

AGENDA
GIG HARBOR CITY COUNCIL MEETING
Monday, September 11, 2023 - 5:30 PM
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 for making public comments.

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 sx̣wəbabč 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

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND NON-AGENDA ITEMS

CONSENT AGENDA

1. **Approval of City Council Minutes**
City Council Study Session Minutes - August 3, 2023
City Council Minutes - August 14, 2023
2. **Approval of Vouchers**
Check numbers 101253 through 101363 and ACH payments in the amount of \$706,655.37
Check numbers 101364 through 101448 and ACH payments in the amount of \$718,798.93
3. **Approval of Payroll**
Check numbers 8396 through #8397 and direct deposit transactions in the total amount of \$562,177.59
4. **Resolution 1290 Declaring City Equipment Surplus and Eligible for Disposal**

5. Resolution 1292 Authorizing an Interfund Loan

PRESENTATIONS

1. Suicide Prevention Month Proclamation
Presented to Anne Nesbitt, Gig Harbor-Key Peninsula Suicide Prevention Coalition Board Member
2. Promotion of Hector “Eddy” Dominguez to Police Sergeant
Presented by Chief of Police Kelly Busey

MAYOR'S REPORT

CITY ADMINISTRATOR'S REPORT

1. Department Updates - September 6, 2023

BUSINESS ITEMS

1. Resolution 1291 Adopting a Flag Display Policy
Suggested Motion: Move to approve Resolution 1291.
 - a. Staff Report - City Clerk Josh Stecker
 - b. Clarifying Questions from Council
 - c. Public Comment - *In order to ensure that all residents are provided the opportunity to comment on this resolution, each commenter will be allowed two minutes to speak. A timer will be displayed to inform commenters of how much time they have remaining. The time limit will be strictly enforced to ensure fairness is given to all commenters.*
 - d. Council Deliberation and Action

COUNCIL REPORTS/ COMMENTS

ANNOUNCEMENT OF UPCOMING MEETINGS

1. Upcoming City Meetings
2. City of Gig Harbor Two-Year Strategic Plan 2023-2024

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. 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 comments, 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 public meetings, 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
GIG HARBOR CITY COUNCIL STUDY SESSION
Thursday, August 3, 2023 – 3:00 p.m.
Community Rooms

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 3:01 p.m. Councilmembers Barber, Henderson, Lykins, Martin, Rodenberg, and Woock were present. Councilmember Storset was excused.

DISCUSSION ITEMS:

- 1. Introduction of Historic Preservation Commission Appointees** – Eleanor Schroeder and Lucien Dhooge were present and addressed council. They each introduced themselves and spoke briefly about their background and qualifications. Libby Norris was unable to attend the study session.
- 2. Flag Display Policy** – City Administrator Knutson spoke on the agenda item and asked for council guidance.

Council will not consider a flag policy ordinance at the August 14 meeting and instead will continue discussions at the August 17 study session. Council requested the item be placed on the September 11 meeting agenda for consideration.

- 3. Pierce County Fire District #5 Water Utility Extension Agreement (UEA)** – Associate Engineer Stephanie Seibel reviewed the memo contained in the agenda packet and asked for council guidance.

Council consensus was to move forward as proposed by staff.

- 4. Harbor Run Plat Sewer Utility Extension Agreement (UEA)** – Associate Engineer Stephanie Seibel reviewed the memo contained in the agenda packet and asked for council guidance.

Council consensus was to move forward as proposed by staff.

- 5. Short-term Rental Update** – Community Development Director Carl de Simas and Senior Planner Jeremy Hammar spoke on the agenda item and provided council with a PowerPoint presentation.

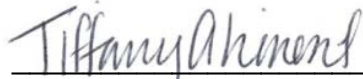
At the request of council, the next update will include fee data info, percentage of owner-occupied rentals, economic impacts, and overall cost of the consultant and whether the contract can be extended.

- 6. Interfund Loan for PW Operations Center** – Finance Director Dave Rodenbach reviewed the memo contained in the council packet and addressed questions.

Council consensus was supportive of staff's proposal.

City Administrator Knutson informed council that the city's application for a Pierce County Conservation Futures Grant to purchase Phase 4 of the tx^waalqəł Conservation Area ranked third and will be fully funded.

ADJOURN: The meeting adjourned at 4:09 p.m.

A handwritten signature in dark ink, appearing to read "Tiffany Alimont", written over a horizontal line.

Tiffany Alimont
Assistant City Clerk

MINUTES FOR GIG HARBOR CITY COUNCIL MEETING
Monday, August 14, 2023 – 5:30 p.m.
Council Chambers

CALL TO ORDER / ROLL CALL: Mayor Markley called the meeting to order at 5:30 p.m. Councilmembers Barber, Henderson, Lykins, Martin, Rodenberg, Storset and Woock were present.

PRESENTATIONS:

Chief of Police Kelly Busey presented life saving awards to Police Officer Eddy Dominguez and Detective Sergeant Tray Federici. Mayor Markley presented the 2022 Outstanding Achievement Award to Wastewater Superintendent Chuck Roy and the wastewater division staff. Mayor Markley presented a proclamation recognizing the 50th anniversary of the Tides Tavern to Tides Tavern owners Peter Stanley and Dylan Stanley. Mayor Markley presented a proclamation honoring the Gig Harbor Canoe & Kayak Racing Team for winning the 2023 ACA Sprint National Championships to Gig Harbor Canoe & Kayak Racing Team Head Coach Alyson Mrozinski.

PUBLIC COMMENT ON CONSENT AGENDA ITEMS AND ITEMS NOT ON THE AGENDA: Larry Geringer, Tracy von Trotha, Felicia Featherstone, Ken Manning, Tom Wishkala, Linda Daniels, and Marla Jensen comment on the flag display policy. John Hellwich, Trevor Nordeen, and Stephanie Lile commented on the cultural access program.

CONSENT AGENDA:

1. City Council Minutes: City Council Study Session Minutes - July 13, 2023; City Council Study Session Minutes - July 20, 2023; City Council Minutes - July 24, 2023.
2. Professional Services Contract Amendment #1 with David Evans and Associates for Wollochet/SR16 Westbound Right Turn Lane Traffic Analysis and Preliminary Design
3. ~~Appointment of Libby Norris, Lucien Dhooge, and Eleanor Schroeder to the Historic Preservation Commission – Removed from the consent agenda by Councilmember Woock.~~
4. Purchase Agreement for WWTP Headworks Influent Screen
5. Professional Services Contract with Carollo Engineers, Inc., for WWTP Puget Sound Nutrient General Permit
6. Resolution 1288 Authorizing the Execution of one Sewer Utility Extension Agreement with Harbor Run, LLC
7. Resolution 1289 Authorizing the Execution of one Water Utility Extension Agreement with Pierce County Fire District #5
8. Approval of Payroll for the Month of July - Checks #8393 through #8395 and direct deposit transactions in the total amount of \$589,614.28.
9. Approval of Vouchers - Check numbers 101907 through 101252 and ACH payments in the amount of \$1,946,046.83.

MOTION: Move to approve the consent agenda (Lykins/Woock).

VOTE: Unanimously approved.

MOTION: Move to confirm the appointment of Libby Norris, Lucien Dhooge, and Eleanor Schroeder to the Historic Preservation Commission with terms expiring September 30, 2024, September 30, 2025, and September 30, 2025, respectively (Rodenberg/Martin).

VOTE: Motion passed, 6-1. Councilmember Woock opposed.

MAYOR'S REPORT: Mayor Markley reported on attending the Pierce County mayor's meeting.

CITY ADMINISTRATOR'S REPORT: City Administrator Katrina Knutson reported on recruitment activities, the cancellation of the passenger ferry to Gig Harbor, the upcoming Suicide Prevention Week in September, and the progress of the cultural access program.

COUNCIL REPORTS / COMMENTS: Councilmember Barber requested a discussion on speed limit enforcement. Councilmember Henderson reported on attending a meeting of the flood control zone board. Councilmember Woock announced her Jeni Listens event.

EXECUTIVE SESSION: Council went into executive session for 10 minutes at 6:47 p.m. to discuss potential litigation per RCW 42.30.110(1)(i). The mayor announced that action would not be taken following the executive session. The executive session was extended an additional 5 minutes at 6:57 p.m. Council returned from executive session at 7:02 p.m.

ADJOURN: The meeting adjourned at 7:03 p.m.



Joshua Stecker, CMC
City Clerk



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

Meeting Date: September 11, 2023

SUBJECT: Resolution 1290 Declaring City Equipment Surplus and Eligible for Disposal

SUBMITTED BY: Public Works Superintendent Jeff Olsen

DEPARTMENT: Public Works

PHONE: (253) 853-7661

SUGGESTED MOTION: Move to approve Resolution 1290.

BACKGROUND INFORMATION: This city-owned equipment is surplus to the city's equipment needs and has been replaced with new equipment. Per GHMC 2.55.020, sale or disposition of surplus personal property with an estimated value of more than \$10,000 shall be made by resolution of the city council.

FISCAL CONSIDERATION: Funds received from surplus property sale will be split between the parks, streets, water and storm water operating funds.

ATTACHMENTS:

1. Resolution 1290
-

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

RESOLUTION 1290

A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, DECLARING CITY EQUIPMENT SURPLUS AND ELIGIBLE FOR DISPOSAL

WHEREAS, the Gig Harbor City Council has determined that city-owned equipment is surplus to the city's equipment needs;

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

Section 1. The following items are declared surplus:

EQUIPMENT	Quantity	Super SERIAL / ASSET NUMBER	MODEL INFO/ MANUFACTURER
5-yard Dump Truck	1	VIN #1HTGBADR0XH607635 Equip: 3011	International 2554

Section 2. The mayor is authorized to dispose of the items listed in Section 1 in a manner deemed to be in the city's best interest.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 11th day of September, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk



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

Meeting Date: September 11, 2023

SUBJECT: Resolution 1292 Authorizing an Interfund Loan

SUBMITTED BY: David Rodenbach

DEPARTMENT: Finance

PHONE: (253) 853-7610

SUGGESTED MOTION: Move to approve Resolution 1292.

BACKGROUND INFORMATION: This is a resolution authorizing an interfund loan from the wastewater capital fund to the street capital and park development funds. The funds from the loan will be used for construction of the Public Works Operations Center.

Total construction costs for this phase of the project are expected to be \$4,200,000. The general government (street and park functions) share of this phase of the project is \$2,100,000. The street capital and park development funds share of the project costs are each \$1,050,000.

The wastewater capital fund has available funds that are not needed through the term of the loan.

FISCAL CONSIDERATION: The wastewater capital fund has \$6.6 million in cash on hand as of August 25, and the capital program for the wastewater utility has the financial capacity to accommodate this loan.

Using the initial interest rate, the wastewater fund will earn approximately \$600,000 over the 10-year term of the loan. Total annual payments of principal and interest will average about \$270,000 per year and will be repaid with general fund monies.

ATTACHMENTS:

1. Resolution 1292

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

RESOLUTION 1292

A RESOLUTION OF THE CITY OF GIG HARBOR, WASHINGTON, AUTHORIZING A TEMPORARY INTERFUND LOAN FROM THE WASTEWATER CAPITAL FUND TO THE STREET CAPITAL AND PARK DEVELOPMENT FUNDS; ESTABLISHING THE TERMS OF SUCH TEMPORARY LOAN FOR THE PURPOSE OF PAYING THE GENERAL GOVERNMENT SHARE OF PUBLIC WORKS OPERATIONS CENTER CONSTRUCTION

WHEREAS, the Washington State Auditor's Office's Budgeting, Accounting and Reporting (BARS) Manual allows the city to make interfund loans under certain limited circumstances; and

WHEREAS, the city is constructing the Public Works Operations Center; and

WHEREAS, the Public Works Operations Center will support park, street, water and storm sewer operations; and

WHEREAS, funding in the 2023-2024 budget for the general government share of the project (streets and parks) was planned to be accomplished using an interfund loan from the wastewater capital fund; and

WHEREAS, the wastewater capital fund has funds in excess of current needs and which are legally available for investment;

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

Section 1. The city council hereby approves a temporary interfund loan from the wastewater capital fund to the street capital and park development funds. The terms of this loan are as follows:

1. The loan amount shall be \$2,100,000.
2. The term shall be 120 months with 10 equal payments of principal commencing on December 31, 2024. The date of final payment is December 31, 2033.
3. The loan will be a variable rate loan with the initial interest rate being set to 4.87%. For the remainder of the loan the interest rate shall be one percent (1.0%) greater than the average net earnings rate of the Washington State Treasurer's Local Government Investment Pool for the prior pool fiscal year.

Section 2. The city council hereby directs the Finance Director to maintain

appropriate accounting records to reflect the balances of loans in every fund affected by such transactions.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 11th day of September, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

PROCLAMATION OF THE MAYOR OF THE CITY OF GIG HARBOR

WHEREAS, September is known globally as Suicide Prevention Month; and

WHEREAS, suicidal thoughts can affect anyone regardless of age, gender, race, orientation, income level, religion, or background; and

WHEREAS, an estimated 49,449 people died by suicide in the United States in 2022, up 2.6% from the previous year; and

WHEREAS, each and every suicide directly impacts a minimum of 100 individuals, including family, friends, co-workers, neighbors, and community members; and

WHEREAS, the City of Gig Harbor is no different than any other community in the country, but chooses to publicly place our support behind local educators, first responders, mental health professionals, and parents, as partners in our community, and to recognize local and global organizations fighting this war on the front lines; and

WHEREAS, every member of our community should understand that each of us is fighting our own battle but none of us is alone; and

WHEREAS, I encourage all residents to take the time to check in with family, friends, and neighbors on a regular basis and to honestly communicate your appreciation for having them in your life;

NOW, THEREFORE, I, Tracie Markley, Mayor of the City of Gig Harbor, do hereby recognize

Suicide Prevention Month

and declare the week of September 10-16 as Suicide Prevention Week in Gig Harbor to raise the visibility of the mental health resources and suicide prevention services available in our community.

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Gig Harbor to be affixed this 11th day of September, 2023.

Mayor Tracie Markley
City of Gig Harbor



DEPARTMENT UPDATES

WEDNESDAY, SEPTEMBER 6, 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](#)

Cultural Access Ad Hoc Committee Meeting: Last week, City Administrator Knutson led an initial discussion of the Cultural Access Ad Hoc Committee. The committee is tasked with reviewing Cultural Access legislation and making a recommendation to city council on whether to support a Cultural Access Program in the city and how best to do it.

Committee members shared their initial questions, concerns, and ideas, as well as discussed next steps. Members were encouraged to share the city's FlashVote survey sign-up link with peers involved or interested in cultural programs to gain additional feedback from the community.

Suicide Prevention Week: September is known globally as Suicide Prevention Month and this year September 10-16 is National Suicide Prevention Week. Mayor Markley and the Gig Harbor City Council will recognize and help raise awareness of this incredibly important and personal issue at Monday's council meeting. Mayor Markley will present a proclamation to Anne Nesbit from the Gig Harbor Key Peninsula Suicide Prevention Coalition. This organization is fighting the war on the front lines to reduce the number of suicide attempts in both youth and adults in the region.

Additionally, an interactive art installation in furtherance of this important topic will be produced and available during this week at Skansie Brothers Park.

If you or someone you know is struggling, know that help is available. The [988 Suicide and Crisis Lifeline](#) is available 24 hours a day, 7 days a week.

COMMUNITY DEVELOPMENT

[Community Development Director Carl de Simas](#)

A sign sweep was conducted the morning of Wednesday, September 6 with 47 unpermitted and/or improperly placed signs removed by city staff.

PLANNING

Planning will be staffing a booth at the Harbor Hounds event this Saturday, September 9 at Skansie Park from 9:00 a.m. to 3:00 p.m.

The third Housing Element Workshop is scheduled for next Wednesday, September 13 at Swift Water Elementary School from 6:00 p.m. to 8:00 p.m. A copy of the PowerPoint presentation can be found [here](#).

Updates to the Comp Plan Update will be presented to City Council and the Planning Commission on September 28.

A report on the Transportation Element work done to date is tentatively scheduled for a City Council study session in mid-October.

BUILDING

Over this past reporting period, the Building Division has received applications for 45 new permits including those for “Code Ninja” a computer programing facility for kids located at Uptown and 11 new homes. Additionally, we’ve issued 20 permits, including those for Homes Chiropractic and Emerald Therapy & Massage, as well as for a number of new offices at Park Plaza.

The 33 finaled projects include the new roof system at the Chamber of Commerce building on Judson and the restoration of the natatorium (pool area) at the YMCA.

Harbor History Museum Update: The contractor has been making significant progress on the enclosure for the Shenandoah, completing both the framing and sheathing inspections of the exterior portion of the project.

COURT

[**Court Administrator Stacy Colberg**](#)

Traffic Court: The next traffic court session is scheduled via Zoom for Tuesday, October 10 starting at 1:00 p.m. The virtual courtroom is open to the public from the court website [here](#).

Jury Trials: The following cases are set for trial on Thursday, September 21. Jury trials are held in person and are open to the public.

City vs Taniel Carroll	Assault 4 th - DV
City vs Randall Drosten	Theft 3 rd (Goodwill)

FINANCE

[**Finance Director Dave Rodenbach**](#)

2023-24 General Fund Budget Update: Through the August distributions, general fund revenues for the 2023-24 biennium are tracking \$731,000, or two percent below budget. Also, through August, general fund expenditures are on pace to be \$401,000 under budget. If we combine these two projections, the estimated ending fund balance for the general fund is projected to be down \$330,000 from the budgeted ending balance for the biennium. Details for some of the more significant general fund revenues are shown below.

Other General Fund Revenues	Through August		% Change
	2022	2023	
Sales Tax	5,843,187	5,634,234	-3.6%
B & O Taxes	641,014	681,940	6%
City Utilities Tax	313,154	353,746	13%
Permits (Bldg., plan check, mechanical, etc.)	747,229	377,946	-49%

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
Police Officer - Entry Level	FT	Closed - selection pending
Housing, Health & Human Services Program Manager	FT	Closed - selection pending
Laborer	FT	Closed - selection pending
Construction Supervisor	FT	Closed - Daniel Munn starting 9/18

DID YOU KNOW?

..."Q" is the only letter that doesn't appear in any U.S. state name?

Go through the list of the fifty nifty states and we can guarantee you won't find any state that has the letter Q in its name!

...it would cost \$18.3 million to make a replica Darth Vader suit?

Sure, an exact Darth Vader replica would make an awesome Halloween costume, but it's probably a little over budget. According to *Time*, it would cost the average person \$18.3 million to make a real-life replica of the infamous black suit that features a voice modifier, breathing apparatus, prosthetic limbs, and an augmented reality filter.

...the filling in a KitKat is made from damaged KitKats?

The folks at the KitKat factory sure know how to recycle! Whenever a KitKat bar is somehow made imperfect during production, like air bubbles or some other issue, the chocolate bar isn't thrown out. Instead, they grind it up into a fine paste and turn into a filling that's then incorporated back into the production process to create new KitKat bars!



...based upon feedback from staff, the HR team has been busy at work in the last year?

- Hired 30 staff through internal and external recruiting efforts.
- Increased communication efforts (benefits, recruiting updates, special events, project information, etc.).
- Worked with a skilled consultant on a job description project, ensuring current and consistent job descriptions for all staff (project is nearly complete!).
- On track for a wage study to launch in late summer/early fall.
- Enhancing recruiting strategy efforts to attract qualified and quality candidates.
- Preparing an alternative work arrangement policy – final comments provided by the leadership team last week, we're getting close!
- In partnership with the Wellness Committee, prioritized staff engagement and recognition – such as all staff special events, holiday activities, the ergonomic workshop, a monthly birthday and anniversary celebration list, etc.
- Enhanced leave management to ensure consistent practice and prioritized caring and quality service to staff in times of need.
- Planning the launch of an annual benefit and wellness for all staff to promote, inform, and engage staff in the city benefit programs and wellness activities.
- Exploring online self-service options to provide staff direct access to on-demand information, such as electronic paystubs, leave balance information, automated leave requests, change of address, direct deposit updates, etc.
- Partnering with the finance team on identifying a solution for electronic timekeeping.

Special thanks to **Linda Gratzner**, **Diane Bertram**, **Desirae Meade**, and **Alyssa Dunivan** for making things happen each day, all day!

SHOUT OUTS

Service to our city in action (while safely having fun)! Thank you to George Flanigan, Steve Andrews, and the entire water team!

The photo to the right captures them installing a new ductile iron water main up the roadway. It's replacing the old existing AC main, adding reliability to the city water system.



Thank you to Diane Bertram for hosting the HR team on a [Waterfront Walking Tour](#) (presented by the [Downtown Waterfront Alliance](#), in partnership with [Harbor WildWatch](#) and the [Harbor History Museum](#))! We learned a lot about the history of Gig Harbor, which enhances our understanding of the great work done across the city and enables us to better serve staff and recruit candidates in our work each day! As a bonus while on tour, we were able to record steps for the Walk Everywhere Challenge as part of our bi-weekly team meeting.



Cheers to Michelle Thomas for championing the Battle of the Badges Blood Drive this week in partnership with the American Red Cross! It was a wildly successful event, with all donation spots reserved 2+ weeks ahead of time, incredible energy and engagement the day of, and, most of all, extraordinary impact in service to our community with donations collected for those in need. Thank you to all who participated and represented the police department (and fire district 😊) in support of this important cause.





Don't worry - there are additional donation opportunities to participate in the coming months!! Reserve your spot early and often using the QR code.

Upcoming Drives:

- December 4
- January 29
- March 25
- May 20 – Battle of the Badges: Part II



ITS

Information Technology Services Manager Keith Smith

Phone Training: We will host multiple in-person training sessions for staff on using the new desk handset phones. Trainings will be held on Monday, September 18, and Tuesday, September 19 in Community Rooms A & B. There will be four sessions per day, each up to 45 minutes. We will be sending a link out to all staff so those that are interested can sign up for a session.

POLICE

Police Chief Kelly Busey

Patrol Truck: We finally received a new patrol vehicle – a Ford F-150 pickup. It is fully commissioned and out on patrol now. Aside from the fact that the hybrid SUVs are not available, it is good to have a couple patrol trucks in the fleet to assist with things like towing the boat and emergency trailer, picking up larger items of found property, and transporting materials to training sites.

SSOs / Radio Repeaters: We recently met with the new School Security Officers deployed within some of the Peninsula School District schools. It was good to start developing protocols and gain an understanding of each other's roles in different situations. One of the good things that came out of this meeting was the willingness of the school district to consider installing radio repeaters within some of the facilities where radio coverage gaps occur. This is something that we will explore soon.

Accreditation: We met with the state coordinator from the Washington Association of Sheriffs and Police Chiefs as the beginning point to gaining state accreditation. The benefits of becoming an accredited agency are to:

- Increase public confidence in the agency;
- Increase credibility;
- Provide systemized agency self-assessment;
- Broaden perspectives;
- Intensify administrative and operational effectiveness;
- Ensure recruitment, selection, and promotion processes are fair and equitable;
- Strengthen understanding of agency policies and procedures by agency personnel;
- Improve agency morale and pride;
- Decrease susceptibility to litigation and costly civil court settlements;
- Potentially reduce liability insurance costs; and
- Provide state and local recognition of professional competence.

PUBLIC WORKS

Public Works Director Jeff Langhelm

Public Works Operations Center Project –

Update: By September 8, the Operations Center building will have all exterior walls up, all roof paneling on, and enough roofing material placed to be considered “dried in”. The contractor continues to frame the interior walls and place conduits, wire, and pipes.



On-going Street Light Replacements: Street Operations staff continue to work on street light warranty replacements. This continues to be a time-consuming issue but is a priority with the upcoming winter months and additional hours of darkness. Streets Operations staff is also prepared to complete this year's crack sealing work. As soon as we have a series of days of forecasted dry weather they will begin the crack sealing operation, which requires many staff members to complete over the course of a few days.

Operations Staffing Study: In 2017, with the support of a consultant, the city completed a Public Works Operations Improvement Study. This study compared three key Operations Division components, including the increased number of city facilities, the level of service expected by our community, and the current staffing levels in the Operations Division. Not surprisingly, the 2017 study found that more positions were required to maintain the level of service and many new positions were added. However, with the growth in city facilities since 2017, Public Works will be requesting an update to the earlier Operations Improvement Study as part of the 2024 mid-biennial budget review process.

Finholm View Climb Stairs Repair: Parks & Grounds staff has temporarily closed the Finholm View Climb while they repair a portion of the framing that has deteriorated, as shown in the photo to the right. Staff is putting together a plan and cost estimate to complete these repairs.

Harbormaster Ln Watermain Replacement Project: Every few years, the Operations Division performs a scheduled water main replacement project. Having the Operations Division perform these projects not only saves the city money, but also keeps staff's water main installation skills sharp.



SOBA Field Trip to Gig Harbor: During the week of August 28, the States Organization for Boating Access (SOBA) hosted their [national symposium in Tacoma](#). As part of this symposium, they held a full-day field trip on August 31. Roughly 80 participants were introduced to boating access locations in our area. The last stop on the field trip included a two-hour visit to Gig Harbor where Public Works staff presented the many great boating access points in our city. Their tour concluded with an on-the-water kayak tour led by Washington State Parks. Thanks to the Police Department for helping to coordinate the tour, both on land and on the water.





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

Meeting Date: September 11, 2023

SUBJECT: Resolution 1291 Adopting a Flag Display Policy

SUBMITTED BY: City Clerk Josh Stecker

DEPARTMENT: Administration

PHONE: (253) 853-7613

SUGGESTED MOTION: Move to approve Resolution 1291.

BACKGROUND INFORMATION: *In order to ensure that all residents are provided the opportunity to comment on this resolution, each commenter will be allowed two minutes to speak. A timer will be displayed to inform commenters of how much time they have remaining. The time limit will be strictly enforced to ensure fairness is given to all commenters.*

At the June 12 city council meeting, council directed staff to prepare a resolution adopting a flag display policy for the city.

Council met in study session to discuss options for the flag policy on June 15, July 13, August 3, and August 17. At the August 17 city council study session, council provided direction to staff to prepare a flag display policy and provided direction to staff to prepare a policy for the city to be considered at the September 11 city council meeting. Council's direction is summarized in Resolution 1291.

The resolution includes a few provisions for which council did not provide clear direction, including:

The specific Pride flag flown by the city will be consistent with the specific Pride flag flown at the state Capitol.

The Pride flag will be displayed on the same flag pole as the flag of the United States if a separate flagpole is not available.

The Puyallup Tribe of Indians flag will not be flown outside of the Civic Center. After discussing this option with tribal representatives, staff determined that the tribe was content with the city's display of its flag in council chambers.

Upon approval of this resolution, staff will administratively consider options for the selection and installation of a second flag pole.

FISCAL CONSIDERATION: None

ATTACHMENTS:

1. Resolution 1291 (PDF)

STRATEGIC PLAN PRIORITY: Provide a safe, healthy, and inclusive community.

RESOLUTION 1291

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, ADOPTING A FLAG DISPLAY POLICY

WHEREAS, the city council desires to memorialize a policy regarding which flags are displayed and when and how flags are flown or lowered to half-staff inside and outside of city facilities; and

WHEREAS, 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;

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

Section 1. The display policy as set forth the in Exhibit A is hereby adopted.

ADOPTED by the City Council of the City of Gig Harbor at a regular meeting thereof, held this 11th day of September, 2023.

Tracie Markley
Mayor

Attest:

Joshua Stecker, CMC
City Clerk

EXHIBIT A

City of Gig Harbor Flag Display Policy

Flags Allowed to be Displayed

It is the intent of this policy to provide guidance for the display of the following flags at city owned or operated facilities within the City of Gig Harbor:

- A. The flag of the United States as defined in [4 U.S.C. 1](#).
- B. The flag of the state of Washington as defined in RCW [1.20.010](#).
- C. The National League of Families' Prisoners of War/Missing in Action (POW-MIA) flag as defined in [36 U.S.C. 902](#).
- D. The Pride flag
- E. The Puyallup Tribe of Indians flag
- F. Sister city flags

All flags shall be displayed in compliance with the flag code as defined in [4 U.S.C. 1](#). Any flag not identified in this policy may not be displayed on city owned or operated facilities.

Time and occasions for display

- A. The flag of the United States shall be displayed on all days at the following locations:
 - 1. On a flagpole outside of the front doors of the Civic Center
 - 2. On the flagpole at Skansie Brothers Park
 - 3. On the flagpole at Kenneth Leo Marvin Veterans Memorial Park;
 - 4. On a stanchion in council chambers
- B. The flag of the state of Washington shall be displayed on all days at the following locations:
 - 1. On a flagpole outside of the front doors of the Civic Center
 - 2. On a stanchion in council chambers
- C. On the dates designated in RCW 1.20.017, the National League of Families' POW-MIA flag shall be displayed at the following locations:
 - 1. On a flagpole outside of the front doors of the Civic Center beneath the flag of the United States.
 - 2. On the flagpole at Kenneth Leo Marvin Veterans Memorial Park beneath the flag of the United States.

If the designated day falls on a Saturday or Sunday, then the POW-MIA flag will be displayed on the preceding Friday. If the designated day is a city holiday, then the flag will be displayed starting on the last business day preceding the holiday and will be removed on the next business day following the holiday.
- D. The Pride flag shall be displayed on a flagpole outside of the front doors of the Civic Center during the month of June, except that the Pride flag shall not be

displayed on the same flagpole as the flag of the United States, 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 should be consistent with the Pride flag displayed at the State Capitol.

- E. The Puyallup Tribe of Indians flag shall be displayed on a stanchion in council chambers during the months of October and November.
- F. Flags of Gig Harbor's sister cities may be displayed at the discretion of the mayor during official visits from sister city delegations.

Display of Flags during Municipal Court Proceedings

The municipal court judge retains the discretion to remove any flag from council chambers during municipal court proceedings, except for the flags of the United States and the state of Washington, in accordance with Washington state court general rules.

Display of Flags at Half-Staff

Flags on the flagpole outside of the Civic Center, on the flagpole at Skansie Brothers Park, and on the flagpole at Kenneth Leo Marvin Veterans Memorial Park shall be lowered to half-staff in accordance with any direction issued by the governor of the state of Washington, with the provision that the raising and lowering of flags shall occur during regular business hours.

In addition, the mayor may direct flags to be lowered to half-staff in recognition of events of local significance.

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	Sept. 11	5:30pm	City Council	See Agenda
W	Sept. 13	10:00am	Arts Commission	• Scoring Matrix for CE Grants • Jennifer Haro, Parks Manager • Election of Chair
TH	Sept. 14	12:00pm	Lodging Tax Advisory Committee	• Review of 2024 Lodging Tax Grant Applications
TH	Sept. 14	3:00pm	City Council Study Session	• Introduction of Appointees to Design Review Board and Lodging Tax Advisory Committee • Climate Action Plan • Urban Forestry Management Plan • Lift Station 1a Rehabilitation Scope
TH	Sept. 14	5:30pm	Planning Commission	• 2044 Comprehensive Plan Update - Transportation
TH	Sept. 14	5:30pm	Design Review Board	CANCELLED
TUE	Sept. 19	1:30 pm	Hearing Examiner Hearing	• GH Boat Works – PL-CUP-23-0001
TH	Sept. 21	3:00pm	City Council Study Session	• Masonic Lodge MOU with Museum Group • Code Compliance Program Update • Adoption of 2021 Building Codes
TH	Sept. 21	5:30pm	Planning Commission	CANCELLED
M	Sept. 25	5:30pm	City Council	Consent Agenda: • Confirmation of Appointments to Design Review Board and Lodging Tax Advisory Committee
TH	Sept. 28	12:00pm	Lodging Tax Advisory Committee	• Review of 2024 Lodging Tax Grant Applications
TH	Sept. 28	3:00pm	City Council Study Session	• 2024 Legislative Agenda • Commercial Fishing Homeport Agreements • 2044 Comprehensive Plan Update • Monthly Financial Update
TH	Sept. 28	5:30pm	Planning Commission	• 2044 Comprehensive Plan Update
TH	Sept. 28	5:30pm	Design Review Board	CANCELLED
W	Oct. 4	5:30pm	Parks Commission	
TH	Oct. 5	5:30pm	Planning Commission	
M	Oct. 9	5:30pm	City Council	Business Items: • Resolution XXXX Adopting an Urban Forest Management Plan • Resolution XXXX Adopting a Climate Action Plan

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
				• First Reading and Adoption of Ordinance XXXX Amending Title 15 Adopting 2021 Building Codes • First Reading and Adoption of Ordinance XXXX Amending the Civil Service Commission
W	Oct. 11	10:00am	Arts Commission	
TH	Oct. 12	3:00pm	City Council Study Session	• Mid-biennial Budget Review
TH	Oct. 12	5:30pm	Design Review Board	
TH	Oct. 19	5:30pm	Planning Commission	
M	Oct. 23	5:30pm	City Council	Staff Report: Third Quarter Budget Update
TH	Oct. 26	3:00pm	City Council Study Session	• 2024 Legislative Agenda
TH	Oct. 26	5:30pm	Design Review Board	
M	Nov. 13	5:30pm	City Council	Business Items: • Public Hearing on Revenue Estimates • Resolution XXXX Certifying the 2024 Regular Ad Valorem Tax Levy upon Real Property • Public Hearing: First Reading of Ordinance XXXX Amending the 2023-24 Budget
M	Nov. 27	5:30pm	City Council	Consent Agenda: • Renewal of State Lobbying Services Contract with Gordon Thomas Honeywell Business Items: • Resolution XXXX Adopting the City's 2024 State Legislative Agenda • Second Reading and Adoption of Ordinance XXXX Amending the 2023-24 Budget
M	Dec. 11	5:30pm	City Council	
M	Dec. 25	5:30pm	City Council	NO MEETING
M	Jan. 8	5:30pm	City Council	Presentation: Tacoma Community College Update

City of Gig Harbor Two-Year Strategic Plan 2023-2024

Adopted by Resolution 1280 on June 12, 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	- Re-qualify for AWC Well City designation - Conduct annual employee satisfaction survey	- Develop a staff retention and attraction program - Review and update the city's DEI program - Update personnel policies manual - Update safety manual and accident prevention program - Revise employee evaluation process - Develop management training for all new supervisors - Update job descriptions and conduct salary & benefits study
Ensure sustainable future for public services and facilities	- Provide more effective municipal services - Increase city communication effectiveness - Listen to community needs and expectations - Source funding for parks, streets/transportation, and utilities - Ensure infrastructure to support community needs	- Update utility rates as needed - Continually improve permit and land use approval processes - Increase resources for capital projects - Review/amend TIP to improve motorized and non-motorized transportation	- Create a city-wide communications plan - Update public works standards - Conduct HOA fair - Implement hybrid court system/electronic case management - Parks division organizational assessment - Complete construction of Public Works Operations Center - Place parks bond on ballot
Maintain small town character and historic preservation while growing responsibly	- Promote responsible growth in keeping with small town character - Address infrastructure to relieve traffic issues - Ensure adequate affordable housing - Focus on character retention and historic preservation - Decrease distance to get to a park or open space - Enhance walkability and pedestrian/cyclist safety	- Annually docket specific priorities in the comprehensive plan - Fund Harbor History Museum operations - Monitor state legislative activity - Support the arts commission - Develop sister city program - Fund creative endeavor grants - Monitor short-term rentals	- Prepare 2044 Comprehensive Plan periodic update - Complete annexation study - Develop housing needs and action plan - Create historic preservation commission - Review businesses and off-street parking requirements - Develop 4th of July event - Establish process and procedure for code compliance program - Establish park standards
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	- Annually review climate & sustainability action plan (once developed) - Consider possible conservation properties and/or mitigation areas and activities	- Adopt climate & sustainability action plan - Form climate action committee - Adopt urban forest management plan/tree retention policies - Develop recycling program in city parks - Install Civic Center electric vehicle charging station - Annex parcels in city's parks system - Update stormwater manual - Assess gaps in public charging stations 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 - Support Chamber of Commerce - Fund tourism with lodging tax grants - Promote downtown businesses/events - Collaborate with Pierce Transit for trolley	- Design and construct fishermen's home port - Create a business retention and attraction plan - Evaluate and amend development regulations and fees - Develop and implement a small business fair - Develop holiday display attractions
Provide a safe, healthy, and inclusive community	- Foster safe, livable and attractive community - Ensure city services are available to all residents - Implement DEI in city personnel practices	Provide funding for senior programming	- Develop housing, health, & human services coordinator position - Provide funding for senior center permanent home - Develop a plan to support youth and teen activities - Obtain police department accreditation - Update emergency management plan