

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](#)

Downtown Waterfront Alliance (DTWA) Board Retreat: City Administrator Knutson sits on the Downtown Waterfront Alliance Board of Directors as the city representative. Last Friday, she attended the 2023 DTWA Board Retreat which focused on creation of a new Vision Statement, Mission Statement, and action goals.

The new Vision Statement is, “We envision a historic waterfront where businesses prosper, and people connect”. The new Mission Statement is, “The DTWA promotes economic vitality by maintaining a historic waterfront that attracts diverse businesses and people through collaboration, outreach, and activities.”

If you’re interested in volunteering to make our downtown even more special, please visit <https://www.ghdwa.org/>.



Internal City Council Packet Deadlines: With the new CivicClerk agenda program, we’ve updated the deadlines for submitting materials for review for our council packets. Please make a note of the deadlines below and reach out to Josh with any questions.

Regular Monday city council meetings: Noon on Friday, 10 days before the meeting.

Typical approver checklist:

- City Clerk
- Department Head (for final signoff)
- City Attorney (for final signoff)
- Finance Director (skip if no budget implications)
- City Administrator
- Mayor

City council study sessions: Noon on Wednesday, 8 days before the meeting.

Typical approver checklist:

- City Clerk
- Department Head (for final signoff)
- City Administrator

Approver lists may be customized as needed. For instance, on some occasions we may want to have city attorney approval on study session items.

Business Listening Session: On Wednesday, November 1 from 4-5:30 p.m., the city will hold its first ever Business Listening Session at the Civic Center. Staff and city council want to hear from our local businesses regarding the quality, efficiency, and effectiveness of the services we provide, with specific focus on our permitting processes. The session will give an opportunity for business owners to express concerns, as well as provide feedback on what's working well. This is intended to be a one-way conversation where city leadership listens, and will not be a Q & A.

COMMUNITY DEVELOPMENT

Community Development Director Carl de Simas

This week, staff embarked on a journey to explore the ins and outs of our permit process relative to site plan review and tenant improvements. Ten staff members convened for the better part of the day from October 3 through October 5, to work with a Lean Specialist from the WA State Auditor's Office. The staff team was selected from Public Works Engineering and Community Development to ensure the process was looked at from all angles. The Lean Specialist led them through what is known as a Kaizen Event whereby the processes were dissected down to their most basic elements in search of inefficiencies and barriers. Next steps will be reviewing the findings and determining any necessary actions.

Work continues on the Code Compliance Program Update. Staff have been working diligently with the City Attorney's Office to fine tune the strategy and craft implementing code language. The new language seeks to distill and clarify all the various inputs from the many Gig Harbor Municipal Code sections and departments that this new chapter will encompass. We have made considerable progress and look forward to sharing a draft with the city council at an upcoming study session.

Kudos to the Wellness Team and all those wonderful folks who contributed to Spirit Week. It was great to see everyone enjoying themselves and all the comradery these events promoted.

PLANNING

The Hearing Examiner schedule continues to be quite full over the next several weeks, with a Shoreline Development Permit and Conditional Use Permit under consideration this week (Joint Use Dock at 8811/8815 N. Harborview and Peninsula Lutheran Church, respectively). Later in the month the Hearing Examiner will consider a Preliminary Plat for a 56-unit subdivision (Summit Pointe) and the replacement of the Pleasure Craft Marina.

A Community Workshop for the 2044 Comprehensive Plan Periodic Update is tentatively scheduled for the week of November 13. Please visit the update webpage to more information: <https://www.gigharborwa.gov/785/2044-Comprehensive-Plan-Update>.

To review current information on Short-Term Rental applications, permit status, and code compliance data, please visit the webpage: <https://www.gigharborwa.gov/749/Short-term-Rental-Program>.

BUILDING

Over this past reporting period, the Building Division has received applications for 20 new permits including for 3 new homes, issued 20 permits, and finalized 27 projects including the Bujacich Storage facility, a remodel at Swiftwater Elementary, and several structures at Haven of Rest.

Of note: a collaborative effort between the City's Building, Planning, & Engineering Divisions allowed 7 Seas to open their new brewery & taproom at 2905 Harborview under the provisions of a Temporary Certificate of Occupancy.

Kudos go out to both Kelen Lewis and David Boyer for obtaining additional professional credentials. Kelen, his ICC Commercial Building Inspector Certification and David, ICC Zoning Inspector as well as ICC Property Maintenance and Housing Inspector Certifications. Congratulations to you both!

CODE ENFORCEMENT

- Signs in Improper Location
- Sign Attached to Traffic Control Device
- Construction Material in Public Right-of-Way
- Parking Complaint
- Fence – Zoning Issue
- Trash – Public Nuisance
- Code Compliance Process Updates
- HOA & Neighborhood Outreach Fair

COURT

Court Administrator Stacy Colberg

No updates this week but stay tuned!

FINANCE

Finance Director Dave Rodenbach

Banking Services RFP Update: The RFP was issued on August 15 with a due date of September 8. A five-person committee tabulated and reviewed the responses and recommended Kitsap Bank as the city's depository for the next four years. The contract is being reviewed and we hope to transition services to Kitsap Bank by the end of the year.

Thank you to all the banking institutions that participated, and to Jaci and the review committee.

Annual Audit: The city’s annual audit has begun. Each year the city is audited by the State Auditor’s Office. The audit will cover the city’s financial statements and compliance with federal, state, and local laws. The process usually takes a couple months and is a blend of on- and off-site work. Tammy Lane is the lead auditor and is available to answer any questions or address any concerns.

Mid-Biennial Review: The city is required to do a mid-biennial review before year-end. This review will consist of an analysis of the current budget and where we are relative to that budget. After review, the budget will be amended as needed to carry out council policies and objectives through the end of the biennium.

At this time, we know we will be recommending a budget amendment to update budgeted beginning fund balances to actual figures and lower some of our budgeted revenues to reflect 2023 trends and our outlook for 2024. Development fees (building permits, plan check fees, park and transportation impact fees, and general facilities charges for water, sewer, and storm) and sales taxes are significantly down so far in 2023.

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 Services Specialist	FT	Open until 10/22
Police Officer - Entry Level	FT	Open until 10/31
Police Officer - Exceptional Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Continuous
Police Officer - Lateral Entry	FT	Adam Moutaftsis started 9/25

RESOURCES AND INFORMATION

Global Diversity Awareness Month: October is Global Diversity Awareness Month. It is a time to celebrate the values, contributions, and diversity of cultures and communities around the world. By elevating diverse voices, you highlight the unique perspectives each individual brings to the table.

Global Diversity Awareness Month is a wonderful opportunity to seek out and promote diversity of thought and experience within our workplaces and communities. By doing so, we gain a greater awareness of and appreciation for the unique backgrounds and identities of others and can better leverage diverse perspectives for greater innovation, problem-solving, productivity, and collaboration. So, let’s celebrate the strength in our differences and how it takes all of our perspectives to make us great! [Unified in Diversity, We Lead](#)

ITS

Information Technology Services Manager Keith Smith

Cyber Security Awareness Month: October is National Cyber Security Awareness Month (NCSAM). This is a time when all of us can focus on what it means to be secure and protect the city's computer systems from online threats. We understand that everyone has separate responsibilities and schedules that can become busy. Therefore, ITS will be providing everyone with quick video skill path on our Brainstorm QuickHelp Learning Management System.

The security of our systems is a team effort, and we hope that everyone will participate in the shared responsibility. Thank you for working together to secure our workplace!



New Phone Deployment: Recently, ITS staff deployed new desk phones for all city employees. Our previous phones were well past their useful life and were no longer working effectively for many of us. Thank you to the staff members who attended the training on using the new desk phones. Attending these group trainings is more efficient and conserves staff time.

POLICE

Police Chief Kelly Busey

New Hire: We are pleased to announce that Officer Adam Moutaftsis has joined our team. After a week of orientation, he begins his field training program with Officer Bonsib this week. We expect that Officer Moutaftsis will be ready to serve on his own at the end of the calendar year. He will be sworn in at an upcoming city council meeting.

More Hiring: Last week, we interviewed five potential lateral/exceptional entry police officer candidates. Three of these applicants passed the oral board and will move on to the background investigation process.

Evacuation Meeting: Last week, we attended a meeting with Gig Harbor Fire and Medic One, the Pierce County Sheriff's Department, and the Pierce County Department of Emergency Management. We discussed the strategy and individual capabilities of each agency in the event of a fast-moving evacuation process (i.e., wildfire, etc.). This will lead to a basic protocol development and a tabletop exercise that will include several key partners to identify deficiencies in the plan.

Last Weekend was busy. Some of our calls for service included:

- Officer Barber discovered two separate instances of people who had overdosed in their vehicles.
- A citizen discovered their stolen car in a parking lot and attempted to box it in. The driver bashed into two vehicles and escaped at a high rate. Sergeant Hicks located the fleeing vehicle on SR-16 but was unable to pursue for that crime.
- A (likely stolen) box truck rammed through the front doors of a convenience store one night. What did they take? Cigarettes. The damage to the storefront is estimated at \$20,000.

PUBLIC WORKS

[Public Works Director Jeff Langhelm](#)

New Birdhouses in Parks: Last June, students from Mrs. Ferencik and Mrs. Hageness' classes at Pioneer Elementary constructed bird houses as part of their STEM curriculum. Once school started up again last month, they gifted eight bird houses to the city! Thanks to Brian Walsh on the operations crew for installing them at seven different parks. In the spring, we will install a few bee hotels that the students made.



Commercial Fishing Homeport: City council heard staff updates about the Commercial Fishing Homeport at the September 28 study session. Staff was given a few more items to research – including whether it is a requirement to keep the facility locked at all times, and if recreational boats can use the facility when the commercial fishing vessels are out fishing.

Splash Pad at Skansie Park: Parks and Grounds staff has turned off the splash pad at the Skansie Park welcome plaza for the year and winterized the equipment. This feature has been in place and operating for more than seven years and is beginning to show its age. The crew is considering options to update the equipment and anticipates turning the splash pad back on next year just before Memorial Day weekend.

Water Operations Updates: (1) The crew has finished the watermain installation along Harbormaster Lane. (2) The quarterly water main flushing will begin this month. (3) Earlier this year the city hired a contractor to remove, inspect, and clean the well casing at Well #5. Upon reassembly, the well continued to have minor amounts of debris coming out of the well casing. However, after a lot of effort and determination, George and his crew have cleared the debris and are preparing to put the well back in service. Without this effort the city may have needed to remove and re-clean the well at a cost of more than \$200,000.

Streets Operations Update: (1) This year’s crack sealing operation is now complete. As you drive around town you may notice just how many cracks exist in our roadways, many of which will be addressed as part of the future roadway maintenance project. (2) The city has received its new tractor with a side mower. The crew worked with the vendor to finalize the placement of the tractor’s accessories.



Civic Center Turns Pink: Right on queue Jeff Olsen and his crew lit up the Civic Center entrance in pink in celebration of October being breast cancer awareness month. Nice work!



Wastewater Operations Updates: (1) Wastewater staff is currently working with Engineering staff on multiple projects including reviewing the consultant’s scope and fee for the Lift Station #1 rehabilitation project, as well as the wastewater treatment plant digester upgrade project and preparing bid specifications for the budgeted wastewater inflow & infiltration repair project. (2) The city’s biosolids quarterly metals testing is being completed.

Signal Repairs at Gig Harbor High School Entrance: The Engineering Division has quickly responded to a failed loop detection system on the Gig Harbor High School leg of the signal at the intersection at Rosedale Street. Miles Resources completed the pavement restoration on Saturday, September 30. Loops were installed a couple days later. Peninsula School District paid for a portion of the repairs.

Public Parking Map: The city has developed and released an internet-based public parking map for general public use, found online here:

<https://gigharbor.maps.arcgis.com/apps/instant/basic/index.html?appid=4feb81499d4047c49a247763afa4680d>.

This map was developed with the input of the Downtown Waterfront Alliance and the Chamber of Commerce. Anyone is free to post this link on webpages, through QR codes, or in print materials.

