



DEPARTMENT UPDATES

WEDNESDAY, AUGUST 23, 2023

A TWICE-MONTHLY SUMMARY FROM YOUR CITY OF GIG HARBOR LEADERSHIP TEAM

These department updates are an effort to increase our internal and external communication initiatives, to provide the mayor and city councilmembers with the information they need to serve the public and make informed decisions, and just as importantly, to share citywide information and updates with all staff and residents. Please feel free to send any questions, suggestions, or concerns about this document to communications@gigharborwa.gov.

ADMINISTRATION

[City Administrator Katrina Knutson](#)

CITY OF GIG HARBOR STYLE GUIDE: We are pleased to announce the debut of the official [City of Gig Harbor Style Guide](#)!

This guide has been created to answer many of the questions the clerk's office commonly receives about style, formatting, punctuation, spelling, capitalization, and more. Our goal is to give staff a tool that helps us produce consistent, accurate documents and communications to the public.

As we progress further into our website redesign and launch the new agenda management platform, we will rely on this guide to make sure our message is consistent. Our intention is that it will grow and evolve. We will uncover more questions to answer, and our preferences may change over time.

The guide is publicly available on our website. You can feel free to refer it to consultants and residents. Please send any comments, questions, or feedback to cityclerk@gigharborwa.gov.

EMAIL SIGNATURE LINES: A few weeks ago, the city updated its website URL to www.gigharborwa.gov. In our efforts to update our communications with this new address, we've taken a fresh look at the email signature line that all staff use.

To simplify things, we've removed the image links for Facebook, LinkedIn, etc. The images were intermittently causing formatting errors on mobile devices and non-html email accounts. Instead, we've focused on directing readers to two locations: the city website and the Gig-A-Byte email link.

Going forward, all email signatures should match this one:

Joshua Stecker, CMC | City Clerk

City of Gig Harbor
3510 Grandview Street
Gig Harbor, WA 98335
(253) 853-7613

Stay Connected! [Sign up for the city's weekly Gig-A-Byte email newsletter.](#)

You should be able to copy and paste this into your signature editor and customize it with your own details. You'll have to do it on your desktop/laptop and any mobile devices that you use to send email from as well.

You may also have noticed that the font is now Arial 12 point. This is now the official font style and size for the city for most documents and communications. We ask that all staff update their default email font accordingly by [following these instructions](#).

FLAG POLICY: The city council met again on August 17 to give staff its final direction on preparing a policy for displaying flags on city property. Staff will create a resolution adopting a flag display policy for council to discuss and vote on at its regular meeting on September 11. The resolution and policy will be available by September 7 for review in the city's [agenda center](#).

Residents will be able to provide public comment at the September 11 meeting before council votes on the resolution. Comments can also be emailed to mayorandcouncil@gigharborwa.gov at any time before the meeting.

At council's direction, the key provisions of the resolution will include:

- The US flag shall be displayed every day on a flagpole outside the Civic Center, at Skansie Brothers Park, and at Kenneth Leo Marvin Veterans Memorial Park, and on a stanchion in council chambers.
- The Washington state flag shall be displayed every day on a flagpole outside the Civic Center and on a stanchion in council chambers.
- On the dates designated in RCW 1.20.017, the National League of Families' POW-MIA flag shall be displayed on a flagpole beneath the US flag outside the Civic Center and at Kenneth Leo Marvin Veterans Memorial Park.
- The Pride flag shall be displayed on a flagpole outside the Civic Center during the month of June. The Pride flag shall not be displayed on the same flagpole as the US flag, unless no other flagpole is available. The Pride flag shall also be displayed on a stanchion in council chambers during the month of June. The specific Pride flag displayed by the city will be consistent with the Pride flag displayed at the State Capitol.
- The Puyallup Tribe of Indians flag shall be displayed on a stanchion in council chambers during the months of October and November. The resolution may also provide for the display of the Puyallup Tribe of Indians flag on a flagpole outside the Civic Center.

- Flags of Gig Harbor’s sister cities may be displayed at the discretion of the mayor during official visits from sister city delegations.
- The municipal court judge has discretion to remove any flag from council chambers during municipal court proceedings, except for the US and Washington state flags. This is in accordance with Washington state court general rules.
- Flags on the flagpoles outside the Civic Center, at Skansie Brothers Park, and at Kenneth Leo Marvin Veterans Memorial Park shall be lowered to half-staff in accordance with any direction issued by the governor of Washington. The mayor may direct flags to be lowered to half-staff in recognition of events of local significance.
- All flags shall be displayed in compliance with the flag code as defined in [4 U.S.C. 1](#).
- The city council declares that the flagpoles and other city infrastructure included in this policy are not intended to serve as a forum for free expression by the public, but rather as a non-public forum for displaying flags as required by law and for the expression of the city’s official government speech, or both.

COMMUNITY DEVELOPMENT

Community Development Director Carl de Simas

Recently, staff noted some inconsistencies and ambiguities in the city’s development regulations. As a result, we have been working through some code amendments to get the language and processes cleaned up. We hope to be bringing those amendments forward very soon.

We are refocusing on filing and archiving our historical records. Before COVID-19 sent us all off to our home offices, we had been making great strides in turning our paper records into electronic records. The paper records could then be stashed away in our archive over at the Wastewater Treatment Plant. Since coming back to the office, we have continued to chip away, but haven’t fully found the groove again. We are hopeful this latest push and team effort will see us across the finish line.

Finally, our department has been given the honor of hosting this year’s Halloween celebration! We are very excited to take this on, although the municipal court’s efforts the last couple years will be tough to beat! We’ll do our best and really look forward to having a ghoulishly good time with all of you!

PLANNING: Senior Planner Roxanne Robles presented the draft urban forestry management plan to the planning commission last week (August 17) for final comments before returning to the city council for discussion at their September 14 study session.

Planning staff will be hosting the second of three housing element workshops at the county library on Tuesday, August 22, from 5:00 to 7:00 pm. Jason Gauthier from SSHAP will be present to help answer questions specific to affordable/attainable housing.

Planning will also be staffing a booth at this Thursday's farmer's market (August 24), marking our final market appearance of the season.

BUILDING: Over this past reporting period, the building division has received applications for 28 new permits including work at Heritage Bank and a remodel of the animal hospital on Burnham.

Additionally, we've issued 23 permits, including the operational permit for the Gig Harbor Film Festival, work at the Little Gym on Borgen, and a new Gene Juarez Salon going in at Uptown with a November opening.

The 14 finalized projects include work at Discovery Elementary, Buildings 8 & 9 at Northharbor Business Park, and the Andonian Adult Family Home.

Our newer staff members completed an ATC-20 training program which provides guidance in post-earthquake safety evaluation of buildings.

CODE ENFORCEMENT:

- Abandoned boat trailer
- Zoning use violation
- Public nuisance – noise
- Work in shoreline
- Zoning -development standard violation
- Ongoing work on code compliance process update

COURT

[Court Administrator Stacy Colberg](#)

No update this week.

FINANCE

[Finance Director Dave Rodenbach](#)

BANKING SERVICES RFP: On August 15, the finance department issued a request for proposals (RFP) to qualified financial institutions to provide banking services to the City of Gig Harbor. The city's contract with Columbia Bank, now Umpqua Bank, has expired and we are seeking a new banking relationship for a four-year contract period.

Qualified financial institutions must operate a full-service branch within the city limits, be designated as a qualified public depository by the Washington Public Deposit Protection Commission and have a minimum two years' experience providing municipal banking services. Thirteen banks were invited to submit proposals.

Proposals are due by September 8 and will be evaluated on several factors to determine which bank provides the best combination of service quality and costs to the city. The banking services contract is expected to be awarded at an October council meeting.

HUMAN RESOURCES

[Human Resources Director Shannon Costanti](#)

ADVANCE YOUR CAREER: Are you looking to grow in your career? There are a variety of opportunities currently available throughout the city. Take a look and apply today! If you know someone who would be a great fit, please be encouraged to [tell them](#) about it!

POSITION	TYPE	STATUS
Police Officer - Lateral & Exceptional Entry	FT	Continuous
Laborer	FT	Open until August 29
Police Officer - Entry Level	FT	Closed - selection pending
Housing, Health & Human Services Program Manager	FT	Closed - selection pending
Construction Supervisor	FT	Closed - selection pending

ITS

[Information Technology Services Manager Keith Smith](#)

- We have completed the refresh of Konica Minolta and Canon printers city-wide as of 8/12/23.
- We will be updating the box.com usernames (which is your email address) to reflect the .gov email address. More information around the timeframe of this will be coming soon.
- We are preparing to schedule in person training sessions for the desk phone deployment. Once we have finalized a timeframe, those will be communicated out to the departments.

POLICE

[Police Chief Kelly Busey](#)

CARJACKING: At 10:20 a.m. on August 14, officers responded to a carjacking that occurred at St. Anthony Hospital. A subject who was being treated at the hospital left the facility (still wearing his patient gown) and entered a vehicle that was running in the parking lot. The vehicle owner jumped into the passenger seat as the suspect drove away. She pleaded with him to not take her car.

The suspect returned to the hospital and exited the vehicle. He left on foot. Officer Raphael located him a short distance away and took him into custody while Officer Roberson contacted the victim. Nobody was hurt in the incident.

HIRING UPDATE: After two rounds of interviews recently, we have three police officer candidates in the background investigation process (two lateral and one entry level). We hope to have hiring news soon!

GRANT REIMBURSEMENT: The police department subscribes to an online policy writing service called Lexipol. This service helps us stay up to date on current law and best practice as we continually update our policies and procedures. We received a grant from AWC equivalent to half the annual cost for this service (\$2224).

PUBLIC WORKS

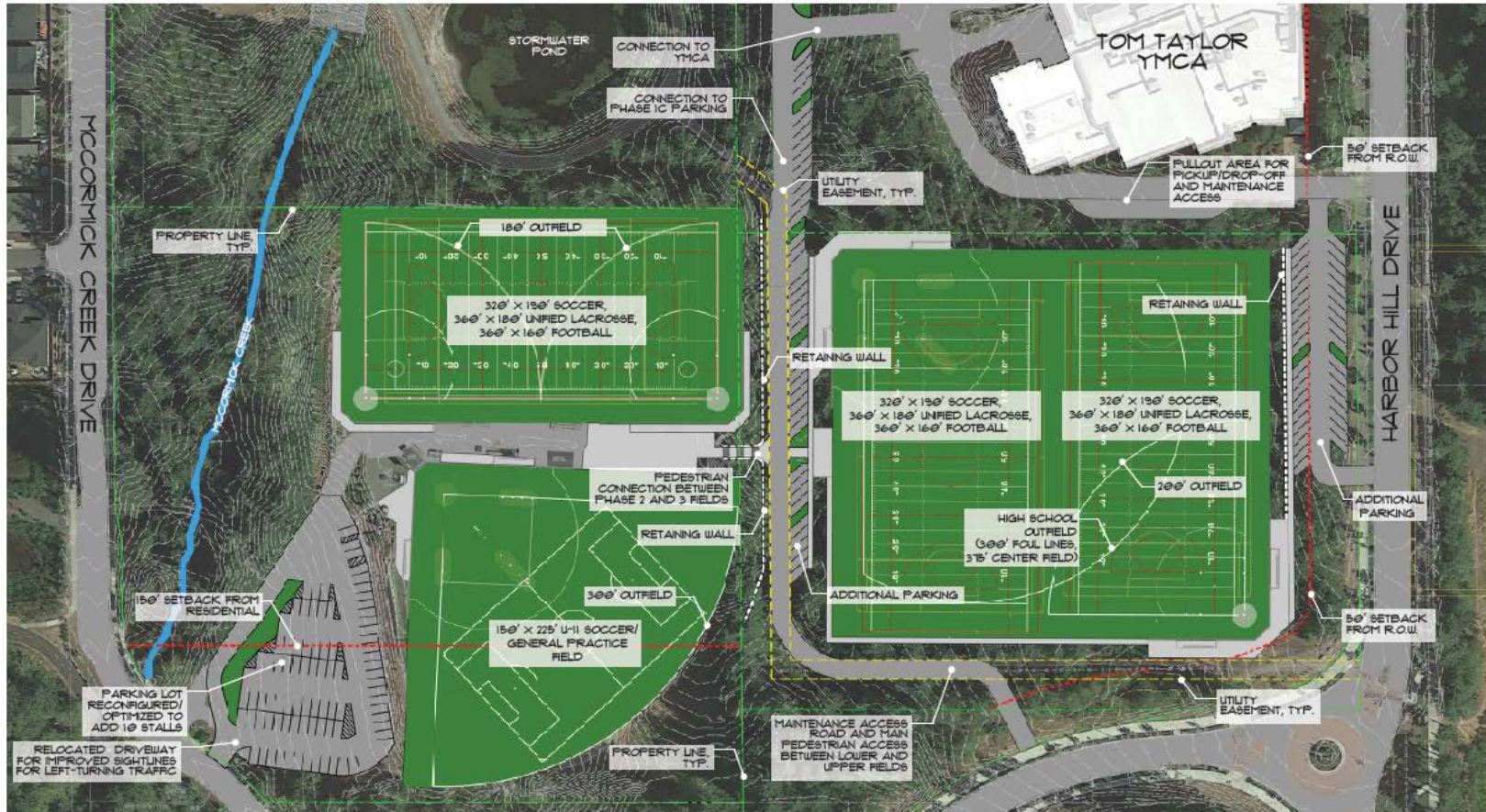
[Public Works Director Jeff Langhelm](#)

ACCESS CONTROL SYSTEM IMPLEMENTATION UPDATE: The operations crew is preparing to perform that last few steps necessary to place the final access control equipment at the Civic Center. These last few locations include 2nd floor doors and doors to court staff offices where new doors were required to fit the new hardware. This work was delayed due to oversights by the door manufacturer.

MASONIC LODGE: City staff met with representatives from the group of residents who would like to rehabilitate the Masonic Lodge. Staff is drafting a memorandum of understanding with the group, informally known as the “museum group,” outlining the tasks they will complete in the next year, which include concept designs and cost estimates for remodeling the Masonic Lodge into a public gathering place.

SPORTS COMPLEX PHASES 2 & 3: At a city council study session on August 17, councilmembers voted on their two favorite sports complex layouts. The winners will be studied further for feasibility and costs. The two concepts to be further vetted were Alternatives D and E. Both alternatives have the same layout for the existing Phase 2/Peninsula Light Fields portion. For Phase 3, the alternatives include two multiuse fields on one level, that could accommodate a full-sized baseball field, or two multiuse fields on two levels, to minimize grading and retaining walls. The city’s consultant, BCRA, will be working with staff and stakeholders to refine the design and come up with costs for implementing the two phases.

Alternative D
CONCEPTUAL FIELD LAYOUT



Alternative E
CONCEPTUAL FIELD LAYOUT

