

AGENDA

GIG HARBOR CIVIL SERVICE COMMISSION QUARTERLY MEETING Thursday, February 5, 2026 – 3 p.m.

In Person:
Civic Center | Executive Conference Room

Online:
<https://us06web.zoom.us/j/88356037550?pwd=ajZXak55Z2JGRTIEcHdROVJBaUF1Zz09>
Call-in: (253) 215-8782 Meeting ID: 883 5603 7550 Passcode: 645548

- I. CALL TO ORDER/ROLL CALL**
- II. APPROVAL OF MINUTES – Friday, December 12, 2025**
- III. RECRUITING UPDATE**
- IV. ADJOURN**

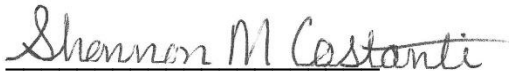
MINUTES

GIG HARBOR CIVIL SERVICE COMMISSION SPECIAL MEETING Friday, December 12, 2025

In Person:
Civic Center | Executive Conference Room

Online Via Zoom:
<https://us06web.zoom.us/j/88356037550?pwd=ajZXak55Z2JGRTIEcHdROVJBaUF1Zz09>
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- I. **CALL TO ORDER/ROLL CALL:** Chair Perry called the meeting to order at 1:30 p.m. Commissioners Perry and Steingraber were present in addition to Civil Service Secretary Costanti as staff.
- II. **APPROVAL OF MINUTES – Thursday, October 30, 2025:** Approved unanimously.
- III. **30-DAY EXTENSION OF ENTRY AND LATERAL/EXCEPTIONAL CERTIFIED HIRING LISTS:** Confirmed unanimously.
- IV. **ADJOURN:** The meeting was adjourned at 1:32 p.m.



Shannon Costanti
HR Director/Civil Service Secretary & Chief Examiner



12/18/2025

Kelly Palmore
[REDACTED]

Re: Confirmation of Appointment Letter

Dear Kelly,

Thank you for your cooperation throughout the background investigation process. We have concluded our review, and this letter serves as confirmation of your appointment as an Entry Probationary Police Officer for the City of Gig Harbor, effective January 18, 2026 with your start date Tuesday, January 20, 2026

You are required to meet all requirements for an Entry Probationary Police Officer, including graduating from the Basic Law Enforcement Academy, serving and successfully completing a twelve (12) month probationary period, and navigating our departmental Field Training Program. Your starting bi-weekly salary will be \$3,531.76.

Because you are a current employee, your existing vacation and sick leave balances will remain intact. As a probationary employee, you will not be eligible to use vacation while attending the Basic Law Enforcement Academy. Additional terms and conditions regarding your employment, including paid leave and other benefits, are contained in the collective bargaining agreement between the city and Teamsters.

We're pleased to welcome you to the Gig Harbor Police Department. We are confident you will succeed with the police department team and that you will find your work with us to be challenging and rewarding.

Sincerely,

Shannon Costanti

Shannon Costanti

Human Resources Director

I understand that by checking this box I am consenting to electronically sign this document, and that the electronic signature created has the same legal effect as a traditional pen and ink signature.

X *Kelly Palmore*

12/18/25 8:12:58 PM (UTC)

Kelly Palmore
209.206.178.146



December 3, 2025

Patrick Sam
[REDACTED]

Re: Offer of Promotion – Police Sergeant

Dear Patrick,

Congratulations! We are excited you have chosen to continue serving the residents of the City of Gig Harbor within a new leadership role. Your skills and expertise will be critical to helping the city reach its goals and deliver quality services to the community we serve.

We are pleased to offer you the position of **Police Sergeant** at **Step 1** with a **bi-weekly salary of \$4,664.03 (\$121,265 annually)**. This position is represented by Teamsters Local Union No. 117 and is subject to the terms of the collective bargaining agreement. Upon assuming this role, you will serve a 12-month probationary period.

If you accept this offer by signing below, your effective start date will be **December 21, 2025**. Details regarding your work schedule will be provided to you by Chief Tray Federici. All other benefits will continue in accordance with the union contract.

On behalf of the mayor, chief, and myself, we are pleased to see you take on this new role. We are confident in your leadership abilities and look forward to supporting your continued growth and success.

Sincerely,

Katrina Knutson
City Administrator

Please sign and return your acceptance of this offer at your earliest convenience:

I, **Patrick Sam**, acknowledge that I have read and accept this offer of employment as a **Police Sergeant** with the City of Gig Harbor.

Signature

12/3/25

Date

Cc: Payroll Original: Personnel File



December 31, 2025

April Goff



Re: Confirmation of Appointment Letter – Exceptional Police Officer

Dear April,

Thank you for your cooperation throughout the background investigation process. We have concluded our review, and this letter serves as confirmation of your appointment as an Exceptional Entry Probationary Police Officer for the City of Gig Harbor, effective Monday, January 20, 2026.

You are required to meet all requirements for an Exceptional Entry Probationary Police Officer, including serving and successfully completing a twelve (12) month probationary period and successfully completing our departmental Field Training Program. Your starting bi-weekly base salary will be \$4,088.46. Your vacation accrual rate will recognize twelve full years of prior active service, with an additional 2 floating holidays per year (available after 90 days of employment). Your sick leave accrual rate will be 8 hours per month. Your benefits are expected to become effective March 1, 2026.

We're pleased to welcome you to the Gig Harbor Police Department. We are confident you will succeed with the police department team and that you will find your work with us to be challenging and rewarding.

Sincerely,

Shannon Costanti
Human Resources Director

Accepted,

April Goff

Cc: Civil Service Commission
Human Resources