,087,269	51,911,648	237,549	1,442,148	262,902	11,110,392	4,269,115	4,181,581	9,840,550	103,343,155	138,537,928
LIABILITIES											
CURRENT	4,254	10,472	-	-	1,916,222	-	22,555	-	38,581	1,992,083	2,021,384
LONG TERM	80,850	125,086	-	-	18,701,756	-	48,677	-	-	18,956,369	18,978,888
TOTAL LIABILITIES	85,104	135,557	-	-	20,617,978	-	71,232	-	38,581	20,948,452	21,000,271
FUND BALANCE:											
BEGINNING OF YEAR	19,225,991	50,605,143	221,972	1,436,662	(20,357,577)	13,441,848	3,912,082	4,135,097	8,951,091	81,572,308	112,391,198
Y-T-D REVENUES	2,082,788	4,424,030	17,286	5,511	1,071,813	1,440,093	864,616	249,620	1,070,800	11,226,558	38,495,920
Y-T-D EXPENDITURES	(1,306,614)	(3,253,083)	(1,708)	(25)	(1,069,311)	(3,771,549)	(578,815)	(203,136)	(219,922)	(10,404,164)	(33,349,462)
ENDING FUND BALANCE	20,002,165	51,776,091	237,549	1,442,148	(20,355,075)	11,110,392	4,197,882.74	4,181,581	9,801,970	82,394,703	117,537,657
TOTAL LIAB. & FUND BAL.	\$ 20,087,269	\$ 51,911,648	\$ 237,549	\$ 1,442,148	\$ 262,903	\$ 11,110,392	\$ 4,269,115	\$ 4,181,581	\$ 9,840,550	\$ 103,343,155	\$ 138,537,928

GENERAL FUND – NON-DEPARTMENTAL

Objective	Status of Objective (as described in the 2022 Budget)
Legislative. The county auditor's office charges the city for voter registration and election services. \$40,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes:
Financial and Compliance. The annual audit performed by the state auditor's office: \$65,000. Insurance for General Governmental activities: \$419,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 80% Notes:
Employee benefits. Payments for LEOFF I retiree costs, workers' compensation and unemployment benefits for former employees. \$91,850.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% 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 that history and culture accessible and encourages repeat visits and ongoing support. As a community asset and resource, the Museum is available to everyone. Provide funding to the Harbor History Museum in order to provide free admission to the general public. \$30,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 100% Notes:
Collaborative Funding for the Museum's Maritime and Native Galleries - Matching funds. Assist the museum with matching funds in support of the \$2.5 million campaign to complete restoration of the FV Shenandoah and the gallery where she is located. The City's participation will be to provide assistance in providing local	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: 50% Notes: Council increased funding to \$150,000 in 2022

matching funds. The City is proposing a \$150,000 in support of the project which includes a \$33,000 in “in-kind” contribution (See objective no. 4, Street Capital Fund). \$117,000.	
Senior Citizens Programming. This funding will support learning and enrichment activities and memberships/scholarships for local senior citizens. \$10,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes:
Senior Citizens Reserve Sr. Center Building. This funding is to assist in providing a home for our senior citizens \$100,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes:

GENERAL FUND – ADMINISTRATION-FINANCE

Objective	Status of Objective (as described in the 2022 Budget)
Policies and Procedures. Develop and/or update administrative policies and procedures as needed.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% 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	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: 75% Notes: Council increased funding to DWA by \$15,000 in 2022
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, 2022. \$60,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% 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	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget:

according to our capacity to complete such grants. Ensure that American Recovery Plan Act funds are expended toward allowed uses as directed by Council.	☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes:
Downtown. Promote and attract new businesses while maintaining its residential charm.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes:
Support Gig Harbor Businesses. Continue to support Gig Harbor businesses during the COVID-19 pandemic by supporting creative ways for normal business activities to occur.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes:
Internal services fund - Information and Technology Services. Develop and implement an internal services fund for Information and Technology services. This fund will account for all shared technology services centrally. The costs will then be charged back to the departments as an annual fee. September.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes:
Indirect costs. Develop an internal cost allocation plan. This plan will equitably allocate shared costs to functions benefitted from said expenditures. September.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes:
General ledger. Reconcile general ledger and utility billing systems. December.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 25% Notes:
Accounts Payable. Explore paperless processing alternatives for accounts payable. December.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes:
Municipal payments module. This is an additional module provided by Springbrook, which is the city's financial system. It is	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget:

though that this module will be a solution for processing and managing park rentals and reservation fees.

☒ Yes ☐ No

Percent complete as of 9/30/22: 100%

Notes:

GENERAL FUND – ARTS COMMISSION

Objective	Status of Objective (as described in the 2022 Budget)
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. \$30,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 50% Notes:
Workshops and Presentations. Continuing the popular series of workshops begun six years ago and application of a variety of Washington State programing. \$500	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes:
Harbor Arbor Art. Continue project to have some of the tree stumps in city parks or rights of way embellished artistically. The stumps will eventually decompose, and the artworks will become a part of the site’s organic history. \$5,500.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 20% Notes:

GENERAL FUND – COMMUNITY DEVELOPMENT

Objective	Status of Objective (as described in the 2022 Budget)
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. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes: 5 staff members have attended training and 2 additional certifications have been earned.
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. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes: Have created profiles and will be training new FD5 staff in Q4
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. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes: Review of client assistance memos complete. Policies in Q4
Fully develop the SmartGov Portal and Dashboard for permit management and data reporting. Continue the implementation and testing of the SmartGov Portal and computer program and provide additional reporting capability from the permit tracking system. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes: Provided training to all new users.
Enhance electronic plan review program. Electronic plan review is now an option across all reviewing divisions. The Building Division has taken the lead to maintain an efficient and effective system; providing training, guidance and integration across the Departments. These practices will be further vetted and refined during the coming year. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes: Provided training to all new users and initiated a subscription change which will save the City a substantial amount of money in the coming years.
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 Puyallup Tribe, CLG and History Museum for additions	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0%

to the City's Historic Street Names List.
June.

**Notes: This work is expected to
occur in fall/winter 2022.**

CAPTIAL PROJECTS - CITY BUILDINGS

Objective	Status of Objective (as described in the 2022 Budget)
Civic Center HVAC System Assessment and Replacement. The City's current HVAC system is 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. Cost reflects conversion of five air conditioning units to new refrigerant (R410 or R407C). A replacement system would be substantially more expensive as it would need to meet current code. \$160,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>50</u> % Notes:
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. This objective presumes the project bid documents and project management will be completed by City Staff. \$90,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>10</u> % Notes: Staff is preparing to engage with the vendor on scoping for this work and anticipate this work carrying over into 2023.
Bogue Visitor's Center Building Rehabilitation. 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. Additionally, the HVAC is beyond its useful life and this project proposes to replace both the indoor and outdoor HVAC units. This objective presumes the project bid documents and project management will be completed by City Staff and the contractor will submit and manage all necessary permitting. \$85,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>90</u> % Notes: Design 90%. The design of this project is now being completed by a consultant, Richhaven Architects, instead of City Staff. This objective will not be met within the budget due to additional unanticipated work elements.
Civic Center Electric Vehicle Charging Station. Since 2018 Washington State has required all local government agencies, to the extent practicable, to purchase or lease its	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No

publicly owned vehicles that use either 100% biofuels or electricity. To support the City of Gig Harbor's efforts to meet these requirements the City will install one electric vehicle charging station with two charging ports located in the staff parking area at the Civic Center. This charging station will be installed in a combined effort by the Operations Division and the vendor. These charging stations will have priority use by future City electric vehicles. \$20,000.00	Percent complete as of 9/30/22: <u>10</u> % Notes: Due to competing priorities and the fact that the City will not receive it's plug-up hybrid vehicles until some time in 2023, Staff has postponed the installation of these charging stations As noted in previous staff reports, Staff has purchased two charging posts with two charging ports on each post. This additional purchase caused the budget to be exceeded.
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CAPTIAL PROJECTS - PARKS DEVELOPMENT

Gig Harbor Sports Complex Phase 1B Design and Permitting. The City has been proceeding with developing a sports complex in Gig Harbor North since the City acquired park land in this area in 2011 in accordance with the 6-year CIP. The City then developed a series of master plans for the sports complex and the scope of the complex increased until 2018 when the project developed into the phased development of what we have today. The current project phase consists of two sub-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. 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 requested funding from two RCO grants in 2020 and will proceed to YMCAs Phase 1A. The design and permitting effort for the project is scheduled to be completed in 2022 with construction beginning either at the end of 2022 or early in 2023. \$1,000,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>40</u> % Notes: 40% design complete. Design effort likely to continue into 2023.
Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget:

Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$3,300,000.00	☒ Yes ☐ No Percent complete as of 9/30/22: ____ % Notes: Due to the delay in awarding a construction contract for this work a majority of the construction work will now occur in 2023.
Masonic Lodge Building Visioning. The City purchased the Masonic Lodge in 2017 to enhance the City's Crescent Creek Park. The Masonic Lodge and associated parcel remain in unincorporated Pierce County. The Masinloc Lodge continues to house a cooperative pre-school in the basement but the main floor is not ADA accessible and does not contain restrooms. The City does not have a determined use for the site so the main floor of the structure remains vacant. For this objective, Staff and a consultant will request public input and Council direction on the future of the City's Masonic Lodge. If the building were repurposed the building would require improvements such as making it compliant with current earthquake code requirement, provide ADA accessibility to both floors, add restrooms and a kitchenette on the main floor, and other improvements to function as a community space. This objective presumes the Parks Manager will lead the visioning process with limited consultant support. \$10,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: ____ % Notes: The visioning processes for the Masonic Lodge and Crescent Creek Park have been re-scoped with the consultant. While the work will begin in 2022, it will now be completed in 2023.
Crescent Creek Park – Master Plan and Conceptual Design. As the City's first park (previously known as "City Park"), Crescent Creek Park has developed, and redeveloped, in a sporadic fashion. For this objective, the City will focus on the areas of the Park that have been recently acquired or are not fully developed. These include the Masonic Lodge property, the mostly vacant Miller/Rowher property to the north, the BMX area, and the sand volleyball courts. Staff, with the support of a consultant, will conduct a public visioning and develop a master plan for Crescent Creek Park in accordance with the 6-year	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: ____ % Notes: The visioning processes for the Masonic Lodge and Crescent Creek Park have been re-scoped with the consultant. While the work will begin in 2022, it will now be completed in 2023.

CIP pending Council direction on the City's proposed Masonic Lodge building improvements. \$50,000.00	
Community Paddler's Dock. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Res. 949 in 2013 and, soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, that included upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6-year CIP. The upland development was completed in 2018. This proposed phase will install a human-powered watercraft launch float known as the Community Paddler's Dock. The construction project for the Community Paddler's Dock was awarded in July 2021 and this objective will complete the construction of the new Community Paddler's Dock as initiated in 2021. \$300,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>95</u> % Notes:
Skansie Netshed Structural Repairs. The City of Gig Harbor purchased the Skansie Property in 2002 with the intent of expanding public access to the City's waterfront. The City eventually separately leased both the existing brick residence and the wooden netshed to two separate non-profit organizations to provide opportunities to the public for educational programming. The City has leased the Skansie Netshed to multiple non-profit organizations with the current lease expiring in December 2035. Soon after the City took ownership of the property the City repainted and reroofed the netshed then later rehabilitated the foundation and flooring of the Netshed. The Netshed is now in need again of repainting and reroofing. This objective proposes to design, permit, and construct minor building structural repairs,	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>50</u> % Notes: Design and permitting: 50%. It was discovered by the City's structural consultant that the Skansie Netshed is in need of structural repairs prior to the roofing of the structure. This modified the scope of work for the design contract and for the bid documents. It is likely the budget and the timeline for this objective will not be met due to increased design and construction scope.

siding repairs, repaint the exterior of the building and re-roof the building. The City will also review the option to have the exterior painting completed by volunteers from the Skansie Netshed Foundation or other means to reduce the total project costs while meeting all necessary requirements. \$300,000.00	
Gig Harbor North Trails. The City's 2016 PROS Plan identifies the siting and construction of various trails in Gig Harbor North. The City currently has two areas of vacant undeveloped lots that mostly consist of native vegetation. These areas include the City's "Old Burnham Properties" (north of the intersection of Burnham Drive and Wood Hill Drive) and Phase 3 of the Gig Harbor North Sports Complex. This objective would provide for the design and permitting for the develop and enhance native trails on these existing City Park properties. \$35,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u> 0 </u> % Notes: Reprioritization due to staffing levels. Project not anticipated to begin in 2022.
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. \$26,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>100</u> % Notes:
Jerkovich Pier Advanced Mitigation Project. Demolish the existing, dilapidated Jerkovich Pier located at Ancich Waterfront Park using unique federal and state processes that will preserve the work as advanced mitigation for the future Commercial Fishing Homeport float system. The City will move forward with demolition only upon execution of a memorandum of understanding guaranteeing the advanced mitigation will be a credit to the future commercial fishing homeport pier. \$150,000.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u> 0 </u> % Notes: Council rejected all bids due to no guarantee from DFW that mitigation would be able to be used 100% for commercial fishing homeport. This objective is integrated into Commercial Fishing Homeport project.
Commercial Fishing Homeport Design and Permitting. In 2012 the City purchased three waterfront parcels along Harborview Drive that eventually became Ancich Waterfront Park. Due to its waterfront location, the City's vision for the site quickly	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u> 60 </u> %

focused on waterfront uses, including access for commercial fishing vessels, human powered craft, and general public access. The park vision was adopted through Res. 949 in 2013 and, soon after the City applied for grants and looked for other funding sources. Due to funding constraints, the City decided to develop the site in at least three phases, that included upland development, commercial fishing operation development, and human powered craft development, all in accordance with the 6- year CIP. The upland development was completed in 2018. This proposed objective will initiate the design and permit effort for the new float system for the commercial fishing homeport at Ancich Park. \$110,000.00	Notes: Additional scope added to project design has increased budget.
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CAPITAL PROJECTS - STREET DIVISION

Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and permitting of the new Public Works Operations Center project. The City developed and considered various options, location alternatives, and building alternatives. The City completed the site development in 2019. This final phase of the project will construct the Public Works Operations Center building in accordance with the recently completed design and permits then furnish the new building. \$3,300,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>50%</u> Notes: PS&E 100% complete. Anticipate awarding a construction contract in December 2022.
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. \$2,100,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>95 %</u> Notes: Construction 95% complete. Additional scope added to project has increased budget.
Burnham Drive Half-Width Roadway Improvements Phase 1A – Design, Permitting and Construction. Complete the design and permitting then construct approximately 1,400 LF of roadway corridor improvements along the east side of Burnham	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

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. \$2,200,000.00	Percent complete as of 9/30/22: <u>50</u> % Notes: Design and permitting phase 90% complete; Construction phase 0% complete. Finalizing the design of the project is currently on hold due to Federal permitting for culvert replacement.
Harbor History Museum Driveway Entrance Revision. In 2012 the City installed new sidewalk at the entrance to the Harbor History Museum driveway as part of the City's Donkey Creek Daylighting project. The back of the new driveway, despite meeting standards at the time, has a vertical curve that causes some vehicles to scrape along the asphalt driveway. This proposed objective will revise the sidewalk and driveway grade at the entrance to the Harbor History Museum to reduce the large change in grade that exists. This objective has been in the City's budget since 2017 but due to other priorities it has not been completed. This objective is proposed to be design by Engineering Division Staff and constructed by Operations Division Staff. \$33,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>10</u> % Notes: Reprioritization due to staffing levels. Project not anticipated to be complete 2022. Project construction is now anticipated to be a small public works contract instead of in-house construction.
Harbor Hill Drive Landscape Mitigation. As part of the Harbor Hill Drive extension project constructed in 2017 the City removed some native vegetation within the portions of Northharbor Business Park. This objective will complete the installation of landscape mitigation associated with the removal of the native vegetation. \$100,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>10</u> % Notes: Project delayed due to negotiations with property owner.
Mid-Block Rapid-Flash Beacon Crosswalk System. The City routinely identifies locations to improve pedestrian safety through the installation of mid-block rapid-flash beacon systems. This objective will proved for the in-house design, purchase, and in-house	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>20</u>% Notes:

construction of mid-block pedestrian crosswalks and the associated rapid-flash beacon system at 50 th St Ct. adjacent to Veterans Memorial Park and along Soundview Drive near Hunt Street. \$50,000.00	Upon council direction, design of a RRFB crosswalk is complete for Pacific. Design underway for a RRFB crosswalk for 50 th Street Court.
Right Turn Lane at Wollochet Drive to SR-16 Westbound – Conceptual Design. Complete a conceptual design and estimates to install a right turn lane along eastbound Wollochet Drive to the SR-16 westbound on-ramp. Submit to WSDOT for an intersection justification report (IJR). \$150,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels.
Prentice Ave/Fennimore St Half-Width Roadway Improvements - Design. Complete the design for half-width frontage improvements between Harbor Ridge Middle School and Peacock Hill Ave. to support grant applications. \$75,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>30</u> % Notes: Consultant scope of work and project budget has changed due to the project being designed to federal standards for grand application.
Borgen Boulevard Street Lights. Purchase and install with Operations Division Staff four new 30' street lights along Borgen Boulevard from Athena Avenue to Peacock Hill Avenue. \$40,000.00	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>20</u> % Notes:
38th Avenue Phase 2 Half-Width Roadway Improvements. Design and construct half-width roadway improvements in accordance with the Public Works Standards with the intent of using low-impact design for stormwater management. \$800,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>5</u> % Notes: Design: 20% Construction: complete 2024
Wollochet Drive/Wagner Way Intersection Improvements. Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

Drive then construct the designed improvements. This project is necessary due to traffic impacts from surrounding private developments that have recently been construction and are pending. \$1,300,000.00	Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels. Project not anticipated to begin in 2022.
Burnham Drive/SR-16 Roundabout Metering. Design and construct roundabout metering improvements to reduce congestion of the SR-16 westbound offramp at Burnham Drive by controlling the flow through the metering of traffic from Burnham Drive southbound leg of the existing roundabout. \$1,500,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels. Project not anticipated to begin in 2022.

WASTEWATER DIVISION

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. \$175,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels.
Lift Station 2A (Bogue Viewing Platform) Generator Replacement. Replace the existing generator. \$82,000.00	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: The generator has been ordered but the delivery date remains uncertain.
Lift Station 12 (Woodhill Drive) Rehabilitation. Lift Station 12 construction will be nearing completion at the end of 2021. There will be carryover costs at the beginning of 2022. \$2,839,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>90</u> % Notes:
Lift Station 14 (Wagner Way) Pipe Replacement, Level Control and Coating.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget:

Lift Station 14 was scheduled to be recoated in 2019. Recent failures of the piping in the station will result in complete piping replacement. If the pipe replacement occurs prior to the recoating, then the coatings would be damaged. The decision was made to postpone the coating until the pipe rehab had taken place. This would make the pipe rehab and the recoating a single project. Both projects would require bypasses and would be significantly more expensive if completed as separate projects. The repairs would also include a new level control to replace the current probe that is continually fouled by grease and flushables, which requires regular hands-on maintenance. \$168,000	☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: The City and an adjacent developer remain in discussions regarding options for increasing capacity to LS#14.
Lift Station 1 (Crescent Creek Park) Rehabilitation. Replace existing pumps, electrical and mechanical equipment. \$105,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels.
Lift Station 6 (Ryan Street) Replacement. Lift Station 6 construction was underway in 2021 and will be nearing completion in early 2022. There all anticipated outstanding construction costs will be carried over into 2022. (\$1,400,000)	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>90</u> % Notes: Construction 90% complete. Budget has increased for the project.
Stinson Slip Lining Sewer Main. This work will coincide with a proposed 2022 public works contract for storm pipe slip lining repair that Staff intends to design in-house and bid using the Small Public Works roster. The sewer main slip lining work will reduce I&I by repairing a section of sewer main along Stinson Avenue between Grandview Street and Rosedale Street. A longitudinal crack in the sewer main was discovered during pipeline investigation and needs to be repaired. \$35,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>95</u> % Notes: PS&E 95% complete. Design anticipated to be complete in 2022. Construction to begin in 2023.

Murphy's Landing Marina Navigation Channel Dredging. In partnership with Murphy's Landing Marina, the City is in the process of designing and permitting 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. The City's obligation for this project will be completed in 2022. \$25,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>90</u> % Notes: Objective will not be met within budget, as additional consultant effort was required to complete the design/permitting tasks.
Wastewater Treatment Plant Digester Upgrades/Centrifuge Ammonia Control. The current centrifuge operation at the City's Wastewater Treatment Plant (WWTP) contributes a high proportion of ammonia concentration to the WWTP by way of its discharge. This high concentration severely limits the throughput of the centrifuge without causing detrimental impacts to the treatment plant. The proposed improvements will increase centrifuge capacity and plant efficiency. A side benefit will likely be a reduction in power costs for reduced blower and centrifuge runtime. \$150,000.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>20</u> % Notes: This project is delayed due to reprioritization of work and on-going material acquisition issues.

CAPITAL PROJECTS - WATER DIVISION

Emergency Water Intertie – Canterwood Blvd. Complete the design then construct the water main (approximately 1,600 LF) along Canterwood Blvd between St. Anthony's hospital and Baker Way and associated emergency water intertie with an adjacent water purveyor to provide a redundant water source in the event of an emergency. \$547,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>60</u> % Notes: Design phase 60% complete. Negotiations with Washington Water on terms of the intertie agreement are taking longer than anticipated but should be complete by the end of 2022. Bidding and construction phase will follow approval of the intertie agreement.
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Gig Harbor North Sports Complex Water Main. This project will provide a redundant water main and will be designed by Engineering Division Staff and installed by Operations Division staff. \$84,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>40</u> % Notes: Project design is now being completed with the Gig Harbor Sports Complex Phase 1B. Design: 40% Construction to occur in 2023.
Reid Dr. Water Main Improvements. This project will replace an aging, deep PVC water main with a new 8 inch water main located along 55th St. Ct. east of Reid Drive that currently also has insufficient valve controls. \$300,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>95</u> % Notes: Design: 100% Construction: 95%
Well #9 (11944 Olympus Way) Development and Water Rights Processing. In accordance with the City's 2018 Water System Plan, the City is proposing to develop Well #9 in the Gig Harbor North area adjacent to the City's Gig Harbor North water tank as a redundant groundwater supply system. Once Well #9 is on-line it will mitigate the need for additional standby (emergency) storage in storage tanks. This improvement is consistent with the City's operational goals of investing in its supply sources to make for a more redundant and reliable system. The City will also begin working with the Washington State Department of Ecology to obtain water rights for Well #9. \$2,100,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels.

CAPITAL PROJECTS - STORM WATER DIVISION

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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>90</u>% Notes:
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Street in the vicinity of Crescent Creek. In-house design and small public works contract for construction. \$147,000	Design is progressing to 90% but construction will not occur until 2023 due to reprioritization.
Donkey Creek Daylighting at Harborview Drive Conceptual Design 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. \$35,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes:
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. Half-Width Roadway Improvements Phase 1A project included in the Streets Capital fund (No. 102). \$2,680,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>90</u> % Notes: Design phase 90% complete; Construction phase 0% complete. Finalizing the design of the project is currently on hold due to Federal permitting for culvert replacement
Marine Outfall Maintenance. Per the City's NPDES Stormwater Permit, the City has completed an inventory of all City stormwater outfalls. In 2022 City Staff, with the possible support of a consultant, 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 may also include funding for maintenance of at least one outfall, depending on Staff capacity. Consultant support with survey and environmental reports with in-house staff or small public work completion. The City will review funding	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>20</u> % Notes: Reprioritization due to staffing levels.

sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$120,000	
Public Works Operations Division Decant Facility. Gig Harbor currently has an agreement with the City of Port Orchard to use Port Orchard's decant facility for Gig Harbor's vector waste. While this agreement provides a less expensive alternative than other regional disposal facilities, trucking waste to Port Orchard is expensive and time-consuming. The City of Gig Harbor has space and infrastructure on its new Public Works Operation Center site to install a decant facility. This objective will complete the design and permitting new decant facility for construction in 2023 at the existing Public Works Operations Center site.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u> 0 </u> % Notes: Reprioritization due to staffing levels.

GENERAL FUND – JUDICIAL-MUNICIPAL COURT

Objective	Status of Objective (as described in the 2022 Budget)
Convert to an Electronic Case Management System. Continue implementation of the new electronic case management system, Odyssey File & Serve (OFS). Continue training court staff on new technology, digitizing, scanning, and archiving paper court files and documents. Develop new policies and procedures pertaining to electronic filing.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 50% Notes: The go-live date for this project has been delayed until spring 2023.
Implement Hybrid Court System. Implement hybrid-based court system that allows for both virtual and in-person court hearings once court is open to the public. Continue virtual hearings from contracted jails for incarcerated offenders and thereby reducing or avoiding transport costs and officer time.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes:
Reclassification. Create a new job classification of Judicial Specialist and reclassify the existing 2.6 FTE Court Clerk positions and 1 FTE Lead Court Clerk position to Judicial Specialist. Adopt the Lead Court Clerk salary range for the Judicial Specialist classification. The Court Clerk and Lead Court Clerk positions within the Municipal Court have changed significantly since the reorganization of duties over the past several years. This reclassification better reflects the actual work currently being performed, aligns the salary with the actual work performed, and better serves the court.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 50% Notes: This is in legal status with the union and administration. The resolution date is unknown.
Court Security. Review options for court security. This is a 0.2 FTE function and will be filled either through a shared position with the Police Department CSO, contract with outside vendor, or possibly a new position. \$12,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 100% Notes: The budgeted amount has changed and approved by council.

SPECIAL REVENUE FUND – HOSPITAL BENEFIT ZONE REVENUE

Objective	Status of Objective (as described in the 2022 Budget)
Streets/Transportation • Stinson/Harborview Intersection Improvements \$100,000 • Burnham Drive 1/2-Width Roadway Improvements \$2,200,000 • Harbor Hill Drive Landscape Mitigation \$100,000 • Burnham Drive/SR-16 Roundabout Metering \$100,000 \$ 2,500,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>50</u> % Notes: See notes under each individual CIP update.
Park Development • Gig Harbor Sports Complex-Phase 1B \$400,000 • Community Paddler's Dock \$100,000 \$500,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>75</u> % Notes: See notes under each individual CIP update

SPECIAL REVENUE FUND – HOTEL-MOTEL TAX FUND

Objective	Status of Objective (as described in the 2022 Budget)
Tourism Marketing & Advertising. The objective of this fund is to promote and market the greater Gig Harbor area in 2022 through a city-produced visitor guide, digital advertising, continued enhancement and content creation for the print edition and our newly redesigned website, VisitGigHarborWA.com, streamlined social media channels, brochure distribution, event promotion, earned media campaigns and trade shows. In 2022, 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 2022, this fund will focus on leisure travel, layering in group travel, meetings and weddings as permitted. Geographically, we'll work to maximize our regional opportunities, and we'll work to further build off-season draws for travelers. \$105,250	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: _65_ % Notes: Q4 advertising spend is still being finalized.
Content Creation. Under Tourism Marketing & Advertising - utilize local photographers, videographers to create stories that live in our print and web presence; re-produce tear-off map, re-produce and modernize existing brochures, layout for print guide. This amount may be offset by advertising. \$46,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: _25_ % Notes: This is dependent on advertisers for Visitors Guide
Partnerships and Sponsorships. See Source/Datafy membership for geofencing data and digital advertising. \$23,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: _100_ % Notes: Annual subscription has been paid for in early 2022.
Media Hosting. Bringing in national media or supplementing with activities not covered by tourism partners. \$6500	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No

	Percent complete as of 9/30/22: <u>10</u> % Notes: This amount has covered activities for journalists not covered by partners.
Mailing of Visitor Guide to Gig Harbor Community. Our citizens are our best publicists. This ensures a higher familiarity with annual events and builds interest in travel planning for friends and family throughout the harbor. Print of 50,000 copies included in this amount \$53,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: This will be complete in 2022 for a Jan 2023 send. This amount may be offset by advertising.
City Sponsored Events. Costs associated with Summer Sounds, Movie Nights, Holiday Tree Lighting and potential for a new holiday event designed to amplify holiday travel to Gig Harbor other related City events. This amount is intended to be offset by sponsorships. \$70,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>60</u> % Notes: This amount will be offset by a \$20,000 Virginia Mason Franciscan Health sponsorship.
Support to Travel Tacoma + Pierce County. Continue partnership with the Tacoma + Mt. Rainier CVB to capitalize on shared resources for leisure travel, tour operators, group meetings, small conventions, public relations / media hosting, advertising and promotion opportunities. \$10,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>100</u> % Notes: This annual amount has been allocated. 2023 contract in the works.
Support to the Kitsap Peninsula Visitor and Convention Bureau. Partner with Visit Kitsap on marketing efforts, presence at industry conventions, collaboration on leisure and meetings traveler outreach and hosting, Critical Mention or Muckrack media database and monitoring, National Park Service water trails. \$7,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>100</u> % Notes: This annual amount has been allocated and processed. Reviewing contract inclusions for 2023.
Pierce Transit – Contribution for Get Around Gig Harbor Trolley operation – amount intended to be offset by community partners (\$20,000). \$50,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

	Percent complete as of 9/30/22: ____% Notes: Cancellation of the normal service for 2022 by Pierce County means this cost was not realized.
Operations, Training and Travel. Office equipment, printing, mailing costs, staff training, travel and information technology staff support for the tourism and communications department. \$36,700	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>75</u> % Notes: This is a standard amount per department.
Lodging Tax Grants. Grant funds available to local organizations. \$125,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>75</u> % Notes: Not all funds awarded were realized.
Capital expenditure. Anticipated outlay may be grouped with 2023 capital expenditure for future investment. \$125,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: This remains to be seen, may be carried over to 2023.

GENERAL FUND – PARKS OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
Skate Park Security Cameras. Install up to two new security cameras at the City's Skate Park to monitor activities in the park. \$5,000 (grant funded).	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u> 0 </u> % Notes: Grant funding not currently available. City may consider purchasing these cameras from the Parks Operating fund.
Native Vegetation Plantings. Install native trees and shrubs at various parks, streetscapes, and other City grounds. \$10,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u> 0 </u> % Notes:
Resurface Basketball and Tennis/Pickleball Courts – Develop and award a Small Public Works Contract to resurface and re-stripe the tennis/pickleball court at Crescent Creek Park and the basketball court at Veterans' Park. \$40,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u> 0 </u> % Notes: Staff requested bids to complete this work but they were much higher than anticipated. This work was reprioritized due to staffing levels.
Cushman Trail Etiquette and Speed Signs. With the input of the Parks Commission, design, locate, and install new signs along the length of the City's portion of Cushman Trail reminding trail users of proper trail etiquette and speed limit. This work will be coordinated with Peninsula Metropolitan Park District. \$18,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u> 0 </u> % Notes: Reprioritized due to staffing levels. Will be reviewed by Parks Manager and Parks Commission before proceeding.

SPECIAL REVENUE FUND – PEDESTRIAN SAFETY FUND

Objective	Status of Objective (as described in the 2022 Budget)
Various Crosswalk and Sidewalk Installations. Install various crosswalks with RRFBs and install adjacent sidewalks that are identified on the Transportation Improvement Program list and recommended by the Public Works Committee. \$215,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>100%</u> Notes: The Pacific crosswalk and RRFB system is the only project identified in 2022 from this fund and the project is complete.

GENERAL FUND – COMMUNITY DEVELOPMENT

Objective	Status of Objective (as described in the 2022 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. 2022 amendment proposals include: Amendments to PROS, Capital Facilities, and Environment Elements; Stormwater Management Action Plan – Appendix to Stormwater Comp Plan. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes:
Process improvements. Continue to develop text amendments, standard operating procedures, and client assistance memos which increase permit processing efficiency and improve customer service. Staff to implement a communication plan, including a workshop, to increase public awareness and understanding about the variety of requirements to start a business in the City of Gig Harbor. Ongoing.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 50% Notes: Staff is continually working towards process improvements, particularly relative to permitting. Much work has been completed in to this end and continues to be. However, the communication plan and workshop will carry over into 2023.
Land Use Text Amendments. Respond to State and Federal legislation. Process private-party and city requested text amendments initiated by the City Council. Review the Planning Commission's work program annually with the City Council. As necessary, reduce the frequency of Planning Commission meetings to once a month to provide staff and the commission adequate time to prepare for and review the active text amendments. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 85% Notes:
Balance long-range and current planning tasks. Balance tasks to maintain and improve upon permit processing timelines as permit volume continue increasing. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 85%

	Notes: Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 50% Notes: We have received a grant from the State Department of Commerce to assist with this objective. A community survey is in development that will kick-off the project. Web site and branding are also under development to help better engage the public. A request for proposals has been released outlining the scope of work and requesting consultant support. Objective will carry over into 2023/2024.
2024 Periodic Comprehensive Plan Update. The City's next required Growth Management Act Periodic Comprehensive Plan Update is due June 30, 2024. Within 2022, the consistency analysis will occur outlining areas of required amendments for consistency with State Law changes and updates to PSRC VISION 2050. Additionally, as part of a robust public participation effort, a Public Participation Plan will be created and initial outreach to citizens will occur to determine the community's vision of Gig Harbor for the next 20-year period. Lastly, a final project scope will be created outlining the level of effort and support required for 2023. \$20,000 – June through December.	
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 – 2022 (Carryover from 2021).	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 85% Notes: We are under contract with CAI to assist the City with a Housing Needs Assessment. This work is expected to carry over into 2023. In addition, we have received a grant from the State Department of Commerce which is being used to coordinate with SSHAP on middle housing policy that will inform the periodic update of the Comprehensive Plan. This work will carry over into summer of 2023.
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. Work toward	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 85% Notes: Staff plans to bring the UGA Assessment and Guidelines

common regional planning goals at the Pierce County Regional Council. Ongoing.	back to Council this year for adoption by Resolution. However, coordination with Pierce County continues and will carry-over into 2023.
Historic Preservation/CLG. Review and process applications for listing on the Gig Harbor Local Register, including the review and processing of Certificates of Appropriateness for alterations and rehabilitations of listed properties. Work in coordination with the applicant and DRB. Ongoing.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 85% Notes:
Growth Allocation. Final analysis and evaluation of 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. April.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 100% Notes:
Design Manual Review. Through a robust public process, review the City of Gig Harbor Design Manual for opportunities to improve clarity, improve processing and memorialize Board and Director decisions. \$50,000 - 2022	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 10% Notes: Due to staffing in other divisions and workloads overall, this objective has been delayed. Staff are evaluating the Design Manual internally and highlighting inconsistencies with other standards. Recommend the amendment process is looked at during the periodic update to the Comprehensive Plan to ensure consistency with the vision, goals and policies of the community at large.
Development Regulation Update. Process City-initiated development regulation amendments as outlined in the 2022 Long	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget:

Range Planning Work Plan. 2022 amendments include tree retention on private and public property which may include revisions to the Zoning Code, Shoreline Master Program, Fee Schedule (fines and building moratorium for trees removed without proper permits), Public Works Standards and Design Manual. Staff to propose changes to commercial codes to base obligations on occupancy, not seats. \$25,000.	☒ Yes ☐ No Percent complete as of 9/30/22: 50% Notes: This work is ongoing. We are currently focused on Urban Forest Management. We received a grant from the State Department of Natural Resources to develop an Urban Forest Management Plan. This plan will inform code and policy changes once adopted. This objective will carry over into 2023 with completion in the spring.
Zoning Map Updates. The City has become aware of several instances where the Comprehensive Plan Map is not consistent with the Zoning Map. Staff will identify all instances of inconsistency and present them to the Planning Commission. The Planning Commission will conduct a Growth Management compliant public process and provide their recommendations to the City Council. December.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes: This item is expected to be lumped together with the 2024 Comp Plan Update.
Outreach to Homeowner Associations. The City has many existing and several new large Homeowner Associations who regularly contact City staff with questions about their responsibilities and the City's responsibilities. In order to interact proactively, an "HOA Fair" will be coordinated and executed in 2022 where the City will provide information to HOAs for all City services and Departments. If allowable under local health department regulations, the HOA Fair will take place at City Hall in an Open House format. If not, the HOA Fair will take place in an online open house format.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 75% Notes: With a full-time Code Enforcement Officer, staff expect to begin work on this item in late summer. N implementation plan for the HOA Fair is expected to be complete by the end of 2022.
Annexation. Annex all City-owned property in Crescent Creek and the Light House.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 0% Notes: This objective has been delayed due to delays in the

	Crescent Creek Park Master Planning process. If that process gets underway in 2023, this objective will move forward as well.
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GENERAL FUND – POLICE

Objective	Status of Objective (as described in the 2022 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 – See Goals section above). 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. \$13,300.	Objective on track to be met in 2022: X ☒ Yes ☐ No Objective will be met under budget: X ☒ Yes ☐ No Percent complete as of 9/30/22: <u>98%</u> Notes: No anticipated overruns at this point, but monitoring additional training opportunities.
Seek grants and other outside funding options. Research and secure funding sources outside normal city revenue sources to support police department initiatives. Ongoing.	Objective on track to be met in 2022: X ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No N/A Percent complete as of 9/30/22: N/A Notes:
Partnership with Pierce County DEM. Continue our collaborative relationship with Pierce County Department of Emergency Management to ensure compliance with state and federal guidelines related to our Emergency Management Response Plan among other tasks. There had historically been a per capita cost to this service, that was eliminated in 2020. Ongoing/No cost.	Objective on track to be met in 2022: X ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: N/A Notes:
KGHP Radio. Continue our financial contribution to our local KGHP radio station in return for public service announcements and emergency warnings and notifications. \$3,000.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: _____% Notes: PROGRAM DISCONTINUED

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, forensic, and dive teams. \$22,560.	Objective on track to be met in 2022: X ☒ Yes ☐ No Objective will be met under budget: X ☒ Yes ☐ No Percent complete as of 9/30/22: ____% Notes: On budget
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). \$225,280 (South Sound 911) and \$30,462 (CCN).	Objective on track to be met in 2022: X ☒ Yes ☐ No Objective will be met under budget: X ☒ Yes ☐ No Percent complete as of 9/30/22: 0 % Notes: Have not been invoiced by either entity. Requests have been made to both agencies regarding billing.
Continue Taser lease program. The projected life span of a Taser electronic control device is 5 years. 2021 was the final year of a 5-year lease program that supplied all agency personnel with functional Tasers. Those devices are now obsolete. A new purchase and support program (no longer called a "lease") is a total cost of \$49,859 (\$9,971 per year) to equip 20 personnel with current Taser devices and needed peripheral equipment. \$9,971.	Objective on track to be met in 2022: X ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ X No Percent complete as of 9/30/22: 100% Notes: Actual total was \$10,849

SPECIAL REVENUE FUND – PUBLIC ART CAPITAL PROJECTS

Objective	Status of Objective (as described in the 2022 Budget)
Harborview/Stinson Roundabout. Sidewalk art to be commissioned. \$25,000 (<i>Partially funded by construction budget</i>)	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: 10% Notes: Artist has been selected but project completion will be in 2023

GENERAL FUND – PUBLIC WORKS

Objective	Status of Objective (as described in the 2022 Budget)
Plan, construct, and maintain city infrastructure. See specific list of objectives summarized within the city's Capital Budget addendum of this document.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>75%</u> Notes:

ENTERPRISE FUND – SHORECREST SEWER OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
Continue with the ongoing routine maintenance.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>75</u> % Notes:

ENTERPRISE FUND – STORM WATER OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
Local Source Control Program. The City to enter into an interagency Agreement with Tacoma-Pierce County Health Department with the purpose to reduce pollutants and impacts to surface waters and stormwater system as directed by the City's NPDES Stormwater permit issued by Washington Department of Ecology. To provide pollutant source control inspections and outreach to businesses that will increase operators awareness of the 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.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>50</u> % Notes:
Stormwater Management and Site Development Manual Update. Revise, Update and Adopt revisions to the City's current 2016 Stormwater Management and Site Development Manual pursuant to the City's Phase II Municipal Stormwater permit with the Department of Ecology. This revision is required to be completed no later than August 1, 2022, Permittees shall adopt and make effective an ordinance(s), or other enforceable documents, requiring the application of source control BMPs for pollutant generating sources associated with existing land uses and activities. This work may require consultant support. \$45,000.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>25%</u> % Notes: Reprioritization due to staffing levels. The City has notified Ecology this update will occur in early 2023.
Utility Rate Study. Hire a consultant to perform a study to review each utility's existing rates and charges, review the forecasted revenues, adjust the existing senior/low income discount rate, and assess against the respective planned capital projects. \$40,000 (Storm - \$13,333, Water - \$13,333, Wastewater - \$13,334).	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>50</u> % Notes: Reprioritization due to staffing levels.

SPECIAL REVENUE FUND – STREET OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
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. This expenditure includes both pass through monies funded by private developers and City operational expenditures. \$50,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>50</u> % Notes:
Annual Pavement Maintenance and Repair Program. Perform pavement replacement, pavement repair, or chip sealing of various roadway sections throughout the City, tentatively include 45th St Ct., Briarwood Lane, Pt. Fosdick Dr, Wollochet Dr, Woodhill Drive, the Olympic Dr/Pt Fosdick Dr intersection, and Hollycroft St. Pavement maintenance and repairs include ADA improvements where required. \$2,500,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>95</u> % Notes: Construction 95% complete
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 on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels.
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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>5</u> %

on the ability to enforce any new code. Include the Downtown Waterfront Alliance in the development of draft code as it related to public parking in downtown Gig Harbor. This work will be completed as staff capacity exists and may require the purchase and installation of regulatory signs. \$15,000.	Notes: Reprioritization due to staffing levels.
North Harborview Drive Sidewalk ADA Improvements. Design, permit, and Reconstruct the existing sidewalk improvements along the water side between 8798 and 8803 North Harborview Drive to meet ADA standards. \$45,000.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels.

ENTERPRISE FUND – WASTEWATER OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
ARC Flash Analysis. The ARC Flash Analysis is an L&I requirement that uses NFPA 70 as guidance for implementation. When using high voltage power, the potential for electrical shock and explosion is high and deadly. The analysis identifies each electrical hazard and gives it a rating as to the severity of the risk. With each increase in risk level, additional PPE is required as well as workspace requirements surrounding the device to protect non-shielded workers and observers. The WWTP and lift stations have dozens of such devices and all need to be given a label so the maintenance personnel are aware of the hazard and the risk associated with accessing such devices and appropriate PPE to be used. \$50,000.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: Staff has not been able to find a consultant to perform this work.
Vessel Pump-out Services. Provide support to the non-profit organization offering free pump-out services to vessels located in and around Gig Harbor. This service is intended to improve the overall public and environmental health of Gig Harbor and preserve and protect the water quality and health of the Bay upon which the city relies for tourism and recreation. The anticipated time frame for the free pump-out services is every Saturday, Sunday, and holiday starting May 2022 through September 2022. \$10,000.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>100</u>% Notes:
Utility Rate Study. Hire a consultant to perform a study to review each utility's existing rates and charges, review the forecasted revenues, adjust the existing senior/low income discount rate, and assess against the respective planned capital projects. \$40,000 (Storm - \$13,333, Water - \$13,333, Wastewater - \$13,334).	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>50</u> % Notes: Reprioritization due to staffing levels.

ENTERPRISE FUND – WATER OPERATING

Objective	Status of Objective (as described in the 2022 Budget)
Well Generator Servicing. Systematic servicing to ensure standby power supply is operable. \$10,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes:
Water Sampling Stations. Annual program for systematic replacement of aging water sample stations to ensure accurate water testing information. \$10,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>10</u> % Notes: Materials have been ordered and received but there hasn't been staff available to replace the sampling station. Hope to complete in early 2023.
Water Tank Tie Downs and Vent Replacement. Install tie downs at the Shurgard and Grandview water tanks to increase safety measures when performing inspections. Inspect and replace vents as needed \$25,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 9/30/22: <u>20</u> % Notes: Contractor bids were more than anticipated.
Shurgard Water Tank Repainting. Inspect the Shurgard water tank in preparation for future repainting of the exterior and interior of water tank. \$15,000	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>100</u> % Notes: Inspection completed in-house.
Well #5 and Well #6 (North Creek Lane) Chlorine Room Construction. Construct a structure to store chlorine outside of the existing well houses. \$17,500	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels.
Well #6 (North Creek Lane) Video Inspection. Perform an interior video inspection of Well #6 to ensure physical integrity, security and water quality. \$9,500	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

	Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels
Well #5 (North Creek Lane) Maintenance. This well was last serviced in 2013 and has experienced inconsistent operations recently. This proposed objective would remove, inspect, clean and reinstall the existing pump and motor assembly in addition to completing a video inspection of the well casing to ensure physical integrity of the well screens and casing. \$100,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: Reprioritization due to staffing levels
Harbormaster Lane Water Main Replacement. Replacement of the aging Harbormaster Lane water main. This work will be designed in-house and completed by the City's Operations Division Crew. \$35,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>0</u> % Notes: Due to reprioritization and staffing levels this project will be completed in 2023.
Well #3 (Shurgard Storage) VFD. Install a variable frequency drive controller on Well #3 to reduce energy consumption and extend the life of the newly installed pumping equipment. \$30,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>35</u> % Notes: Equipment has been ordered but delays in delivery will postpone the completion of this work until 2023.
Utility Rate Study. Hire a consultant to perform a study to review each utility's existing rates and charges, review the forecasted revenues, adjust the existing senior/low income discount rate, and assess against the respective planned capital projects. \$40,000 (Storm - \$13,333, Water - \$13,333, Wastewater - \$13,334).	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 9/30/22: <u>50</u> % Notes: Reprioritization due to staffing levels.

UPCOMING GIG HARBOR CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE
Please see the meeting agenda for specific details on how to attend.

Day	Date	Time	Group	Agenda Items
TH	Oct. 20	6:00pm	Planning Commission	Public Hearing: 2022 Comprehensive Plan Amendments
M	Oct. 24	5:30pm	City Council	See Agenda
TH	Oct. 27	3:00pm	City Council Study Session	2023 Legislative Agenda 2022 Comprehensive Plan Amendments
TH	Oct. 27	5:00pm	Design Review Board	CANCELLED
W	Nov. 2	5:30pm	Parks Commission	
TH	Nov. 3	2:00pm	City Council Study Session	Budget Study Session Review of LTAC Lodging Tax Grant Recommendations Roadway/Sidewalk Alignment Alternatives for 38th Ave Phase 2
TH	Nov. 3	3:00pm	Civil Service Commission	Certification of Sergeants Promotional Roster
TH	Nov. 3	5:00pm	Planning Commission	
W	Nov. 9	10:00am	Arts Commission	
TH	Nov. 10	5:00pm	Design Review Board	
M	Nov. 14	5:30pm	City Council	Pledge of Allegiance: Girl Scout Troop #46676 Presentations: - Peninsula School District Update – Superintendent Krestin Bahr - South Sound Mobile Pumpout Program – Pierce County Watershed Planner Jeff Barney and Paul Weyn, Owner of NW Mobile Pump Out & Environmental Services New Business: - First Reading and Adoption of Ordinance 1501 Providing for Correction of Errors - First Reading and Adoption of Ordinance 1502 Establishing Flag Display Policy - Professional Services Contract w/ HBB Landscaping Architects for Crescent Creek Park Master Plan - First Reading of Ordinance XXXX Comp Plan Amendments - Public Hearing on Revenue Sources - Resolution XXXX 2023 Property Tax Levy and Resolution XXXX 2023 Excess Property Tax Levy - Public Hearing: First Reading of Ordinance XXXX Adopting the 2023-24 Budget
TH	Nov. 17	3:00pm	City Council Study Session	2023 Legislative Agenda Stormwater Management and Site Development Manual Update North Creek Culvert Replacement Alternatives Review Council Rules Updates 2022 Active CIP Schedule Update
TH	Nov. 17	5:00pm	Planning Commission	Department of Commerce Presentation
TH	Nov. 24	5:00pm	Design Review Board	CANCELLED

UPCOMING GIG HARBOR CITY MEETINGS
ALL AGENDA ITEMS TENTATIVE – SUBJECT TO CHANGE
Please see the meeting agenda for specific details on how to attend.

M	Nov. 28	5:30pm	City Council	Consent: • Agreement with Harbor History Museum for Maritime Gallery Grant Funding • Interlocal Agreement with Puyallup Tribe for Conservation Property Matching Funds Old Business: • Public Hearing: Second Reading and Adoption of Ordinance XXXX Adopting the 2023-24 Budget • Second Reading and Adoption of Ordinance XXXX Comp Plan Amendments New Business: • Resolution XXXX Adopting 2023 Legislative Agenda
TH	Dec. 1	3:00pm	City Council Study Session	Joint Meeting with Parks Commission to Review Work Plan Joint Meeting with Arts Commission to Review Work Plan Stormwater Management Action Plan
M	Dec. 12	5:30pm	City Council	Consent Agenda: • Approval of Parks Commission and Arts Commission Work Plans • Consultant Services Contract with Gordon Thomas Honeywell for Lobbying Services New Business • Public Works Construction Contract Award for Public Works Operations Center • Resolution XXXX Approving 2023 Lodging Tax Expenditures • Resolution XXXX Adopting COVID-19 Utility Repayment Program • Resolution XXXX Amending Council Guidelines & Procedures
TH	Dec. 15	3:00pm	City Council Study Session	2022 Active CIP Schedule Update COVID-19 Utility Repayment Program Wastewater Comp Plan Tech Amendments: • Mallards Landing Lot 7 • Rosedale Preliminary Plat • Harbor Run
M	Dec. 26	5:30pm	City Council	CANCELLED

City of Gig Harbor Two-Year Strategic Plan 2022-2023

Vision Statement: *The City of Gig Harbor leads the way in livability, environmental stewardship, economic vitality, and municipal services.*

Priorities	Goals	Actions – Routine/Annual	Actions - Project
Foster a healthy City organization	- Be an exceptional employer - Retain existing workforce - Attract qualified applicants - Ensure safe work environment - Encourage staff training - Encourage and obtain employee feedback	- Fill all vacancies in a timely manner - Maintain effective procedures to respond to ADA, FMLA, etc. issues and situations - Maintain collaborative relationships with union representatives - Re-qualify for AWC Well City designation	- Develop a staff retention and attraction program* - Review and update the City's DEI program* - Develop an employee recognition and appreciation program - Update Personnel Policies Manual - Update Safety Manual and Accident Prevention Program - Conduct employee satisfaction survey - Revise employee evaluation process - Develop management training for all new supervisors*
Ensure sustainable future for public services and facilities	- Provide more efficient and effective municipal services - Improve public outreach on capital projects - Increase communications between the City and residents - Better understand community needs and service expectations - Make city meetings more accessible to residents online - Source funding and implement plans for City Parks & Rec, streets/transportation options, utilities - Ensure adequate infrastructure to support community needs	- Update utility rates as needed - Support free vessel pump-out service - Continue implementing permit and land use approval process improvements - Continue and when possible, increase resources dedicated to capital improvement projects - Review/amend TIP to improve motorized and non-motorized transportation	- Develop an online citizen comment/reporting form - Conduct a citizen satisfaction survey* - Create a City-wide Communications Plan* - Update Public Works Standards - Conduct HOA fair - Implement hybrid Court system/electronic case management - Implement hybrid city meetings platform - Develop neighborhood traffic calming policy
Maintain small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure issues to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Foster safe, livable and attractive community - Decrease distance to get to a park or open space - Enhance walkability and pedestrian/cyclist safety	- Annually docket specific priorities in the Comprehensive Plan - Provide funding support for Harbor History Museum - Monitor State legislative activity - Provide funding support for Senior Center programming - Maintain/expand support for the Arts Commission and the arts in the city - Implement and support Sister City program* - Continue to fund Creative Endeavor Grants - Implement pedestrian and bicycle projects consistent with adopted Transportation Element	- Revise Municipal Code for short term rentals - Prepare 2024 Comprehensive Plan Periodic Update - Provide funding for Harbor History Museum Maritime Gallery project - Provide funding for Senior Center permanent home - Complete annexation study - Review Design Manual - Develop Housing Needs and Action Plan - Create Historic Preservation Committee - Review parking requirements for businesses and off-street parking - Support funding for youth and teen activities*
Promote environmental sustainability and preserve Gig Harbor's natural beauty	- Address climate change - Preserve tree canopy - Preserve and enhance natural character - Add undeveloped land to parks inventory	- Support free vessel pump-out service - Annually review Climate & Sustainability Action Plan (once developed)*	- Adopt Climate & Sustainability Action Plan* - Incorporate climate change into the City's Comprehensive Plan - Form Climate Action Committee* - Adopt Urban Forest Management Plan and update tree retention policies* - Develop recycling program in City parks - Install Civic Center electric vehicle charging station - Pursue opportunities to buy conservation parcels* - Annex parcels in City's park system - Update Stormwater Management and Site Development Manual - Assess gaps in public charging stations in the ROW for electric vehicles
Promote and enhance a dynamic and robust economy	- Develop a plan to increase promotion of our local business community - Increase vitality of the city's small businesses - Attract larger business to industrial zone - Maintain and enhance commercial fishing	- Support Downtown Waterfront Alliance and Chamber of Commerce - Promote tourism-related activities through lodging tax grants - Promote downtown businesses and events to bring in visitors - Continue collaboration with Pierce Transit for downtown trolley service - Produce annual Visitor's Guide - Annually evaluate effectiveness of tourism promotion and lodging tax - Continue supporting visitor-oriented media relations	- Design and construct Fishermen's Home Port - Create a Business Retention and Attraction Plan* - Evaluate and amend (if necessary) development regulations and fees - Develop and implement a small business fair*