

**RESOLUTION NO. 1196**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, PIERCE COUNTY, WASHINGTON, ESTABLISHING A QUARTERLY BUDGET OBJECTIVE REPORTING POLICY**

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**WHEREAS**, RCW 35A.33.075 charges the Gig Harbor City Council with the power to adopt the city budget; and

**WHEREAS**, the Association of Washington Cities and MRSC, in the Mayor & Council Handbook have noted "The budget is one the city's strongest policymaking tools and spending guidelines reflect numerous policy decisions, and the budget message can give a clear view of city policy on many issues;" and

**WHEREAS**, one way the council sets public policy is by establishing budgetary policies and setting policy through the budget is a continuous, yearlong process, and it involves setting goals and establishing priorities; and

**WHEREAS**, the council, being legislative, has the power to enact laws and policies, consistent with state law, usually through the enactment of ordinances and resolutions and the council is authorized to enact rules governing its procedures; and


**WHEREAS**, the mayor's duty is to implement the budget adopted by the council and to provide the council with periodic reports and the council desires to have one of these reports be a brief quarterly narrative report on each budgeted item;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

Section 1. The City Council hereby adopts the Quarterly Budget Objective Reporting Policy attached hereto as Exhibit A.

**RESOLVED** by the City Council this 11th day of January 2021.

APPROVED:

  
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Kit Kuhn, Mayor

ATTEST/AUTHENTICATED:


*Molly Towslee*

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Molly Towslee, City Clerk

FILED WITH THE CITY CLERK: 12/28/20  
PASSED BY THE CITY COUNCIL: 1/11/21  
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## EXHIBIT A

	<b>CITY OF GIG HARBOR – POLICIES AND PROCEDURES</b>	
	<b>TITLE: QUARTERLY BUDGET OBJECTIVE REPORTING POLICY</b>	
<b>POLICY MANUAL SECTION &amp; NO.</b> A-21-01	<b>EFFECTIVE DATE:</b> 1/12/21	<b>APPROVED:</b> 1/11/21

### **PURPOSE**

The Mayor and administration prepare the budget and present the budget to the council for review and adoption. The budget is one the city's strongest policymaking tools. Spending guidelines reflect numerous policy decisions. The budget message can give a clear view of city policy on many issues.

One way the council sets public policy is by establishing budgetary policies. Setting policy through the budget is a continuous, yearlong process. It involves setting goals and establishing priorities.

This policy provides a summary method consistent with council policy responsibilities. The council, being legislative, has the power to enact laws and policies, consistent with state law, usually through the enactment of ordinances and resolutions. The council is authorized to enact rules governing its procedures.

### **POLICY**

The mayor's job is to implement the budget adopted by the council and to provide the council with periodic reports. The council desires to have one of these reports be a brief quarterly narrative report on each budgeted item.

### **PROCEDURE**

At the second regular city council meeting of each quarter the city administrator shall present to council a brief report on each objective identified for the year. A report shall be provided for each item enumerated in each fund's Narrative of Objectives for the year.

Each objective shall be numbered in accordance with the adopted budget (e.g. "Administration No. 1," "Parks Division – Operating No. 2," etc.). The report on each objective shall include, as applicable:

- Confirmation that the objective is still on schedule to be completed during the year. If the objective is not estimated to be completed during the year, a reason will be provided for postponing or removing the objective from the budget.
- Completion percentage of the objective. If the objective has not yet begun, an estimate will be provided of the date work will begin on the objective.
- Confirmation that the objective is projected to be completed under budget. A reason for additional expense will be provided and council will be informed if the additional expense will require a budget amendment.

A report template is shown below:

Objective	Status of Objective (as described in the 2021 Budget)
<b>Public Art Capital Projects No. 1 -</b>	Will be completed in 2021. <input type="checkbox"/> Yes. <input type="checkbox"/> No Percent complete: ____%. Will be completed under budget. <input type="checkbox"/> Yes. <input type="checkbox"/> No <b>Notes:</b>
<b>Public Art Capital Projects No. 2 -</b>	Will be completed in 2021. <input type="checkbox"/> Yes. <input type="checkbox"/> No Percent complete: ____%. Will be completed under budget. <input type="checkbox"/> Yes. <input type="checkbox"/> No <b>Notes:</b>
<b>Public Art Capital Projects No. 3 -</b>	Will be completed in 2021. <input type="checkbox"/> Yes. <input type="checkbox"/> No Percent complete: ____%. Will be completed under budget. <input type="checkbox"/> Yes. <input type="checkbox"/> No <b>Notes:</b>
<b>Public Art Capital Projects No. 4 -</b>	Will be completed in 2021. <input type="checkbox"/> Yes. <input type="checkbox"/> No Percent complete: ____%. Will be completed under budget. <input type="checkbox"/> Yes. <input type="checkbox"/> No <b>Notes:</b>

The City Administrator shall ensure that department heads and other applicable staff are available to discuss the report with Council at the meeting.