Introduction
-Tim Matthes, Mayor

As I reflect on the three Town Hall meetings I held last year and prepare for my first Town Hall meeting in 2013, I remember the major concerns the citizens brought up: keep downtown quaint, create partnerships, help make downtown vibrant, provide better communication to the public, and improve the roads.

It is encouraging to see the strides we are making on the Council’s short-term goals parallel with what I hear from the public. As you will read in the following report, we have made a lot of progress in the first quarter of 2013 for both the Council and the citizens of the City of Port Orchard.

Clerk’s Office
-Brandy Rinearson, City Clerk

✓ Website - Completed:
The changes discussed in July 2013 have been implemented. The navigation of our website is now more user friendly, allowing visitors and residents to find what they need with fewer “clicks.” The home page is now a useful place for residents to visit often. It shows our current press releases, newsletters, and information on current projects. There is also a place for pertinent news from other agencies that the City partners with. On the right of the home page is a “Quick Links” section that has links to the most commonly used pages on our website.

Highlights of website changes:
• Community—the following pages have been added: transportation, demographics, emergency preparedness, schools, library and local utilities.
• Government has been separated out from the City Departments. The City Council and Mayor pages have been expanded to give more detailed information on Councilmembers, Council committees, and Council’s short-term goals.
• Departments—Human Resources, South Kitsap Fire & Rescue, and Animal Rescue & Enforcement have been added to this section.
• Visiting—direct links to the Chamber of Commerce and the Kitsap Peninsula Visitor and Convention Bureau are included. An event list highlighting events approved through the Public Event process is available. Transportation for visitors is under this section, as well as a City map, City facility rentals, parks, and weather.
• Business—this section enables citizens easy access to the forms they need to do business with the City.
Economic Development—This section has a “Why Choose Port Orchard?” page, which includes reports from KEDA, KADA, and videos from PSRC. Under “New Developments” is a map of the downtown corridor with highlights of the current projects and remodels.

Contacts—this page is expanded to give bulleted lists of services each department provides in order to assist the citizen in finding the correct department for their inquiry.

Knowing that a great website always evolves, the main redesign of the website is complete. It is our goal to be as transparent as possible. The website is a wonderful tool for staff to share information that the public is seeking, thus reducing staff time in providing the information on a case-by-case basis. We always welcome constructive feedback on how to make it even more useful.

Develop Master Plan for Design and Location of Information Signage in City - On Hold:
The plan is on hold, pending the Joint Port/City Waterfront Master Plan, where meetings have begun (see Joint Waterfront Planning with Port of Bremerton under Public Works on page 4 for an update).

Promote Business Retention - Active:
Discussion has begun between the Economic Development and Tourism Committee and Doctoral Candidate Eric Punt to possibly develop a survey.

Finance Department
-Allan Martin, Treasurer

Financial Analysis of Sewer and Water Connection Fees - Active:
Connection fees are being considered within the assessment of the viability, stability, and adequacy of revenues of the water sewer utility. Public Works continues to work with PACE Engineering to develop a long-term, ongoing management plan for the water and sewer system. Connection fees are identified as a major revenue component. An ongoing dialogue continues between the Utility Committee and staff to develop a comprehensive utility plan and funding strategies for the utility, including setting connection fees that meet the utilities funding needs while equitably meeting development constraints.

Human Resources
-Deb Howard, PHR Human Resources Coordinator

A Safety & Health Investment Project grant application was submitted to the Department of Labor and Industries for a Return to Work project.

The “Light Duty = the Right Duty” project involves the establishment a formal Return to Work and Safety Awareness program for the City of Port Orchard. The project has two components. The first part is to incorporate injury prevention training to reduce work related injuries. The second part involves developing a Return to Work procedure and policy focusing on employee awareness to contain and reduce the costs of Worker’s Compensation due to employee injury and time loss.

Why Establish a Return to Work Program? Em-
Employers of all sizes need to pay attention to safety and the cost of workplace accidents to workers, as well as to the employer's bottom line. While accident prevention is the best way to reduce overall injury costs, an effective workplace Return to Work (RTW) Program is the best way to manage cost and improve recovery after an injury has occurred.

The goal of a Return to Work program is the safe and timely return of employees to transitional or regular employment. Medical research has shown that people recover more quickly if they remain active and return to their normal routine as soon as possible. The longer an injured employee stays away from work, the greater the chance for permanent disability and increased claim costs. An effective return-to-work program also shows your employees that you are committed to their well-being.

The “Light Duty = Right Duty” project is a comprehensive 12-month program that encompasses as much training and resources available to gain a solid understanding of all the elements that would sustain a successful Return to Work program for the City of Port Orchard when the project is completed.

Some of the project components will involve: identifying areas of possible light duty assignments throughout the City and community that accommodate employees’ capabilities; establishing a job analysis bank for light duty return to work positions; ergonomic assessments; Defensive Tactics training for Police Officers; and communications training for supervisor and staff on the clear objectives, expectations, and procedures of an RTW program.

Work related injuries are difficult for both the City and employee—that is why providing a proactive Return to Work program is a win/win situation for everyone.

Planning & Building Department
-Tom Bonsell, Acting Development Director

Blackjack Creek - On Hold:
Development of the Blackjack Creek trail has unresolved issues. Planning and Public Works Departments have had two meetings with the Recreation and Conservation Office (RCO), the Tribes, and Fish and Wildlife in an attempt to resolve issues that are not allowing the project to proceed. We are waiting on a letter from the RCO that will clarify if and how the project can be moved forward.

Title 16 Code Updates - Active:
The revisions to POMC 16.50, Landscape Code, are expected to be ready for the next City Council Work Study meeting. The Planning Department is attempting to put the revisions in front of the full City Council in early April for a Public Hearing and possible adoption.

Public Facility—Police
-Tim Matthes, Mayor

Public Works Director Dorsey is working with the Police Department and the City Treasurer to utilize the former Wet Apple property to be used for storage of police equipment. New garage doors and a security system will be installed.
Joint Waterfront Planning with Port of Bremerton - Active:

As needed for future guidance as part of the 2014 Budget development process, the Committee was tasked with creating a joint vision for the redevelopment of the City’s waterfront. In order to accomplish this task, the Committee members discussed the following at the February 25, 2013, meeting:

- Key to Success – Build Partnerships
- Create a vibrant waterfront – a place where people want to go
- Key to Success - Shoreline accessibility
- Address parking issues – understand current waterfront parking users
- Utilize previously prepared documents (Kasprisin/Edaw) where feasible
- Understand parcel ownership constraints – strategic resolution
- Amenities – regionally attract families

It was determined the first step in this conceptual waterfront planning process is to hold open forum workshops and invite community participation in desired outcomes.

Tremont Corridor - Active:

Tremont Street Widening Project is currently “ready to go.” The City is working diligently to position ourselves for $14 million Federal Funds thru potential PSRC obligation target funding.

Bay Street Pedestrian Pathway - Active:

In conjunction with the Port of Bremerton’s waterfront park expansion, Bay Street Pedestrian Pathway Segment 2 is currently under construction. The construction of Bay Street Pedestrian Pathway Segment 5 was awarded to MVG, LLC at the February 26, 2013, Council Meeting.

Dekalb Pier - Active:

DeKalb Pier Phase 1 construction contract was awarded on February 26, 2013, to MVG, LLC. The project generally consists of repairs to the existing timber pier cross-bracing, replacement of pier decking and railing, interim repairs to the existing float system and uplands improvements including but not limited to a new access ramp, replacement of the curb, gutter and sidewalks, landscaping, and lighting.

Annual Improvements to Parks - Active:

New toys for the Active Club Park have been assembled, holes dug, sonotube placed, and the toys scheduled to be set in place and concrete poured.

Sidewalks and Street Improvements & Sidney/Sedgwick Sewer/Water/Storm Plan Active:

Cedar Heights Sidewalk drainage and sewer project slated for construction in June 2013. The City is pro-actively including needed Sidney/Sedgwick Joint Planning Area (JPA) commercial area sanitary sewer infrastructure improvements (to be paid thru City W/S funds) as part of the federally funded Cedar Heights Sidewalk Project.