

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, January 23, 2023 – 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 sx̌wəbabč band of the Puyallup Tribe of Indians, but also on the site of one of the largest and longest standing historic villages of their people, the original inhabitants of the Gig Harbor area.

CHANGES TO THE AGENDA

CONSENT AGENDA

1. City Council Minutes

Documents:

[City Council Study Session Minutes - January 3, 2023.pdf](#)
[City Council Special Meeting Minutes - January 9, 2023.pdf](#)
[City Council Minutes - January 9, 2023.pdf](#)
[City Council Special Meeting Minutes - January 10, 2023.pdf](#)
[City Council Study Session Minutes - January 12, 2023.pdf](#)

2. Approval of Vouchers

Check numbers 99618 through 99717 and SCH transfers in the amount of \$1,184,168.89.

PRESENTATIONS

1. Proclamation Honoring Gig Harbor Downtown Waterfront Alliance Executive Director Mary DesMarais

Documents:

[Proclamation Honoring Mary DesMarais.pdf](#)

2. Proclamation Recognizing Black History Month

Documents:

[Proclamation Recognizing Black History Month 2023.pdf](#)

STAFF REPORT

1. The Harbor's Atlas Presentation

GIS Coordinator Mike Simmons

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

PUBLIC COMMENT ON NON-AGENDA ITEMS

NEW BUSINESS

1. Resolution 1269 Expressing Support for PSD Propositions 1 and 2

Suggested Motion: Move to approve Resolution 1269.

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

Documents:

[AGENDA BILL Resolution 1269.pdf](#)

2. Deferred COVID-19 Payment Program

Suggested Motion: Move to adopt the proposed Deferred COVID-19 Payment Program.

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

Documents:

[AGENDA BILL Deferred COVID-19 Payment Program.pdf](#)

3. Interagency Agreement with Department of Enterprise Services for HVAC System

Suggested Motion: Move to approve and authorize the Mayor to sign an Interagency Agreement with the Washington State Department of Enterprise Services for work associated with the Civic Center HVAC upgrade.

- a) Report: Public Works Director Jeff Langhelm
- b) Clarifying questions from Council

- c) Public comment
- d) Council deliberation and action

Documents:

[AGENDA BILL Interagency Agreement with Department of Enterprise Services for HVAC System.pdf](#)

4. Election of Mayor Pro Tempore

*Suggested Motion: Nominate Councilmember _____
for the office of Mayor Pro Tempore*

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

Documents:

[AGENDA BILL Election of Mayor Pro Tempore.pdf](#)

STAFF REPORT

1. Quarterly Budget Report

Finance Director Dave Rodenbach

Documents:

[2022 4th Quarter Financial Report.pdf](#)
[2022 4th Quarter Budget Objectives Report.pdf](#)

COUNCIL REPORTS / COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

Documents:

[Upcoming City Meetings.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 Council at mayorandcouncil@gigharborwa.gov.

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.

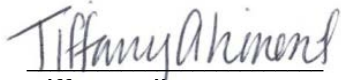
MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION
Tuesday, January 3, 2023 – 11:30 a.m.
Virtual Link or Civic Center Executive Conference Room

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 11:38 a.m. Councilmembers Barber, Lykins, Rodenberg, and Woock were present. Councilmembers Henderson and Storset were excused.

DISCUSSION ITEMS:

1. **Legislative Update with Senator Emily Randall** – Senator Randall addressed Council, spoke on a few legislative issues, and answered questions.
2. **Legislative Update with Representative Michelle Caldier and Representative Spencer Hutchins** – Representatives Caldier and Hutchins addressed Council, spoke on several legislative issues, and answered questions.

ADJOURN: The meeting adjourned at 12:26 p.m.


Tiffany Aliment
Assistant City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION
Monday, January 9, 2023 – 5:00 p.m.
Council Chambers

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 5:00 p.m. Councilmembers Barber, Henderson, Lykins, Rodenberg, Storset, and Woock were present.

EXECUTIVE SESSION

Council entered into executive session to discuss potential litigation per RCW 42.30.110(1)(i) at 5:03 p.m. for 15 minutes. No action will be taken following the executive session.

The executive session was extended an additional 5 minutes at 5:18 p.m.

The executive session was extended an additional 7 minutes at 5:23 p.m.

Council returned to regular session at 5:36 p.m.

ADJOURN: The meeting adjourned at 5:39 p.m.


Josh Stecker
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL MEETING
Monday, January 9, 2023 – 5:30 p.m.
Council Chambers

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 5:39 p.m. Councilmembers Barber, Henderson, Lykins, Rodenberg, Storset and Woock were present.

CONSENT AGENDA:

1. City Council Minutes: City Council Minutes - December 12, 2022; City Council Study Session Minutes - December 15, 2022; City Council Study Session Minutes - December 22, 2022
2. Resolution 1268 Approving 2023 Lodging Tax Expenditures
3. Public Works Construction Contract Award for Bogue Visitor Center
4. Professional Services Contract for WWTP On-Call Engineering Services
5. Extension of Service Agreement with Kitsap County Jail
6. Approval of contract Addendum III with Sunnyside Jail
7. Intergovernmental Agreement with the Puyallup Tribe Concerning Conservation Property Match for North Creek Salmon Heritage Site Phase 1
8. Appointment of Doug Smith to the Parks Commission
9. Professional Services Contract with Technical Systems Inc. for SCADA On-Call Engineering Services
10. Approval of Payroll for the Month of December: Checks #8377 through #8379 and direct deposit transactions in the total amount of \$902,938.73
11. Approval of Vouchers: Check numbers 99418 through 99536 and ACH payments in the amount of \$858,661.37; Check numbers 99537 through 99617 and ACH payments in the amount of \$755,524.51.

MOTION: Move to approve the Consent Agenda (Lykins/Henderson).

VOTE: Unanimously approved

MAYOR'S REPORT: Mayor Markley reported on the upcoming un-groundbreaking ceremony for the Phase 3 North Creek property.

CITY ADMINISTRATOR'S REPORT: City Administrator Katrina Knutson reported on city activities including the winter weather work by Public Works operations staff.

NEW BUSINESS:

1. **Professional Services Contract Amendment #2 – Skansie Netshed Repair and Maintenance** – Public Works Director Jeff Langhelm introduced the amendment for repairs to the Skansie Netshed.

MOTION: Move to authorize the Mayor to execute Amendment #2 to the Professional Services Contract with Helix Design Group for preparation of

specifications and drawings including steel to stabilize the net shed in an amount not to exceed \$39,953.00 (Barber/Henderson).

VOTE: Unanimously approved.

2. **Gig Harbor Sports Complex 1B RCO LWCF 20-1746D Grant Funding Agreement Amendment** – Jeff Langhelm introduced the amendment which allows the City to accept and additional \$500,000 in grant funding.

MOTION: Move to authorize the Mayor to sign the Sports Complex 1B LWCF Grant Funding Agreement Amendment to include a new WWRP Local Parks \$500,000 Grant offer as well as any additional future RCO agreement amendments for additional funding (Lykins/Rodenberg).

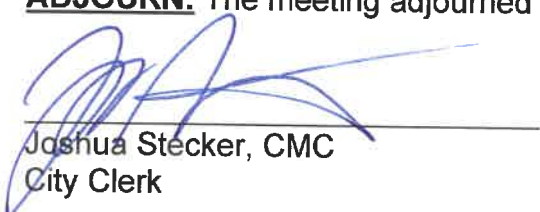
VOTE: Unanimously approved.

STAFF REPORT:

1. **Official City Newspaper** – City Clerk Josh Stecker reported that staff recommends continuing to use the Tacoma News Tribune as its official city newspaper.
2. **Appointment Process for Advisory Boards** – Josh Stecker provided an overview of the administrative process for mayoral appointments to advisory boards.

COUNCIL REPORTS / COMMENTS: Councilmember Woock recognized Law Enforcement Day. Councilmember Barber thanked the Puyallup Tribe for their contributions.

ADJOURN: The meeting adjourned at 6:22 p.m.



Joshua Stecker, CMC
City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL SPECIAL MEETING
Tuesday, January 10, 2023 – 1:00 p.m.
Council Chambers or Virtual Link

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 1:01 p.m. Councilmembers Barber, Henderson, Lykins, Rodenberg, Storset, and Woock were present.

CITY COUNCIL VACANCY INTERVIEWS:

1. **Interview Process Overview** – City Clerk Joshua Stecker provided an overview of the interview and selection process.
2. **Introductory Statements by each Applicant** – Each applicant was given three minutes to address the Council and speak about themselves and their qualifications.

Council took a 5-minute break and returned at 1:38 p.m.

3. **Selection of Finalists by the City Council** – Councilmembers voted for their four preferred finalists using paper ballots. Votes were cast and read aloud as follows:

Councilmember Barber: Julie Martin, Julie Ammann, Benjamin Coronado, Daniel Hobbs

Councilmember Henderson: Julie Ammann, Julie Martin, Benjamin Coronado, Loreto Tessicini

Councilmember Lykins: Benjamin Coronado, Julie Ammann, Julie Martin, Larry Bradbury

Councilmember Rodenberg: Daniel Hobbs, Julie Martin, Larry Bradbury, Benjamin Coronado

Councilmember Storset: Benjamin Coronado, Daniel Hobbs, Julie Martin, Julie Ammann

Councilmember Woock: Julie Martin, Julie Ammann, Loreto Tessicini, Benjamin Coronado.

The following four candidates received the most votes and moved on to finalist interviews: Julie Ammann, Benjamin Coronado, Daniel Hobbs, and Julie Martin.

4. **Finalist Interviews** – Each of the four finalists took turns answering Council's interview questions with a two-minute limit.

Council took a short break and returned at 2:55 p.m.

At 3:07 p.m. Council entered into Executive Session for 15 minutes to discuss the qualifications of the candidates.

Council returned from Executive Session at 3:25 p.m.

Mayor Markley opened the floor for nominations.

Councilmember Rodenberg nominated Julie Martin.

Councilmember Lykins nominated Benjamin Coronado.

Councilmember Henderson nominated Julie Ammann.

MOTION: Move to close nominations (Lykins/Woock).

VOTE: Unanimously approved.

- 5. Voting and Appointment of a New Councilmember** – Councilmembers voted for their preferred candidate using paper ballots. Votes were cast and read aloud by the City Clerk as follows:

Councilmember Barber: Julie Martin

Councilmember Henderson: Julie Ammann

Councilmember Lykins: Julie Martin

Councilmember Rodenberg: Julie Martin

Councilmember Storset: Julie Martin

Councilmember Woock: Julie Martin

Julie Martin received the most votes and will be sworn in on Thursday, January 12.

ADJOURN: The meeting adjourned at 3:34 p.m.



Tiffany Aliment
Assistant City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, January 12, 2023 – 3:00 p.m.
Civic Center Community Rooms or Virtual Link

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 3:05 p.m. Councilmembers Barber, Henderson, Lykins, Martin, Rodenberg, and Woock were present. Councilmember Storset arrived late.

DISCUSSION ITEMS:

New Gig Harbor City Councilmember Julie Martin was sworn in by Mayor Markley.

- 1. Gig Harbor Urban Growth Area Assessment and Guidelines – DRAFT Review** – Community Development Director Carl de Simas addressed Council, reviewed the information contained in the staff memo, and answered questions.

General Council consensus was to re-categorize Madrona Links into a new Strategic Area and remove it from the UGA if the time for such action is right. Staff will make this amendment to the UGA Assessment and Guidelines document and bring it back before Council at a future meeting.

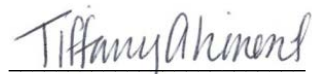
- 2. Proposed COVID-19 Utility Repayment Program** – Public Works Director Jeff Langhelm and Utility Billing Technician Elijah Heen addressed Council, reviewed the information contained in the staff memo, and answered questions.

This agenda item will come back before Council with a few modifications.

- 3. Murphy's Landing Marina Dredging** – Public Works Director Jeff Langhelm and Project Engineer Marcos McGraw addressed Council, reviewed the information contained in the staff memo, and answered questions.

Council was supportive of Option 2.

ADJOURN: The meeting adjourned at 4:46 p.m.



Tiffany Aliment
Assistant City Clerk

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

Honoring Gig Harbor Downtown Waterfront Alliance Executive Director Mary DesMarais upon her Retirement

WHEREAS, Mary DesMarais has faithfully and expertly guided the Gig Harbor Downtown Waterfront Alliance over the past 13 years; and

WHEREAS, under Mary's leadership the Alliance has grown to be one of the strongest, most successful Washington State Main Street Programs. The Alliance has received 12 Excellence on Main Awards during Mary's tenure, including Organizational Excellence in 2017, and most recently Mary was awarded the 2022 Excellence on Main Award for Leadership on Main; and

WHEREAS, the Downtown Waterfront Alliance, under Mary's guidance, has achieved state and National Main Street accreditation and is known for many signature events, such as Girls Night Out, Sip 'n Strolls, the Waterfront Farmers Market, It's a Wonderful Waterfront (multiple holiday events), and summer Waterfront Walking Tours, among many others; and

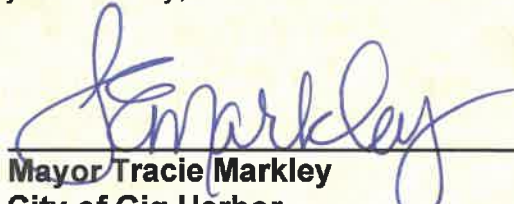
WHEREAS, Mary has served on the City's Lodging Tax Advisory Board for the past 12 years, providing invaluable guidance and expertise on tourism promotion for the City; and

WHEREAS, Mary's tireless efforts have contributed greatly to preserving and enhancing the small town charm and unique character of the City of Gig Harbor and have played an integral role in making Gig Harbor a City that is a cherished home town for its residents and beloved destination by its many visitors;

NOW, THEREFORE, BE IT RESOLVED THAT, I, Tracie Markley, Mayor, City of Gig Harbor, do hereby express my sincere appreciation and gratitude for Mary DesMarais' dedication and commitment to the City, and congratulate her on the occasion of her retirement, and wish her the best and continued success in her future endeavors and the next chapter in her life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 23rd day of January, 2023.





Mayor Tracie Markley
City of Gig Harbor

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, each year, Black History Month is observed in February; and

WHEREAS, the origins of Black History Month date back to 1915 when Dr. Carter G. Woodson founded the organization known today as the Association for the Study of African American Life and History; and

WHEREAS, observing Black History Month provides opportunities to gain a deeper understanding of African American history and acknowledge the centuries of struggles for equality and freedom; and

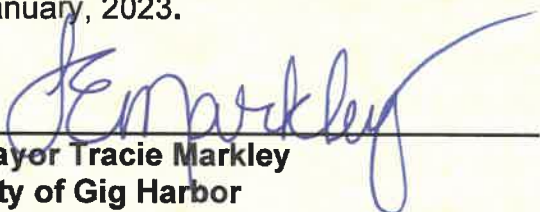
WHEREAS, Black History Month celebrates the achievements of African Americans in the arts, civil rights, education, entertainment, government, history, law, literature, medicine, military, music, politics, science, sports, and other endeavors;

NOW, THEREFORE, I, Tracie Markley, Mayor of the City of Gig Harbor, Washington, do hereby proclaim February 2023 as

Black History Month

and encourage everyone to observe this month by acknowledging the history and challenges faced by African Americans, and paying tribute to this community for its strength, perseverance, character, and contributions, all of which enrich our lives.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 23rd day of January, 2023.



Mayor Tracie Markley
City of Gig Harbor





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

Meeting Date: January 23, 2023

SUBJECT: Resolution 1269 Expressing Support for PSD Propositions 1 and 2

SUBMITTED BY: Josh Stecker, City Clerk

DEPARTMENT: Administration

PHONE: 853-7613

SUGGESTED MOTION: Move to approve Resolution 1269

BACKGROUND INFORMATION: Peninsula School District has placed two propositions on the February 14, 2023, Special Election.

Proposition 1: Replacement Educational Programs and Operations Levy

Replaces the expiring levy, to continue funding programs and resources not fully funded by the state.

Proposition 2: Safety, Security, and Technology Levy

Provides dedicated funding for secure schools and equal access to technology to close opportunity gaps

Per RCW 42.17A.555, the City Council is required to take public testimony, allowing an equal opportunity for the expression of viewpoints supporting and opposing this measure before formally expressing a collective position on the propositions. Council action is limited to the adoption of a resolution expressing its support.

FISCAL CONSIDERATION: None

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: Resolution 1269

STRATEGIC PLAN PRIORITY: N/A

RESOLUTION 1269

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, EXPRESSING SUPPORT FOR THE FEBRUARY 14, 2023, PENINSULA SCHOOL DISTRICT PROPOSITION 1 TITLED “REPLACEMENT EDUCATIONAL PROGRAMS AND OPERATIONS LEVY” AND THE FEBRUARY 14, 2023, PENINSULA SCHOOL DISTRICT PROPOSITION 2 TITLED “SAFETY, SECURITY, AND TECHNOLOGY LEVY”

WHEREAS, ensuring quality educational programs and operations in our schools is essential to a community’s vitality; and

WHEREAS, classrooms and work environments that are inspirational and focus on 21st Century learning goals provide the best educational and professional experience for students, staff, and the community; and

WHEREAS, State and federal dollars do not fully fund the day-to-day operations of the Peninsula School District; and

WHEREAS, the Replacement Educational Programs And Operations Levy accounts for 18% of the General Fund that supports the day-to-day operations of the District; and

WHEREAS, the Replacement Educational Programs And Operations Levy replaces the current levy and does not increase the assessment; and

WHEREAS, the Safety, Security and Technology Levy will create dedicated funding to better protect, serve, and prepare our students for the future.; and

WHEREAS, the Safety, Security and Technology Levy includes funding for enhanced safety and security systems, such as secure building access controls, emergency communications systems, security cameras and cyber security services. It also supports technology improvements, student and staff devices and classroom instructional equipment.

WHEREAS, at its meeting of January 23, 2023, the Gig Harbor City Council took public testimony on Proposition 1 and Proposition 2, allowing an equal opportunity for the expression of viewpoints supporting and opposing these measures; and

WHEREAS, pursuant to RCW 42.17A.555, and after consideration of all public testimony, the City Council desires to formally express a collective position supporting Proposition 1 and Proposition 2;

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

Section 1. The Gig Harbor City Council strongly supports Peninsula School District Proposition 1 - Replacement Educational Programs and Operations Levy.

Section 2. The Gig Harbor City Council strongly supports Peninsula School District Proposition 2 - Safety, Security and Technology Levy.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 23rd day of January, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker
City Clerk



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

Meeting Date: January 23, 2023

SUBJECT: Deferred COVID-19 Payment Program

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

SUGGESTED MOTION: Adopt the proposed Deferred COVID-19 Payment Program.

BACKGROUND INFORMATION: On March 23, 2020 the City established an emergency proclamation due to the COVID-19 outbreak. This proclamation authorized the City to exercise emergency powers granted under RCW 38.52.070 and Chapter 9.12 GHMC.

Subsequently, at the same March 23 meeting, City Council adopted Ordinance 1439 that immediately suspended the City from imposing interest charges and notices of such charges on delinquent accounts for the City's water and sewer customers. Ord. 1439 provided for the suspension of imposing interest charges until six months following the termination of the March 2020 emergency proclamation.

Additionally, effective September 30, 2021, the Washington State Water Disconnection & Late Fee Moratorium (Proclamation 20-23) expired. This proclamation did not relieve customers from the obligation to pay for utility services and did not allow utility charges be discounted or waived.

Then through Resolution 1267 that was adopted on December 12, 2022, the City rescinded the March 2020 emergency proclamation. Res. 1267 therefore ended the suspension of imposing interest charges and delinquencies for water and sewer accounts on June 12, 2023. As of January 1, 2023, out of the City's more than 4,300 utility accounts there were 274 accounts that are considered delinquent with an average amount past due of \$526.

In preparation for the City returning to imposing interest charges and delinquencies, Staff is proposing to implement a repayment program for customers who have overdue utility accounts. The Program includes a Deferred Covid-19 Payment Plan Arrangement (DCPPA) that is an agreement by the account holder and/or current resident to reconcile a delinquent utility account. The DDPPA would have account holders make their regular bi-monthly payments while also making monthly payments over multiple billing periods (in accordance with the terms of the individual DDPPA) to pay off the outstanding balance. See the attached proposed DCPPA and the City's proposed internal processing procedures.

If a water utility account is not paid in full by the end of each DCPPA, GHMC 13.04.050 requires the City to shut off water to the premises and a lien placed on the property until outstanding balances are paid. For a sewer-only utility account that is not paid in full by

the end of each DCPPA, the City cannot shut off water but City Code requires the City to place a lien on the property in the same manner as GHMC 13.040.050(C). Staff recommends implementing the proposed Program and DCPPA.

The proposed COVID-19 utility repayment program was discussed at the January 12 Council Study Session where there was general support for the Program and DCPPA. Council also requested Staff work on enhancing the financial support opportunities for those customers who are able to show a need for additional financial support for utility payments.

FISCAL CONSIDERATION: Approving this program does not require the City to expend funds.

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

ATTACHMENTS: Proposed Deferred Covid-19 Payment Plan Arrangement (DCPPA) and City internal processing procedures.

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



City of Gig Harbor Deferred COVID-19 Payment Plan Agreement

This Deferred COVID-19 Payment Plan Arrangement (DCPPA) is an agreement by the account holder and/or current resident to reconcile a delinquent utility account.

Effective September 30, 2021 the Washington State Water Disconnection & Late Fee Moratorium (Proclamation 20-23) expired. This proclamation did not relieve customers from the obligation to pay for utility services nor will utility charges be discounted or waived. The City of Gig Harbor cannot gift public funds under current state law. For payment assistance beyond a DCPPA agreement please **call 211**.

Once this form has been received a Utility Billing Technician will follow up with your request. Filling out the form does not guarantee a payment plan arrangement.

****If this is a rental account, a copy of this Agreement will be sent to the property owner (or management company acting on the owners behalf). The city is not responsible for any fees or penalties that may be charged by the property owner (or management company acting on the owners behalf).**

Account-Customer ID:		
Service Address:		
Bill Payer Name (First, Last):	Daytime Phone #:	Email Address:
Owner Name (First, Last):	Daytime Phone #:	Email Address:
Please select the payment option you are requesting:		
Payment Option (check one)	Past Due Amount	Maximum Payment Terms (Months or Billing Periods)
☐	\$500 or less	4 Months or 2 Billing Periods
☐	\$501 to \$1,000	8 Months or 4 Billing Periods
☐	\$1,001 to \$1,500	12 Months or 6 Billing Periods
☐	\$1,501 to \$2,000	16 Months or 8 Billing Periods
☐	Greater than \$2,000	20 Months or 10 Billing Periods
Minimum Payment Request: \$		Frequency (check one): ☐ Weekly ☐ Bi-Weekly ☐ Monthly

See reverse or next page.

I have been unable to pay the past due balance on my account because of the financial hardship resulting from the COVID-19 Pandemic. Therefore, I am formally requesting that I be considered for inclusion in the City of Gig Harbor's Deferred COVID-19 Payment Plan Arrangement.

I am aware that I may be required to provide financial information and other documentation to establish eligibility. I also agree that the City of Gig Harbor may contact me at the phone number, email or address provided.

I hereby accept the City of Gig Harbor's offered extended payment plan, and understand and agree to the following by signing and dating this arrangement form below:

- There is an interest rate of 8% per annum amount past due added to my past due balance.
- Installment payments must be made by the last business day within the week, bi-weekly or monthly payment frequency selected on the reverse side of this form by the applicant.
- Applicant is responsible for tracking these payments, no separate statement or reminders will be sent for this payment plan arrangement.
- A residential customer whose financial condition changes during the term of this payment arrangement, or a customer who defaults on a payment and who seeks to reestablish the payment plan, may do so **one time** under the same terms described in this signed agreement.
- DCPPA payments under this agreement are **in addition** to future regularly accrued bi-monthly utility charges for the account. All subsequent billings are payable when due.
- Current billing statements are must be paid by the due date.
- Accounts in violation of their DCPPA are subject to the normal disconnection policy.
- There are no reminder calls or notices sent for payments pertaining to this agreement. Failure to pay on the agreed frequency dates will result in immediate loss of service, without any further notice. Payment in full, plus all penalty charges will be required to restore service and may take up to three days.

I, _____ (print name) certify, under penalty of perjury, that all statements on this form are true and accurate to the best of my knowledge. I understand that this arrangement may be revoked if I fail to notify the City of changes to my financial situation or living arrangements, if I have provided false information or fail to meet payment arrangement terms. This could result in associated fees being assessed, termination of utility services and/or further collection actions which may include a lien placed on the property.

Applicant Signature

Date

CITY USE ONLY	
Date Received:	Received By:
Approved by:	Date:



PUBLIC WORKS DEPARTMENT

Utility Customer Support Internal Procedures

Deferred COVID-19 Payment Plans

DRAFT

1. Customer Notification

Communication between the City and customers remains vital. The City's goal is to ensure customers maintain access to essential services during the state's recovery from the COVID-19 pandemic.

1.1 Utility Billing Notices

In April 2023, the City will send delinquent notices to inform customers with delinquent accounts via certified mail. All delinquent notices will contain a payment plan option form to be completed by customer and returned to the City by June 2023. Any active customer with a past due balance will receive a notice. If a tenant account has a past due balance both the tenant account and the property owner/landlord will receive notices.

1.2 City of Gig Harbor Website:

The City of Gig Harbor website will have the Payment plan option and instructions, a link to the LIHWAP program and other community resources on its Utility Billing page.

2. Customer Support Program

Beginning with the Governor's initial proclamation in March 2020, all service shutoffs and imposition of late penalties were suspended through September 30, 2021. The City of Gig Harbor has extended suspension of service shutoffs and late penalties through June 12, 2023. The City of Gig Harbor will offer a long-term payment plan and referral to outside organizations for assistance with outstanding utility balances for customers financially impacted by the COVID-19 pandemic.

2.1 Payment Plans

Payment plans are designed to assist customers in bringing utility accounts current by the end of the plan term. Payment plans will be available to residential customers under the following guidelines:

- A. Payment plans will be granted to all customers with accounts in a past due status experiencing hardship due to the COVID-19 pandemic, during which time no late fees or service interruptions were imposed.
Customers with a past due balance \$500 or less will have up to 4 months or 2 billing periods to pay the past due balance.

Customers with a past due balance of \$501 to \$1,000 will have up to 8 months or 4 billing periods to pay the past due balance.

Customers with a past due balance of \$1,001 to \$1,500 will have up to 12 months or 6 billing periods to pay the past due balance.

Customers with a past due balance of \$1,501 to \$2,000 will have up to 16 months or 8 billing periods to pay past due balance.

Customers with past due balances greater than \$2,001 will have up to 20 months or 10 billing periods to pay the past due balance.

**** All payment plans will evenly spread out the cost of the outstanding balance over the term of the plan. Future bills must be paid by the due date stated on the bill.**

- B. All past due amounts are subject to 8% per annum penalty charge
- C. Payments submitted for past due accounts, whether on a payment plan or not, will be applied to the oldest charges first.
- D. The City will resume imposing late penalties on billings dated June 12, 2023 or later, for all accounts that have a past due amount owed.
- E. Non-compliance with a payment plan may result in shutoff of services and/or other collection activities as follows:
 - a. Upon timely notification by the customer of a late or missed payment installment, the City may, at its discretion, allow the payment plan to continue.
 - b. Absent timely notification by the customer, a disconnect notice will be issued and, if action is not taken by the customer to remedy the account, services will be shut off in accordance with the disconnection notice.
 - c. If a DCPA installment is missed, a **onetime** exception will be made if the installment is paid plus \$50 fee.
 - d. The City reserves the right to exercise any and all lien and contractual rights and to collect outstanding utility payments. This may include, but is not limited to, discontinuing payment plans and shutting off service or not turning on service for customer or future customers until the account is brought into good standing.
 - e. Payment plans do not apply to charges after June 12, 2023.

3. **Other Resources** If customers require additional resources beyond an approved payment plan, the City will refer customers to other organizations, including:

- A. Washington State Department of Commerce has a water assistance which is provided through the Low-Income Household Water Assistance Program (LIHWAP) and provides funds to assist low-income households with water and wastewater bills that are disconnected or are in imminent threat of disconnection.
- B. Pierce County has the Low-Income Water Assistance Program (LIWAP) which is a new Human Services program funded by the Washington State Department of Health and Human Services and is designed to pay off debts on water and sewer bills up to \$2,500 for qualified Pierce County residents. If you would like to make an appointment for Energy/Water Assistance, please call 253-798-4328 to see if your household qualifies.
- C. 2-1-1 is a free confidential community service and your one-stop connection to the local services you need, from utility assistance, food, housing, health, childcare, after school programs, elder care, crisis intervention and much more. If

you are outside of Washington or have a problem dialing the number 2-1-1, please dial 1-877-211-9274.

- D. The Gig Harbor Peninsula Fish Food Bank and Community Services provides financial assistance which helps families and individuals during difficult times of transition or financial emergency. Financial aid is approved on a case-by-case basis. GHP FISH may provide limited help with: rent, utilities, prescriptions, education expenses, and other emergency needs. To request help, call the financial aid line at 253-851-8800. Leave your name, phone number, and a brief message on how we may help.

4. **Post-Moratorium Transition Timeline**

Send delinquent notices to affected customers and approve payment arrangements for those who respond by June 9, 2023. Specific dates:

Certified Delinquent Notices/Payment Plan Sent By: April 6, 2023

Phone call follow up (no response): June 1 thru June 9, 2023

Customer responses due: End of Business June 9, 2023

Shutoffs for non-payment and no payment plan:

Create shut off List: July 1, 2023

Disconnect Notice send out (10-day notice) door hanger: July 10 thru July 14, 2023

24 HR door hanger: 10 days after disconnection notice sent

Shut off: 11 days after Disconnect notice

5. **Return to normal operations**

Resume normal shut off and late fee processes for billings dated June 30, 2023, or later for all accounts that have a past due balance and have not arranged a payment plan under this policy.



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

Meeting Date: January 23, 2023

SUBJECT: Interagency Agreement with Department of Enterprise Services for HVAC System.

SUBMITTED BY: Jeff Langhelm, PE, Public Works Director

DEPARTMENT: Public Works

PHONE: 253-853-7630

SUGGESTED MOTION: Approve and authorize the Mayor to sign an Interagency Agreement with the Washington State Department of Enterprise Services for work associated with the Civic Center HVAC upgrade.

BACKGROUND INFORMATION: The City constructed its 35,000 sq. ft. Civic Center in 2002. The HVAC system in the Civic Center has exceeded its useful life and must be replaced. In June 2022 the City requested qualifications from consultants to complete an assessment of the Civic Center's HVAC system then prepare a report that provides an alternatives analysis for HVAC replacement options.

The final analysis and report was presented to Council at the November 17 Study Session by Staff and the City's consultant, MacDonald Miller. Council provided general direction to proceed with this project using the proposed System A – Centralized Variable Refrigerant Flow.

At the November 17 Study Session, Staff and MacDonald Miller presented the concept of working with MacDonald Miller through this proposed Department of Enterprise Services Interagency Agreement and received general support to proceed in this direction.

FISCAL CONSIDERATION: The project is included in the 2023-24 Budget, under the City Buildings Fund as Objective 1 "Civic Center HVAC Upgrade". However, there is no expense to enter into the Interagency Agreement.

Expenditure Required: \$0	Amount Budgeted: \$2,200,000	Appropriation Required: \$0
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BOARD/COMMISSION/COMMITTEE RECOMMENDATION:

ATTACHMENTS: Proposed Interagency Agreement with the Washington State Department of Enterprise Services.

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

State of Washington ENERGY PROGRAM Department of Enterprise Services P.O. Box 41476 Olympia, WA 98504-1476	INTERAGENCY AGREEMENT	
	IAA No.:	K7993
CITY OF GIG HARBOR 3510 Grandview St. Gig Harbor, WA 98335	Date:	December 15, 2022

INTERAGENCY AGREEMENT
BETWEEN
CITY OF GIG HARBOR
AND
WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES

Pursuant to RCW chapter 39.34 and RCW chapter 39.35C, this *Interagency Agreement (Agreement)* is made and entered into by and between the State of Washington acting by and through the Energy Program of the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and City of Gig Harbor, a Washington State governmental agency ("Client Agency") and is dated and effective as of the date of the last signature.

RECITALS

- A. Enterprise Services, through its Energy Program ("Energy Program"), helps owners of public facilities reduce energy and operational costs. The Energy Program is a national leader in developing and managing energy savings performance contracts that help reduce energy and operational costs in publicly-owned facilities.
- B. Upgrading to energy efficient infrastructure helps reduce long-term operations and maintenance costs. This allows owners to be better financial stewards while achieving their mission, so that Washington is a better place to live, learn, and work.
- C. Acting as the owner's advocate, the Energy Program delivers professional expertise and contract management services. By leveraging capital investments, owners can achieve efficiencies, improve facilities, and reduce carbon emissions in their publicly-owned facilities. Energy Program also creates value to owners by managing risk through guaranteed total project costs, equipment performance, and energy savings.
- D. Client Agency, an owner of a public facility, desires to contract with Energy Program to access and obtain certain Energy Program Services.
- E. The purpose of this Agreement is to establish a vehicle for Energy Program to provide future energy/utility conservation project management services to Client Agency and to authorize the development of the energy services proposal in a cost-effective, efficient manner.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **TERM.** The term of this *Agreement* commences on the date of the last signature and ends **December 31, 2026**.

2. **STATEMENT OF WORK.**

A. **ENERGY PROGRAM.** Energy Program agrees to provide the following Services:

- i. Upon request by Client Agency for energy services for a specific Energy/Utility Conservation Project(s), the Parties shall execute an amendment to this *Agreement* to specify the project and associated project management fees as set forth by Attachment B. Enterprise Services shall furnish necessary personnel and services as specified and set forth in Attachment A, *Project Management Services Scope of Work*.
- ii. Assist in Dispute Resolution. Dispute resolution is an ongoing process throughout the project. However, this assistance does not include formal dispute resolution, arbitration or legal advice or representation in any legal action, and does not include legal fees and costs related to any dispute. Formal dispute resolution begins when a written claim is received demanding arbitration or other legal process is received. All formal dispute fees and costs will be borne separately by Client Agency. The Attorney General cannot and will not represent or advise a non-state agency.

B. **CLIENT AGENCY.** Client Agency agrees to the following:

- i. Will conform to the protocols of this *Agreement*, including Enterprise Services' *General Conditions for Washington State Energy Savings Performance Contracting ("General Conditions")*, and as supplemented.
- ii. Will conform to the requirements of the *General Conditions* for timely processing and approval of agreed upon changes to construction contracts involving cost, and for payment.
- iii. Will conform to the following guidelines for communications between Client Agency, Enterprise Services and ESCOs (Energy Services Company) through the design, construction and post-construction phases as outlined below:
 - a) Communications between Client Agency, Energy Program Project Manager ("PM") and ESCO shall go through the PM. The PM may authorize exceptions for specific projects or situations. The PM may authorize the ESCO to communicate directly with Client Agency personnel to expedite the design and to avoid communication delays. This action does not authorize additional work, change in scope, or exclude copying all communications between ESCO and Client Agency to the PM.
 - b) All drawings, specifications, reports, and project correspondence must contain the State Project Number and suffix.
 - The State Project Number consists of the fiscal year and a numerical sequence number, for example 2018-024, followed by an alphabetical suffix.

- Professional services agreements have suffixes A through F, for example 2018-024 A.
 - Construction contracts have suffixes G through Z, for example 2018-024 G.
- iv. All identification and monitoring of documentation required by the funding source shall remain the responsibility of Client Agency.

3. COMPENSATION AND REQUIREMENTS.

- A. **COMPENSATION.** Compensation under this *Agreement* shall be by amendment to this *Agreement* for each authorized project. Each amendment shall include a payment schedule for the specific project.
- i. **Project Management Services Scope of Work (Attachment A):** For project management services provided by Energy Program, Client Agency shall pay Enterprise Services a Project Management Fee for services based on the total project value (including Washington state sales tax) per the Project Management Fee Schedule set forth in Attachment B.
 - ii. **Termination Fee:** If Client Agency, after authorizing an investment grade audit and energy services proposal, decides not to proceed with an energy/utility conservation project that meets Client Agency's cost effective criteria, then the Client Agency will be charged a termination fee as set forth in Project Management Fee Schedule. The termination fee shall be based on the estimated total project value outlined in the energy services proposal prepared by the ESCO as set forth in Attachment B.
 - iii. **Measurement & Verification Services ("M&V") Scope of Work (Attachment C):** If M&V are requested by Client Agency beyond the first three years following the notice of commencement of energy cost savings, Client Agency shall pay Enterprise Services \$2,000.00 annually for each year that such M&V are provided.
- B. **PAYMENT FOR ESCO SERVICES.** In the event that Client Agency enters into a contract with an Energy Program pre-qualified ESCO, pursuant to an *Enterprise Services Main Energy Services Agreement for ESCO Services*, Client Agency shall make payment for such contracted services directly to the ESCO, after Energy Program has reviewed and sent such invoices to Client Agency for payment.
- C. **FURTHER ASSURANCES.** Client Agency shall provide the ESCO with any additional necessary or desired contract language to comply with Client Agency's obligations pertaining to its use of federal, state, or other grants, funding restrictions, or unique contract/entity requirements. The ESCO and their subcontractors are required to comply with all applicable federal regulations and reporting procedures.
- D. **MANAGING COMPLIANCE WITH STATE AND FEDERAL LAW.** In all ESCO project agreements and contracts pertaining to this *Agreement*, Energy Program will require ESCO's compliance with applicable federal and state laws and state policies including, but not limited to, the following:
- 1. RCW Title 39 and 43
 - 2. ADA Requirements
 - 3. Buy America
 - 4. Davis-Bacon
 - 5. Prevailing Wage
 - 6. DBE Participation
 - 7. Apprentice Participation

Upon request by Client Agency, Energy Program will collect and provide the weekly-certified payroll to Client Agency. Client Agency, however, shall remain responsible for any documentation required by Client Agency's funding source. All federal verification, investigation, survey, reporting and enforcement requirements when there is a possible violation shall remain the responsibility of the federal grant recipient (Client Agency) unless negotiated by Energy Program and added by amendment to this *Agreement*. In the event that Energy Program becomes aware of a possible violation, it will notify Client Agency.

4. INVOICES AND BILLING.

- A. **BILLING PROCEDURE.** Enterprise Services shall submit invoices to Client Agency upon substantial completion and notice of commencement of energy cost savings of each authorized project, unless an amendment specifies special billing conditions and timeline. Substantial completion of the project will include the delivery and acceptance of the notice of commencement of energy cost savings issued by the energy services company. Each invoice will clearly indicate that it is for the services rendered in performance under this *Agreement* and shall reflect this *Agreement* and Amendment number. Energy Program will invoice for any provided services within sixty (60) days of the expiration or termination of this *Agreement*.
- B. **PAYMENT PROCEDURE.** Client Agency shall pay all invoices received from Enterprise Services within thirty (30) days of receipt of properly executed invoice vouchers.
- C. **BILLING DETAIL.** Each invoice submitted to Client Agency by Enterprise Services shall include information as is necessary for Client Agency to determine the exact nature of all expenditures. At a minimum, the invoice shall reference this *Agreement* and include the following:
- The date(s) such services were provided
 - Brief description of the services provided
 - Total invoice amount
- D. **BILLING ADDRESS.** Invoices shall be delivered to Client Agency electronically to:
- Email: JLanghelm@gigharborwa.gov

5. **AGREEMENT MANAGEMENT.** The parties hereby designate the following *Agreement* administrators as the respective single points of contact for purposes of this *Agreement*, each of whom shall be the principal contact for business activities under this *Agreement*. The parties may change administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

Enterprise Services

Attn: Steve Butros
Energy Project Manager
Energy Program
Washington Dept. of Enterprise Services
PO Box 41476
Olympia, WA 98504-1476
Tel: (360) 742-2315
Email: steve.butros@des.wa.gov

Client Agency

Attn: Jeff Langhelm, PE
Publics Work Director
City of Gig Harbor
3510 Grandview St
Gig Harbor, WA 98335
Tel: (360) 853-7630
Email: JLanghelm@gigharborwa.gov

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

The Client Agency representative shall be responsible for working with Energy Program, approving billings and expenses submitted by Energy Program, and accepting any reports from Energy Program or ESCO.

The Energy Program representative shall be the contact person for all communications regarding the conduct of work under this *Agreement*.

6. RECORDS.

- A. **AGREEMENT AVAILABILITY.** Prior to its entry into force, this *Agreement* shall be posted on the parties' websites or other electronically retrievable public source as required by RCW 39.34.040.
- B. **RECORDS RETENTION.** Each party shall maintain records and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance and payment of the services. These records shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and officials authorized by law. Such records shall be retained for a period of six (6) years following expiration or termination of this *Agreement* or final payment for any service placed against this *Agreement*, whichever is later; Provided, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- C. **OWNERSHIP.** Records and other information, in any medium, furnished by one party to this *Agreement* to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third party without first providing notice to the other party and allowing ten (10) business days in which to file, at its sole expense, a motion seeking a protective order, or other legal action. Each party will utilize reasonable security procedures and protections to assure that records and information provided by the other party are not erroneously disclosed to third parties.
- D. **PUBLIC RECORDS.** This *Agreement* and all related records are subject to public disclosure as required by RCW 42.56, the Public Records Act (PRA). Neither party shall release any record that would, in the judgment of the party, be subject to an exemption from disclosure under the PRA, without first providing notice to the other party and allowing ten (10) business days in which to file, at its sole expense, a motion seeking a protective order, or other legal action.

- 7. **RESPONSIBILITY OF THE PARTIES.** Each party to this *Agreement* assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third party claims.
- 8. **DISPUTE RESOLUTION.** The parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this *Agreement* as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this *Agreement* while attempting to resolve any such dispute. If, however, a dispute persists regarding this *Agreement* and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall produce its description of the dispute in writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot

then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall abide by the Governor's dispute resolution process (RCW 43.17.330), if applicable, or collectively shall appoint a third party to evaluate and resolve the dispute and such dispute resolution shall be final and binding on the parties.

9. **TERMINATION FOR CONVENIENCE.** Except as otherwise provided in this *Agreement*, either party may terminate this *Agreement* upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this *Agreement* prior to the effective date of such termination.

10. **GENERAL PROVISIONS.**

- A. **COMPLIANCE WITH LAW.** The Parties shall comply with all applicable law.
- B. **INTEGRATED AGREEMENT.** This *Agreement* constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- C. **AMENDMENT OR MODIFICATION.** Except as set forth herein, this *Agreement* may not be amended or modified except in writing and signed by a duly authorized representative of each party.
- D. **AUTHORITY.** Each party to this *Agreement*, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this *Agreement* and that its execution, delivery, and performance of this *Agreement* has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- E. **NO AGENCY.** The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this *Agreement*. Neither party is an agent of the other party nor authorized to obligate it.
- F. **GOVERNING LAW.** The validity, construction, performance, and enforcement of this *Agreement* shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
- G. **JURISDICTION & VENUE.** In the event that any action is brought to enforce any provision of this *Agreement*, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- H. **EXHIBITS.** All exhibits referred to herein are deemed to be incorporated in this *Agreement* in their entirety.
- I. **CAPTIONS & HEADINGS.** The captions and headings in this *Agreement* are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this *Agreement* nor the meaning of any provisions hereof.
- J. **ELECTRONIC SIGNATURES.** A signed copy of this *Agreement* or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this *Agreement* or such other ancillary agreement for all purposes.

- K. COUNTERPARTS. This *Agreement* may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this *Agreement* at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this *Agreement*.

EXECUTED AND EFFECTIVE as of the date of the last signature.

CITY OF GIG HARBOR

STATE OF WASHINGTON

DEPARTMENT OF ENTERPRISE SERVICES

By: _____

By: _____

Name: _____

Name: Kirsten G. Wilson, PE

Title: _____

Title: Energy Program Manager

Date: _____

Date: _____

ATTACHMENT A

PROJECT MANAGEMENT SERVICES SCOPE OF WORK

Energy/Utility Conservation Projects

Statewide Energy Performance Contracting Program

Energy Program will provide the following project management services for each specific project for the Client Agency. Each individual project shall be authorized by an amendment to this *Agreement*.

1. Assist the Client Agency in the selection of an Energy Service Company (ESCO) consistent with the requirements of RCW 39.35A for local governments; or 39.35C for state agencies and school districts.
2. Assist in identifying potential energy/utility conservation measures and estimated cost savings.
3. Assist in negotiating scope of work and fee for an ESCO audit of the facility(s).
4. Assist in identifying appropriate project funding sources and assist with obtaining project funding.
5. Assist in negotiating the technical, financial and legal issues associated with ESCO's Energy Services Proposal.
6. Review and recommend approval of ESCO energy/utility audits and Energy Services Proposals.
7. Provide assistance during the design, construction and commissioning processes.
8. Review ESCO invoice voucher(s) received for reasonableness and forward to Client Agency for review and payment.
9. Assist with final project acceptance.
10. Assist in resolution of disputes with the ESCO that arise during this *Agreement*, not to include formal disputes.
11. Review up to the first three years of the ESCO's annual Measurement and Verification (M&V) reports for completeness and accuracy. Review any ESCO guarantee compared to reported results and resolve differences, if needed. Review and forward ESCO invoice vouchers for payment by the Client Agency.

ATTACHMENT B

PROJECT MANAGEMENT FEE SCHEDULE

2021-23 Interagency Reimbursement Costs
for Project Management Fees to Administer Energy/Utility Conservation Projects

<u>TOTAL PROJECT VALUE</u>	<u>PROJECT MANAGEMENT FEE</u>	<u>TERMINATION FEE</u>
5,000,001..... 6,000,000.....	\$68,800.....	25,700
4,000,001... .. 5,000,000.....	67,700.....	25,400
3,000,001..... 4,000,000.....	66,700.....	25,000
2,000,001..... 3,000,000.....	62,500.....	23,400
1,500,001..... 2,000,000.....	58,300.....	21,800
1,000,001..... 1,500,000.....	51,600.....	19,300
900,001. 1,000,000.....	43,800.....	16,400
800,001..... .. 900,000.....	41,300.....	15,400
700,001..... .. 800,000.....	38,300.....	14,400
600,001..... .. 700,000.....	36,500.....	13,700
500,001..... .. 600,000.....	33,800.....	12,600
400,001..... .. 500,000.....	30,200.....	11,300
300,001..... .. 400,000.....	25,800.....	9,700
200,001..... .. 300,000.....	20,700.....	7,700
100,001..... .. 200,000.....	14,400.....	5,400
50,001..... .. 100,000.....	7,800.....	3,500
20,001..... .. 50,000.....	4,200.....	2,000

The project management fee on projects over \$6,000,000 is 1.15% of the project cost. The maximum Energy Program termination fee is \$25,700.

1. These fees cover project management services for energy/utility conservation projects managed by Enterprise Services' Energy Program.
2. Termination fees cover the selection and project management costs associated with managing an ESCO's investment grade audit and energy services proposal. No termination fee will be charged unless Client Agency decided not to proceed to construction based on an energy services proposal that identifies projects that met Client Agency's cost effectiveness criteria.
3. If the project meets Client Agency's cost effectiveness criteria and Client Agency decides not to move forward with a project, then Client Agency will be invoiced per the above listed Termination Fee or \$25,700 whichever is less. If Client Agency decides to proceed with the project then the *Agreement* will be amended to include the Project Management Fee listed above.
4. If the audit fails to produce a project that meets Client Agency's established cost effectiveness criteria, then there is no cost to Client Agency and no further obligation by Client Agency.

ATTACHMENT C

MEASUREMENT & VERIFICATION SERVICES SCOPE OF WORK

Energy/Utility Conservation Projects

Statewide Energy Performance Contracting Program

If requested, Energy Program will provide the following measurement and verification services for each year beyond the first three years following the Notice of Commencement of Energy Cost Savings by the ESCO for the specific Client Agency project:

1. Review the ESCO's annual Measurement and Verification report for completeness and accuracy. Review any ESCO guarantee compared to reported results and resolve differences, if needed. Review and forward any ESCO invoice vouchers for payment by the Client Agency.
2. Where necessary, review Client Agency facility operations including any changes in operating hours, changes in square footage, additional energy consuming equipment and negotiate changes in baseline energy use with the ESCO and Client Agency that may impact achieved energy savings.
3. Attend a meeting or meetings with Client Agency and ESCO to review and discuss the annual Measurement and Verification report.



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

Meeting Date: January 23, 2023

SUBJECT: Election of Mayor Pro Tempore

SUBMITTED BY: Josh Stecker, City Clerk

DEPARTMENT: Administration

PHONE: 853-7613

SUGGESTED MOTION: Nominate Councilmember _____ for the office of Mayor Pro Tempore

BACKGROUND INFORMATION: In accordance with GHMC Chapter 2.14, at the second regular meeting in January of each year, the members of the city council shall elect from their number a mayor pro tempore who shall hold office at the pleasure of the council, and in case of the absence of the mayor, perform the duties of mayor, except that he or she shall not have the power to appoint or remove any officer or to veto any ordinance.

Councilmembers will be asked to put forward nominations for election to the office of Mayor Pro Tempore. Once all nominations have been made, Council will elect the Mayor Pro Tempore by roll call vote with each councilmember stating the name of their preferred nominee. In the event that there are more than three nominees, multiple votes may be necessary until one nominee has received four affirmative votes.

FISCAL CONSIDERATION: None

BOARD/COMMISSION/COMMITTEE RECOMMENDATION: N/A

ATTACHMENTS: None.

STRATEGIC PLAN PRIORITY: Foster a healthy City organization



To: Mayor Markley and City Council
From: David Rodenbach, Finance Director
Date: January 23, 2023
Subject: Fourth Quarter Financial Report

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

Total resources, which include all revenues, non-revenues, and beginning fund balances, are at ninety-seven (97%) percent of the 2022 budget. City-wide revenues, across all funds, excluding internal transfers, loan receipts and beginning and ending fund balances, are one hundred and seven (107%) percent. Expenditures are at sixty-nine (69%) percent of the annual budget.

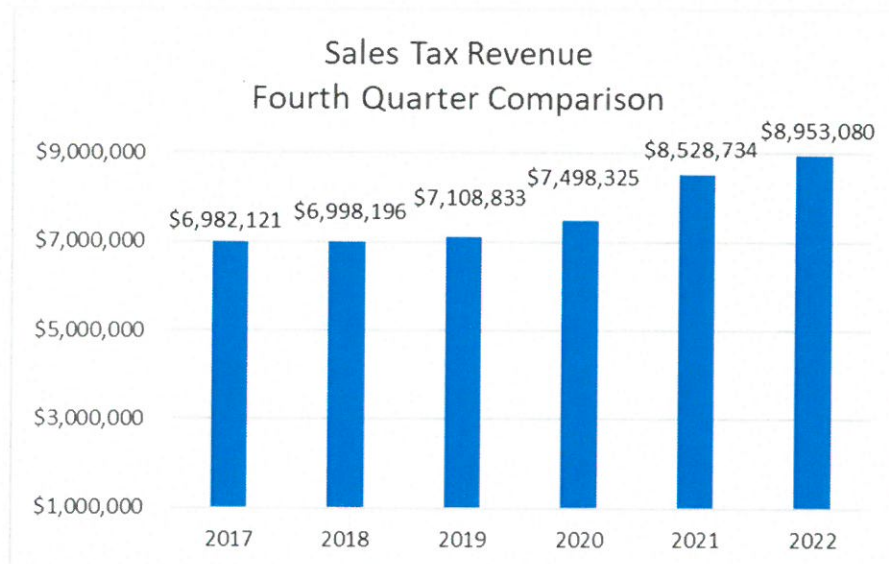
General Fund Revenues

General Fund fourth quarter year-to-date (YTD) revenues (excluding beginning balances) are at ninety-eight (98%) 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	3,176,675	99%	\$ (32,039)
Sales	9,628,279	9,116,253	95%	(512,026)
B&O Private Utility	1,180,062	1,359,698	115%	179,636
City Utility	518,217	490,829	95%	(27,388)
Other	220,525	300,983	136%	80,458
Sub-Total Taxes	\$ 14,755,797	\$ 14,444,438	98%	\$ (311,360)
Licenses & Permits	1,632,306	1,287,443	79%	(344,863)
Intergovernmental	1,696,222	1,745,416	103%	49,194
Charges for Services	217,112	188,902	87%	(28,210)
Fines & Forfeitures	77,047	52,199	68%	(24,848)
Miscellaneous	237,942	456,999	192%	219,057
Transfers and other Sources of Funds	20,574	114,617		94,043
Sub-Total	\$ 3,881,203	\$ 3,845,575	99%	\$ (35,628)
Total General Fund	\$ 18,637,000	\$ 18,290,012	98%	\$ (346,988)

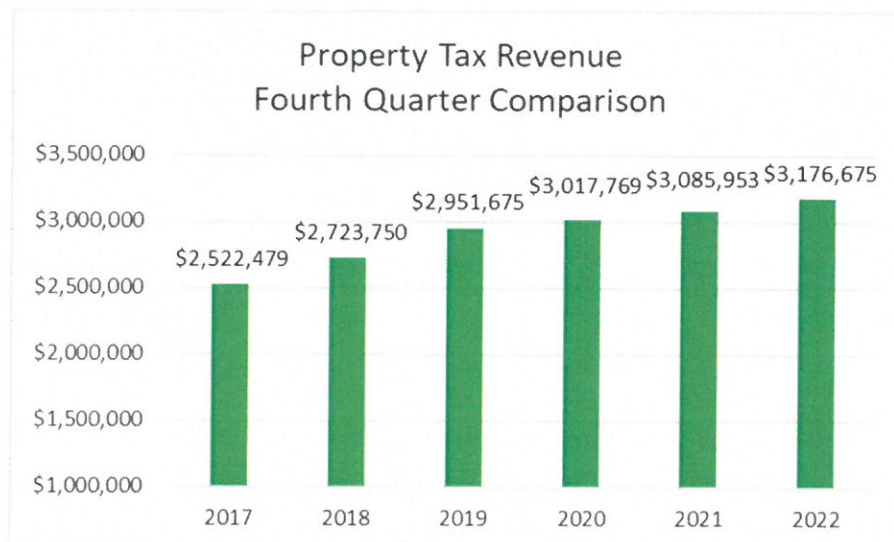
Sales Tax Revenue

Fourth quarter year-to-date sales tax revenue is illustrated below for years 2017 through 2022. Sales tax is at 95% of budget for 2022.



Property Tax Revenue

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

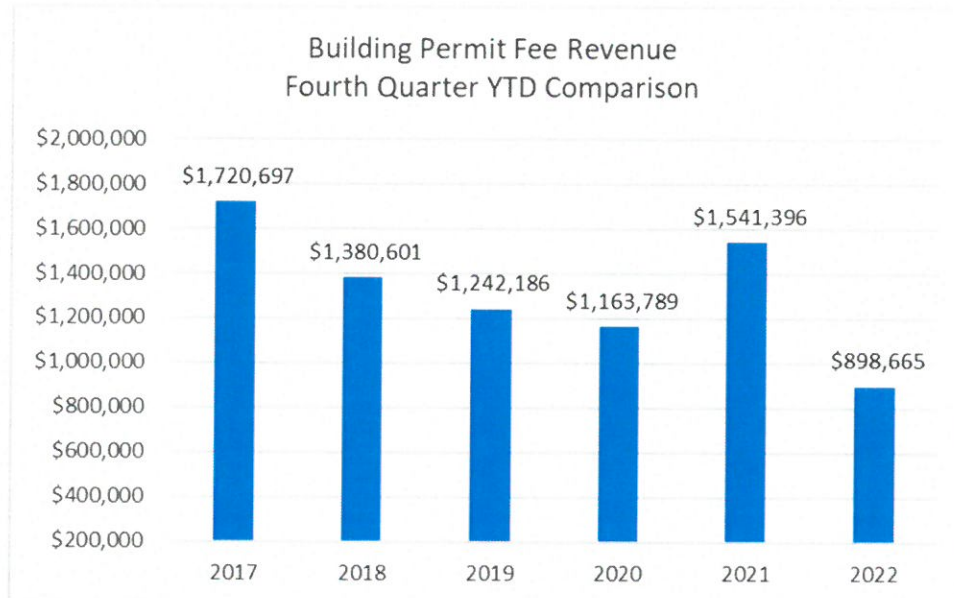


Transportation Benefit District

The City began receiving revenue in the second quarter of 2020 from the Transportation Benefit District (TBD). Fourth quarter year-to-date revenue for 2022 is \$2,143,720; total TBD resources are \$5,144,404.

Building Permit Fee Revenue

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



General Fund Expenditures

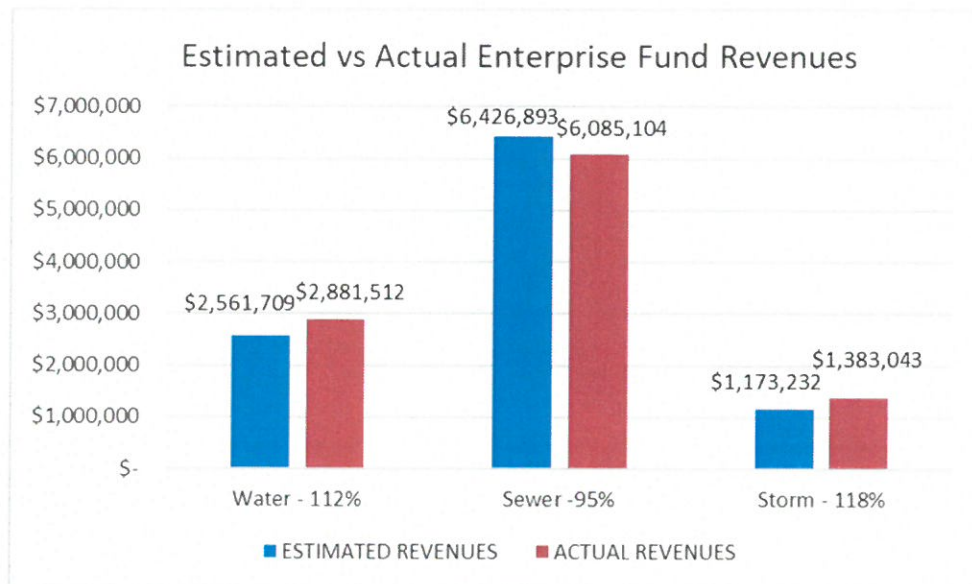
General fund fourth quarter year-to-date expenditures are at eighty-three (83%) percent of budget.

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	\$ 7,316,695	\$ 1,284,835	85%
02	LEGISLATIVE	73,000	71,176	1,824	98%
03	MUNICIPAL COURT	535,000	521,247	13,753	97%
04	ADMINISTRATIVE/FINANCIAL	2,378,700	1,958,293	420,407	82%
06	POLICE	4,637,843	4,286,431	351,412	92%
14	COMMUNITY DEVELOPMENT	2,814,246	2,046,579	767,667	73%
15	PARKS AND RECREATION	1,836,694	1,206,516	630,178	66%
16	BUILDING	710,030	509,726	200,304	72%
001	TOTAL GENERAL FUND	\$ 21,587,043	\$ 17,916,662	\$ 3,670,381	83%

Water, Sewer and Storm

Revenues:

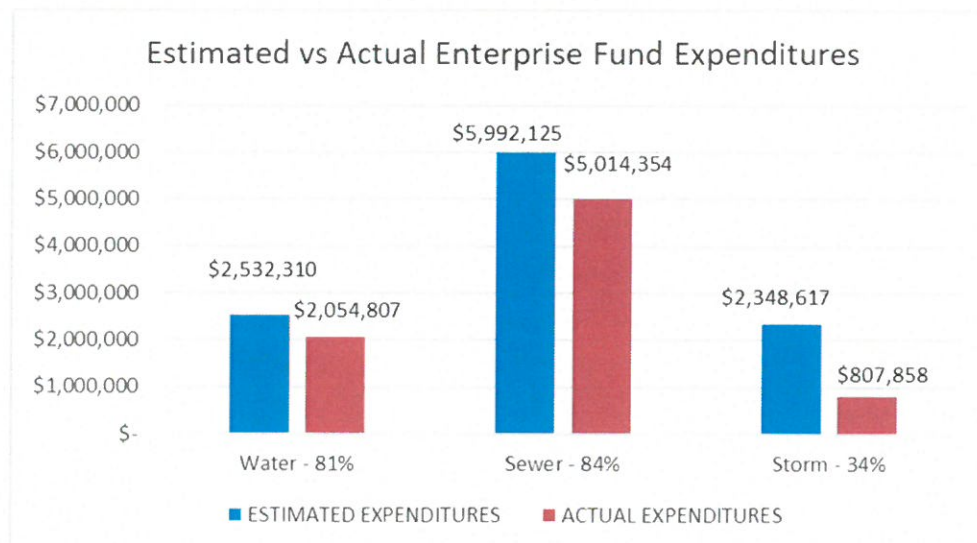
Water, Sewer and Storm revenues are one hundred and twelve (112%) percent, ninety-five (95%) percent and one hundred and eighteen (118%) percent of the annual budget.



Water, Sewer and Storm

Expenditures:

Expenditures for the three funds are at eighty-one (81%) percent, eighty-four (84%) percent and thirty-four (34%) percent of the 2022 budget.



Cash & Investments

Cash balances are adequate in all funds. Fourth quarter total cash and investment balance across all funds is just over \$60 million.

Composition of Cash and Investments		
CASH ON HAND	\$	300
CASH IN BANK		1,532,908
LOCAL GOV'T INVESTMENT POOL		39,263,292
OTHER INVESTMENTS		19,315,948
	\$	60,112,448

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 DECEMBER 31, 2022

FUND NO.	DESCRIPTION	BEGINNING CASH AND INVESTMENTS	REVENUES	EXPENDITURES	OTHER CHANGES	ENDING CASH AND INVESTMENTS
001	GENERAL GOVERNMENT	\$ 7,842,536	\$ 18,290,012	\$ 17,916,662	\$ 39,623	\$ 8,255,510
101	STREET FUND	713,231	4,741,224	4,603,366	24,561	875,651
102	STREET CAPITAL FUND	981,024	2,818,855	3,152,563	(232,338)	414,977
103	SENIOR CAPITAL FUND	100,697	102,004	-	-	202,701
104	PEDESTRIAN SAFETY FUND	215,237	3,559	-	-	218,795.84
105	DRUG INVESTIGATION FUND	17,565	269	1,528	-	16,306
106	DRUG INVESTIGATION FUND	11,526	163	1,811	-	9,878
107	HOTEL-MOTEL FUND	1,171,814	524,400	313,490	(53,585)	1,329,140
108	PUBLIC ART CAPITAL PROJECTS	98,799	783	73,479	(723)	25,381
109	PARK DEVELOPMENT FUND	618,073	7,097,025	7,387,339	(58,262)	269,497
111	STRATEGIC RESERVE FUND	2,602,988	43,042	-	-	2,646,031
112	EQUIPMENT RESERVE FUND	489,443	8,093	-	-	497,537
113	CONTRIBUTIONS/DONATIONS	-	3,818	3,818	-	-
208	LTGO BOND REDEMPTION	78,315	425,702	323,059	-	180,958
211	UTGO BOND REDEMPTION	274,421	253,958	266,084	-	262,296
301	PROPERTY ACQUISITION FUND	599,669	1,273,888	16	-	1,873,541
305	GENERAL GOVT CAPITAL IMPR	476,509	802,134	16	-	1,278,627
309	IMPACT FEE TRUST	3,803,829	1,277,856	1,647,000	(53,752)	3,380,933
310	HOSPITAL BENEFIT ZONE	6,308,693	2,071,452	5,814,000	-	2,566,144
401	WATER OPERATING	2,556,321	2,881,512	2,054,807	(65,202)	3,317,824
402	SEWER OPERATING	4,502,178	6,085,104	5,014,354	(38,732)	5,534,195
403	SHORECREST RESERVE FUND	219,077	27,223	1,901	(524)	243,875
407	UTILITY RESERVE	1,436,662	17,864	72	-	1,454,454
408	UTILITY BOND REDEMPTION	260,400	2,283,420	2,279,148	-	264,672
410	SEWER CAPITAL CONSTRUCTION	10,942,913	1,615,242	5,485,220	(105,655)	6,967,281
411	STORM SEWER OPERATING FUND	1,438,963	1,383,043	807,858	(159,603)	1,854,545
412	STORM SEWER CAPITAL	2,959,336	313,628	313,604	(18,046)	2,941,313
420	WATER CAPITAL ASSETS	7,624,721	1,206,170	599,730	4,949	8,236,110
631	MUNICIPAL COURT	-	45,296	39,925	(5,371)	-
650	TRANSPORTATION BENEFIT DISTRICT	3,000,684	2,143,720	150,129	-	4,994,276
		<u>\$ 61,345,628</u>	<u>\$ 57,740,459</u>	<u>\$ 58,250,979</u>	<u>\$ (722,660)</u>	<u>\$ 60,112,448</u>

COMPOSITION OF CASH AND INVESTMENTS AS OF DECEMBER 31, 2022

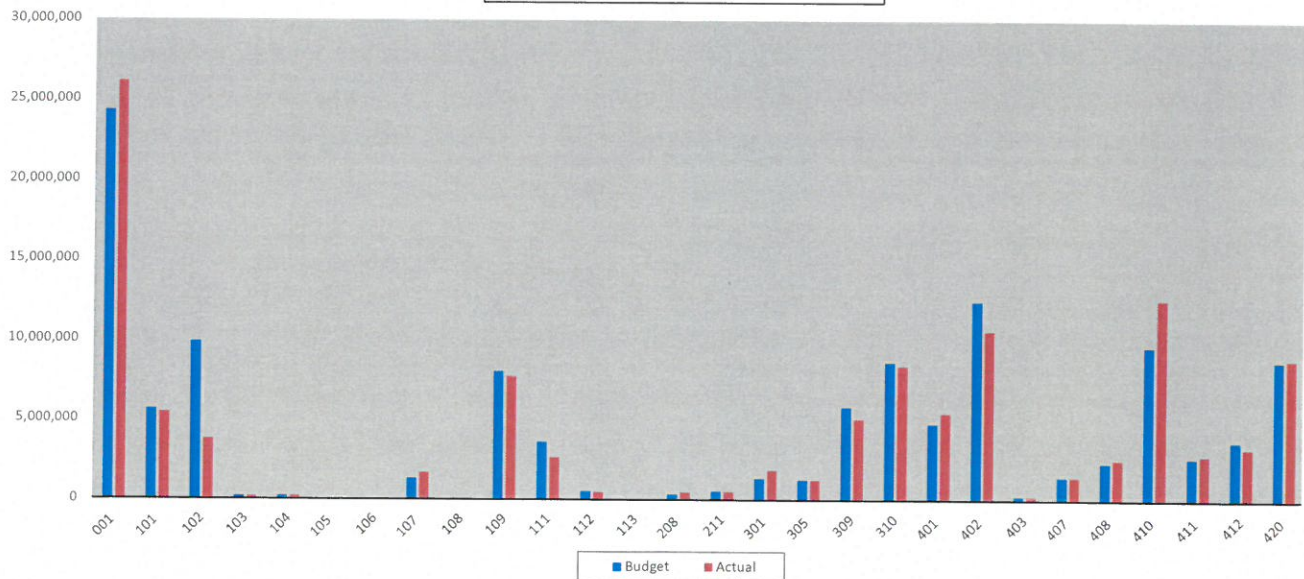
	MATURITY	RATE	BALANCE
CASH ON HAND			\$ 300
CASH IN BANK			1,532,908
LOCAL GOV'T INVESTMENT POOL	(Net Earnings Rate)	4.1190%	39,263,292
OTHER INVESTMENTS		3.06% avg	19,315,948
			<u>\$ 60,112,448</u>



YEAR-TO-DATE RESOURCE SUMMARY AND COMPARISON TO BUDGET AS OF DECEMBER 31, 2022

FUND NO.	DESCRIPTION	ESTIMATED RESOURCES	ACTUAL RESOURCES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT	24,308,104	\$ 26,132,548	\$ (1,824,444)	108%
101	STREET FUND	5,645,720	5,454,455	191,265	97%
102	STREET CAPITAL FUND	9,857,152	3,799,878	6,057,274	39%
103	SENIOR CAPITAL FUND	200,599	202,701	(2,102)	101%
104	PEDESTRIAN SAFETY FUND	215,027	218,796	(3,769)	102%
105	DRUG INVESTIGATION FUND	18,279	17,834	445	98%
106	DRUG INVESTIGATION FUND	11,514	11,689	(175)	102%
107	HOTEL-MOTEL FUND	1,315,527	1,696,214	(380,687)	129%
108	PUBLIC ART CAPITAL PROJECTS	51,657	99,582	(47,925)	193%
109	PARK DEVELOPMENT FUND	8,011,320	7,715,099	296,222	96%
111	STRATEGIC RESERVE FUND	3,600,464	2,646,031	954,433	73%
112	EQUIPMENT RESERVE FUND	539,855	497,537	42,318	92%
113	DONATIONS/CONTRIBUTIONS		3,818	(3,818)	#N/A
208	LTGO BOND REDEMPTION	341,879	504,017	(162,138)	147%
211	UTGO BOND REDEMPTION	556,731	528,380	28,351	95%
301	PROPERTY ACQUISITION FUND	1,361,698	1,873,557	(511,859)	138%
305	GENERAL GOVT CAPITAL IMPR	1,260,827	1,278,644	(17,817)	101%
309	IMPACT FEE TRUST	5,835,068	5,081,685	753,383	87%
310	HOSPITAL BENEFIT ZONE	8,605,679	8,380,144	225,535	97%
401	WATER OPERATING	4,751,531	5,437,833	(686,302)	114%
402	SEWER OPERATING	12,415,396	10,587,282	1,828,114	85%
403	SHORECREST RESERVE FUND	242,195	246,300	(4,105)	102%
407	UTILITY RESERVE	1,437,497	1,454,526	(17,029)	101%
408	UTILITY BOND REDEMPTION	2,330,101	2,543,821	(213,720)	109%
410	SEWER CAPITAL CONSTRUCTION	9,605,963	12,558,156	(2,952,193)	131%
411	STORM SEWER OPERATING FUND	2,647,507	2,822,006	(174,499)	107%
412	STORM SEWER CAPITAL	3,676,179	3,272,964	403,215	89%
420	WATER CAPITAL ASSETS	8,718,613	8,830,892	(112,279)	101%
631	MUNICIPAL COURT		45,296	(45,296)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	4,849,000	5,144,404	(295,404)	106%
		\$ 122,411,082	\$ 119,086,087	\$ 3,324,995	97%

**Estimated vs Actual Resources
2022 Budget**

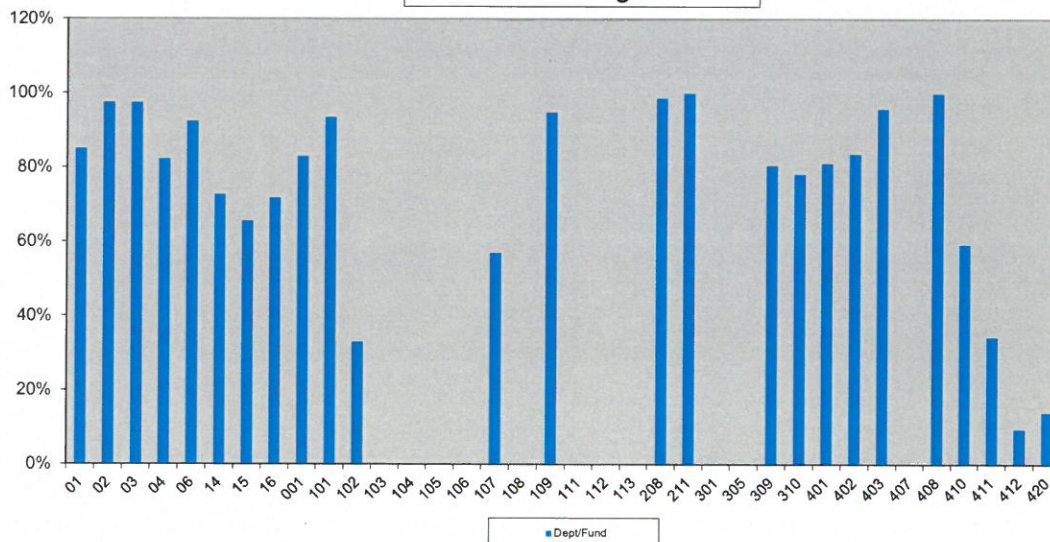




YEAR-TO-DATE EXPENDITURE SUMMARY AND COMPARISON TO BUDGET AS OF DECEMBER 31, 2022

FUND NO.	DESCRIPTION	ESTIMATED EXPENDITURES	ACTUAL EXPENDITURES	BALANCE OF ESTIMATE	PERCENTAGE (ACTUAL/EST.)
001	GENERAL GOVERNMENT				
01	NON-DEPARTMENTAL	\$ 8,601,530	\$ 7,316,695	\$ 1,284,835	85%
02	LEGISLATIVE	73,000	71,176	1,824	98%
03	MUNICIPAL COURT	535,000	521,247	13,753	97%
04	ADMINISTRATIVE/FINANCIAL	2,378,700	1,958,293	420,407	82%
06	POLICE	4,637,843	4,286,431	351,412	92%
14	COMMUNITY DEVELOPMENT	2,814,246	2,046,579	767,667	73%
15	PARKS AND RECREATION	1,836,694	1,206,516	630,178	66%
16	BUILDING	710,030	509,726	200,304	72%
001	TOTAL GENERAL FUND	21,587,043	17,916,662	3,670,381	83%
101	STREET FUND	4,918,668	4,603,366	315,302	94%
102	STREET CAPITAL FUND	9,528,800	3,152,563	6,376,237	33%
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	313,490	235,925	57%
108	PUBLIC ART CAPITAL PROJECTS	-	73,479	(73,479)	#N/A
109	PARK DEVELOPMENT FUND	7,782,900	7,387,339	395,561	95%
111	STRATEGIC RESERVE FUND	-	-	-	#N/A
112	EQUIPMENT RESERVE FUND	-	-	-	#N/A
113	DONATIONS/CONTRIBUTIONS	-	3,818	(3,818)	#N/A
208	LTGO BOND REDEMPTION	327,287	323,059	4,228	99%
211	UTGO BOND REDEMPTION	266,100	266,084	16	100%
301	PROPERTY ACQUISITION FUND	-	16	(16)	#N/A
305	GENERAL GOVT CAPITAL IMPR	-	16	(16)	#N/A
309	IMPACT FEE TRUST	2,044,000	1,647,000	397,000	81%
310	HOSPITAL BENEFIT ZONE	7,430,000	5,814,000	1,616,000	78%
401	WATER OPERATING	2,532,310	2,054,807	477,503	81%
402	SEWER OPERATING	5,992,125	5,014,354	977,771	84%
403	SHORECREST RESERVE FUND	1,982	1,901	81	96%
407	UTILITY RESERVE	-	72	(72)	#N/A
408	UTILITY BOND REDEMPTION	2,278,550	2,279,148	(598)	100%
410	SEWER CAPITAL CONSTRUCTION	9,249,990	5,485,220	3,764,770	59%
411	STORM SEWER OPERATING FUND	2,348,617	807,858	1,540,759	34%
412	STORM SEWER CAPITAL	3,295,700	313,604	2,982,096	10%
420	WATER CAPITAL ASSETS	4,246,263	599,730	3,646,533	14%
631	MUNICIPAL COURT	-	39,925	(39,925)	#N/A
650	TRANSPORTATION BENEFIT DISTRICT	550,000	150,129	399,871	27%
		\$ 84,929,750	\$ 58,250,979	\$ 26,678,771	69%

**Expenditures as a Percentage of
2022 Budget**

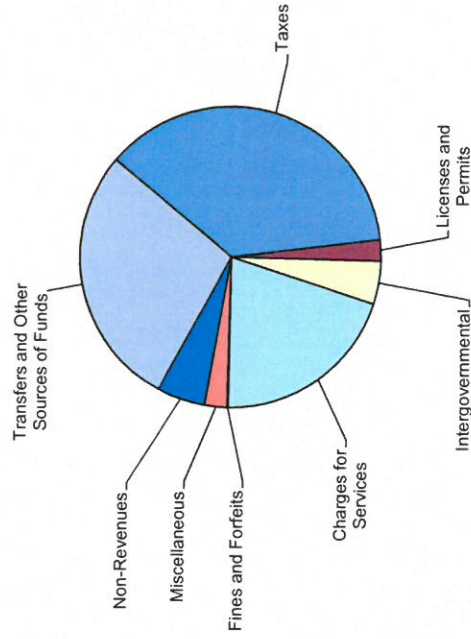




YEAR-TO-DATE REVENUE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2022

TYPE OF REVENUE	AMOUNT
Taxes	21,323,343
Licenses and Permits	1,302,443
Intergovernmental	2,681,526
Charges for Services	11,671,775
Fines and Forfeits	52,199
Miscellaneous	1,409,145
Non-Revenues	2,954,397
Transfers and Other Sources of Funds	16,300,335
Total Revenues (excludes Court Pass Thru)	57,695,163
Beginning Cash Balance	61,345,628
Total Resources	119,040,790

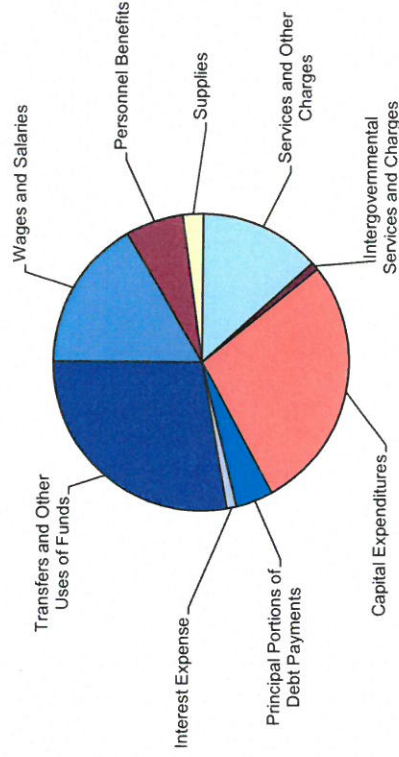
Revenues by Type - All Funds



YEAR-TO-DATE EXPENDITURE SUMMARY
BY TYPE
AS OF DECEMBER 31, 2022

TYPE OF EXPENDITURE	AMOUNT
Wages and Salaries	9,620,160
Personnel Benefits	3,648,369
Supplies	1,276,566
Services and Other Charges	7,749,594
Intergovernmental Services and Charges	515,483
Capital Expenditures	16,209,230
Principal Portions of Debt Payments	2,358,553
Interest Expense	634,111
Transfers and Other Uses of Funds	16,198,988
Total Expenditures (excludes Court Pass Thru)	58,211,054
Ending Cash Balance	60,112,448
Total Uses	118,323,502

Expenditures by Type - All Funds



CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2022

SPECIAL REVENUE FUNDS										
	001 GENERAL GOVERNMENT	101 STREET	102 STREET CAPITAL	103 SENIOR CAPITAL	104 PEDESTRIAN SAFETY	105 DRUG INVESTIGTN	106 DRUG INVESTIGTN	107 HOTEL - MOTEL	108 PUBLIC ART PROJECTS	109 PARK DVLP FUND
ASSETS										
CASH	\$ 219,543	\$ 14,871	\$ 7,048	\$ 3,443	\$ 3,716	\$ 277	\$ 168	\$ 22,573	\$ 431	\$ 4,577
INVESTMENTS	8,035,968	860,779	407,929	199,259	215,080	16,030	9,710	1,306,567	24,950	264,920
RECEIVABLES	2,004,951	1,391	-	-	-	-	-	63,312	-	-
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	10,260,461	877,042	414,977	202,701	218,796	16,306	9,878	1,392,451	25,381	269,497
LIABILITIES										
CURRENT	697,009	78,496	68,343	-	-	-	-	1,523	-	34,903
LONG TERM	20,586	-	-	-	-	-	-	-	-	-
TOTAL LIABILITIES	717,595	78,496	68,343	-	-	-	-	1,523	-	34,903
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	18,290,012	4,741,224	2,818,855	102,004	3,559	269	163	524,400	783	7,097,025
Y-T-D EXPENDITURES	(17,916,662)	(4,603,366)	(3,152,563)	-	-	(1,528)	(1,811)	(313,490)	(73,479)	(7,387,339)
ENDING FUND BALANCE	9,542,867	798,546	346,634	202,701	218,796	16,306	9,878	1,390,928	25,381	234,595
TOTAL LIAB. & FUND BAL.	\$ 10,260,461	\$ 877,042	\$ 414,977	\$ 202,701	\$ 218,796	\$ 16,306	\$ 9,878	\$ 1,392,451	\$ 25,381	\$ 269,497

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 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													
CASH	\$ 44,938	\$ 8,450	\$ -	\$ 48,446	\$ 38,342	\$ 57,419	\$ 43,581	-	174,221	\$ 472,499	\$ 102,699	\$ 4,455	\$ 107,154
INVESTMENTS	2,601,093	489,087	-	1,825,095	1,240,285	3,323,514	2,522,563	-	4,820,055	20,126,916	78,258	257,841	336,099
RECEIVABLES	-	-	-	113,040	113,040	-	-	-	350,689	641,471	-	2,228	2,228
FIXED ASSETS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL ASSETS	2,646,031	497,537	-	1,986,580	1,391,667	3,380,933	2,566,144	-	5,344,964	21,240,886	180,958	264,523	445,481
LIABILITIES													
CURRENT	-	-	-	-	-	(7,824)	-	-	-	175,441	-	-	-
LONG TERM	-	-	-	-	-	-	-	-	-	-	-	1,933	1,933
TOTAL LIABILITIES	-	-	-	-	-	(7,824)	-	-	-	175,441	-	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	43,042	8,093	3,818	1,273,888	802,134	1,277,856	2,071,452	45,296	2,143,720	22,957,581	425,702	253,958	679,660
Y-T-D EXPENDITURES	-	-	(3,818)	(16)	(16)	(1,647,000)	(5,814,000)	(39,925)	(150,129)	(23,188,478)	(323,059)	(266,084)	(589,143)
ENDING FUND BALANCE	2,646,031	497,537	-	1,986,580	1,391,667	3,388,757	2,566,144	-	5,344,964	21,065,445	180,958	262,591	443,548
TOTAL LIAB. & FUND BAL.	\$ 2,646,031	\$ 497,537	\$ -	\$ 1,986,580	\$ 1,391,667	\$ 3,380,933	\$ 2,566,144	\$ -	\$ 5,344,964	\$ 21,240,886	\$ 180,958	\$ 264,523	\$ 445,481

CITY OF GIG HARBOR
STATEMENT OF FINANCIAL POSITION
AS OF DECEMBER 31, 2022

	401	402	403	407	408	410	411	412	420	TOTAL PROPRIETARY	TOTAL
	WATER OPERATING	SEWER OPERATING	SHORECREST RESERVE	UTILITY RESERVE	UTILITY REDEMPTION	SEWER CAP. CONST.	STORM SEWEF OPERATING	STORM CAPITAL	WATER CAP. ASSETS		
ASSETS											
CASH	\$ 109,272	\$ 199,739	\$ 4,142	\$ 51,114	\$ 4,495	\$ 18,701	\$ 31,496	\$ 49,953	\$ 265,101	\$ 734,012	\$ 1,533,208
INVESTMENTS	3,208,552	5,334,456	239,734	1,403,340	260,177	6,948,580	1,823,049	2,891,361	7,971,009	30,080,258	58,579,240
RECEIVABLES	348,104	834,496	3,418	-	-	732,666	422,483	-	-	2,341,167	4,989,817
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	-	-	-	-	408,383	-	-	-	-	408,383	408,383
TOTAL ASSETS	20,151,334	51,838,558	247,294	1,454,454	673,055	9,721,733	4,559,341	4,137,287	9,608,687	102,391,745	134,338,573
LIABILITIES											
CURRENT	17,789	37,580	-	-	1,916,222	149,863	23,398	2,167	51,156	2,198,174	3,070,624
LONG TERM	80,850	125,086	-	-	18,701,756	-	48,677	-	-	18,956,369	18,978,888
TOTAL LIABILITIES	98,639	162,666	-	-	20,617,978	149,863	72,075	2,167	51,156	21,154,543	22,049,512
FUND BALANCE:											
BEGINNING OF YEAR	19,225,991	50,605,143	221,972	1,436,662	(19,949,194)	13,441,848	3,912,082	4,135,097	8,951,091	81,980,691	112,799,581
Y-T-D REVENUES	2,881,512	6,085,104	27,223	17,864	2,283,420	1,615,242	1,383,043	313,628	1,206,170	15,813,206	57,740,459
Y-T-D EXPENDITURES	(2,054,807)	(5,014,354)	(1,901)	(72)	(2,279,148)	(5,485,220)	(807,858)	(313,604)	(599,730)	(16,556,695)	(58,250,979)
ENDING FUND BALANCE	20,052,696	51,675,892	247,294	1,454,454	(19,944,923)	9,571,870	4,487,266.60	4,135,121	9,557,531	81,237,202	112,289,061
TOTAL LIAB. & FUND BAL.	\$ 20,151,334	\$ 51,838,558	\$ 247,294	\$ 1,454,454	\$ 673,055	\$ 9,721,733	\$ 4,559,341	\$ 4,137,287	\$ 9,608,687	\$ 102,391,745	\$ 134,338,573

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 12/31/22: 100% 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 12/31/22: 100% 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 12/31/22: 100% 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 12/31/22: 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. matching funds.	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: 100% Notes: Council increased funding to \$150,000 in 2022

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 12/31/22: 100% 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 12/31/22: 100% 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 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 12/31/22: 100% Notes: 5 staff members have attended training and 4 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 12/31/22: 100% Notes: Profiles have been created and training provided for new FD5 staff.
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 12/31/22: 90% Notes: Review of client assistance memos complete. Policies under review
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 12/31/22: 100% Notes: Provided training to all new users including FD5.
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 12/31/22: 100% Notes: Provided training to all new users and implemented 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 12/31/22: 0%

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

**Notes: This work is expected to
occur in spring/summer 2023.**

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 12/31/22: <u>100</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 12/31/22: <u>30</u> % Notes: Staff engaged with the vendor by signing an agreement for this work. We anticipate this work being completed before summer 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 12/31/22: <u>90</u> % Notes: Design and permitting complete in 2022. Contract award and construction occurred January 1, 2023. 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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget:

extent practicable, to purchase or lease its 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	☐ Yes ☒ No Percent complete as of 12/31/22: <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 early 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 12/31/22: <u>60</u> % Notes: 60% design milestone complete in 2022. Land use permitting submittal, coordination with the YMCA (Phase 1A site), 90% PS&E, 100% PS&E, and construction to occur in 2023.
Public Works Operations Center – Building Construction. Since 2008 the City has been slowly proceeding with design and	Objective on track to be met in 2022: ☐ Yes ☒ No

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 will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: <u>30</u> % Notes: Due to the delay in bidding the construction contract for this work the construction work will now occur in 2023 and possibly into 2024.
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 12/31/22: <u>5</u> % Notes: The visioning processes for the Masonic Lodge and Crescent Creek Park have been re-scoped with the consultant. While the contract was executed 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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: <u>5</u> % Notes: The visioning processes for the Masonic Lodge and Crescent Creek Park have been re-scoped with the consultant. While the contract was executed in 2022, it will now be completed in 2023.

Creek Park in accordance with the 6-year 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 12/31/22: <u>100</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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/22: <u>55</u> % Notes: Design and permitting: 80%. 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

construct minor building structural repairs, 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	increased design and construction scope.
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 12/31/22: <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 12/31/22: <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 12/31/22: <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	Objective on track to be met in 2022: ☒ Yes ☐ No Objective will be met under budget: ☐ Yes ☒ No

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 objective will initiate the design and permit effort for the new float system for the commercial fishing homeport at Ancich Park. \$110,000.00	Percent complete as of 12/31/22: <u>60</u> % 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 12/31/22: <u>30</u>% Notes: Due to the delay in bidding the construction contract for this work the construction work will now occur in 2023 and possibly into 2024
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 12/31/22: <u>95</u> % Notes: Construction 100% 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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

approximately 1,400 LF of roadway corridor improvements along the east side of Burnham Drive (between 96th Street and the northerly Eagles driveway) where gaps exist. Improvements will be consistent with Alternative 3 as described to City Council in November 2020. This work will also incorporate a storm culvert replacement (identified separately in Storm Capital, No. 412). Due to the proximity of these two utility projects, the City will see cost savings by bidding and constructing these projects together. \$2,200,000.00	Percent complete as of 12/31/22: <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 and wetland mitigation. Conversations are ongoing with the the Corps and NMFS.
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 12/31/22: <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 Northarbor 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 12/31/22: <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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

systems. This objective will proved for the in-house design, purchase, and in-house 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	Percent complete as of 12/31/22: <u>50</u>% Notes: Upon council direction, design and construction of a RRFB crosswalk is complete for Pacific Ave. Design underway for a RRFB crosswalk for 50th 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 12/31/22: <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 12/31/22: <u>35</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 12/31/22: <u>20</u> % Notes: Street lights will be installed in 2023 due to staffing.
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 12/31/22: <u>30</u> % Notes: Design: 30% Construction: complete 2024

	Additional budget required due to design changes
Wollochet Drive/Wagner Way Intersection Improvements. Update a previously designed project to perform improvements at the intersection of Wagner Way and Wollochet 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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: <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.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

There will be carryover costs at the beginning of 2022. \$2,839,000.	Percent complete as of 12/31/22: <u>98</u> % Notes: Project will carry over into 2023. Substantial completion expected January 2023.
Lift Station 14 (Wagner Way) Pipe Replacement, Level Control and Coating. 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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: <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 12/31/22: <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 12/31/22: <u>99</u> % Notes: Construction is complete. Final close-out items for the project will occur in 2023. Budget has increased for the project.
	Objective on track to be met in 2022:

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	☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: <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 12/31/22: <u>90</u> % Notes: Objective will not be met within budget, as additional consultant effort was required to complete the design/permitting tasks. Project is extending into 2023.
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 12/31/22: <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 12/31/22: <u>65</u> % Notes: Design phase 90% complete. Negotiations with Washington Water on terms of the intertie agreement are taking longer than anticipated but should be complete by early 2023. Bidding and construction phase will follow approval of the intertie agreement.
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 12/31/22: <u>40</u> % Notes: Project design is now being completed with the Gig Harbor Sports Complex Phase 1B. Design: 60% Construction likely 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 12/31/22: <u>99</u> % Notes: Design: 100% Construction: 100% Final close-out items for the project will occur in 2023.
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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/22: <u>0</u> % Notes:

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	Reprioritization due to staffing levels.
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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 Street in the vicinity of Crescent Creek. In-house design and small public works contract for construction. \$147,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: <u>90</u> % Notes: 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 12/31/22: <u>100</u> % Notes:
Burnham Dr. Culvert Replacement at 96th Street. Design, permitting and construction of a replacement storm cross culvert in Burnham Drive south of 96 th 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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: <u>90</u> % Notes: Design phase 90% complete; Construction phase 0% complete.

the Streets Capital fund (No. 102). \$2,680,000	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 sources including grants and the City's stormwater opportunity fund through Pierce County Flood Control Zone District. \$120,000	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☐ Yes ☒ No Percent complete as of 12/31/22: <u>20</u> % Notes: Reprioritization due to staffing levels.
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 12/31/22: <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 12/31/22: 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 12/31/22: 100% 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 12/31/22: 100% Notes:
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 12/31/22: 100% Notes:

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 12/31/22: <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 12/31/22: <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 12/31/22: _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 12/31/22: _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 12/31/22: _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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: _____ % 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 12/31/22: _75_ % 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 12/31/22: _75_ % 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 12/31/22: _0_ % 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 12/31/22: <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 12/31/22: <u>10</u> % Notes: This work will carry over into 2023.
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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: 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 12/31/22: 50% Notes: Staff is continually working towards process improvements, particularly relative to permitting. Much work has been completed 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 12/31/22: 100% 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 12/31/22: 100%

	Notes: Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: 75% 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. Due to unforeseen circumstances, the web site, public participation plan, and outreach efforts will be conducted in early 2023. 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 12/31/22: 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 also carry over into summer of 2023.
UGA Coordination. Work in coordination with Pierce County Planning and Public	Objective on track to be met in 2022: ☒ Yes ☐ No

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 common regional planning goals at the Pierce County Regional Council. Ongoing.	Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: 85% Notes: The UGA Assessment and Guidelines will be brought back to Council at an upcoming study session in early 2023. 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 12/31/22: 100% 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 12/31/22: 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 12/31/22: 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 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.	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: 75% 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. The budget allocation for this objective is leveraged for the required match. This objective will carry over into 2023, in accordance with the grant requirements, 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 12/31/22: 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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No Percent complete as of 12/31/22: 75% Notes: An implementation plan for the HOA Fair is expected to be complete by the end of 2022 – early 2023. The first fair would be conducted in Spring 2023.

HOA Fair will take place in an online open house format.	
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 12/31/22: 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.

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: ☒ Yes ☐ No XX Percent complete as of 12/31/22: <u>100</u>% Notes: Actual budget category expense is \$22,551 due to unbudgeted employee tuition reimbursement (college degree) for several officers.
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 12/31/22: 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 12/31/22: 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 12/31/22: _____% 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 12/31/22: _____% 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 12/31/22: 100 % Notes:
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 12/31/22: 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 12/31/22: 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 12/31/22: <u>100%</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 12/31/22: <u>100</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 12/31/22: <u>50</u> % Notes: Due to the loss of the Stormwater Engineering Tech in mid-2022 the City will continue this objective into 2023. The NPDES permit requires 20% of the City's businesses to be completed by the end of 2023.
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 12/31/22: <u>75%</u> % Notes: The City hired a consultant to move this objective forward due to staffing levels. The City's consultant has completed a majority of the work but the City has notified Ecology this update will occur by March 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 12/31/22: <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 12/31/22: <u>100</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 12/31/22: <u>95</u> % Notes: Construction 95% complete. Contractor anticipates completing an outstanding repair to a pedestrian crossing system in early 2023.
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 12/31/22: <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	Objective on track to be met in 2022: ☐ Yes ☒ No Objective will be met under budget: ☒ Yes ☐ No

plan. Coordinate with the Police Department 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.	Percent complete as of 12/31/22: <u> 5 </u> % 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 12/31/22: <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 12/31/22: <u>0</u> % Notes: Due to staffing challenges and workload, this project has not yet been completed.
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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: <u>20</u> % Notes: Contractor bids in 2022 were more than anticipated. Staff anticipates rebidding in 2023.
Shurgard Water Tank Repainting Inspection. 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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: <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 12/31/22: <u>45</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 12/31/22: <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	Jan. 19	3:00pm	City Council Study Session	Short Term Rentals
TH	Jan. 19	5:30pm	Planning Commission	CANCELLED
M	Jan. 23	5:30pm	City Council	See Agenda
TH	Jan. 26	3:00pm	City Council Study Session	Proposed Code/Lease Changes Related to Alcohol in Park Buildings Overview of Water System Emergency Response Plan See-Click-Fix Update
TH	Jan. 26	5:00pm	Design Review Board	Devita Residence
W	Feb. 1	5:30pm	Parks Commission	
TH	Feb. 2	5:30pm	Planning Commission	Chair Election, Urban Forestry, Comp Plan Update Checklist
TU	Feb. 7	1:30pm	Hearing Examiner	Buck ADU
W	Feb. 8	10:00am	Arts Commission	Creative Endeavor Grants
TH	Feb. 9	3:00pm	City Council Study Session	School District Resource Officer Parks Bond Presentation from Junior Sail Program Wastewater Comp Plan Tech Amendments: • Jarzynka SFR • Mallards Landing Lot 7 • Rosedale Preliminary Plat • Harbor Run Active CIP Schedule Update
TH	Feb. 9	3:00pm	Civil Service Commission	Entry level testing process
TH	Feb. 9	5:00pm	Design Review Board	
SA	Feb. 11	TBD	City Council Retreat	
M	Feb. 13	5:30pm	City Council	Presentations: Consent: • Contract Extension with Uptown Animal Hospital • PSC for Comprehensive Plan Update • Small Public Works Contract Award for Well #5 & #6 Maintenance Project New Business • First Reading of Ordinance XXXX Stormwater Manual Adoption • Council Committee Assignments
TH	Feb. 16	5:30pm	Planning Commission	
TH	Feb. 23	5:00pm	Design Review Board	

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
M	Feb. 27	5:30pm	City Council	Old Business • Second Reading and Adoption of Ord XXXX Stormwater Manual Adoption New Business • Adoption of the City's Water Use Efficiency Goals • Adoption of the Water System Plan • Pierce County Conservation Futures Stewardship Agreement and Agreement to Fund/Lyons Property • Professional Services Contract for North Creek Culvert Replacement Design and Permitting • Resolution XXXX Approving the Mallards Landing Wastewater Technical Amendment • Resolution XXXX Approving the Rosedale Preliminary Plat Wastewater Technical Amendment • Resolution XXXX Approving the Harbor Run Wastewater Technical Amendment • Resolution XXXX Approving the Jarzynka Wastewater Technical Amendment
TH	Mar. 2	3:00pm	City Council Study Session	Impact Fee Reports Proposal for Above-Ground Fuel Storage Tanks at the Operations Center
M	Mar. 13	5:30pm	City Council	
M	Mar. 27	5:30pm	City Council	
TH	Mar. 30	3:00pm	City Council Study Session	Review Utility Payment Program Financial Support Options
M	Apr. 10	5:30pm	City Council	
TH	Apr. 13	3:00pm	City Council Study Session	
M	Apr. 24	5:30pm	City Council	New Business • Public Works Construction Contract Award for Public Works Operations Center
TH	Apr. 27	3:00pm	City Council Study Session	WWTP Nutrient Optimization Update

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*