City of Port Orchard  
Council Meeting Minutes  
Regular Meeting of April 8, 2014

1. CALL TO ORDER AND ROLL CALL

Mayor Tim Matthes called the meeting to order at 7:00 p.m. Pro-Tem Cindy Lucarelli and Councilmembers Bek Ashby, Jeff Cartwright, Fred Chang, Jerry Childs, John Clason, and Rob Putaansuu were present and constituted a quorum. City Clerk Rinearson, Police Chief Marti, Public Works Director Dorsey, Assistant City Engineer Archer-Parsons, City Treasurer Martin, Development Director Bond, Deputy City Clerk Fernandez, and City Attorney Jacoby were also present.

A. Pledge of Allegiance

Kathleen Wilson led the audience and Council in the Pledge of Allegiance.

2. CITIZENS COMMENT

Sam Huff, West Sound Disc Golf Association, spoke regarding the future Van Zee Park improvements. The Association is interested in putting up safety netting on the adjacent property owners’ fences. They asked that when lighting is installed that the light poles do not interfere with some of the existing poles on the field and do not impede the hill that is used for sledding in the winter. In regards to the parking lot in the back, he said there are two tee areas that will be affected by the parking lot adjustments. He was wondering if the City had thought about fixing the tee areas, or is that something they, as a stewardship group, need to address.

Kathleen Wilson, Head Librarian at the Port Orchard KRL Branch, gave the Council a history of the library. She invited the Council, Mayor, and the public to join them on Saturday, April 19, 2014, 10am-4pm, as they celebrate 50th & 90th anniversaries of library service in Port Orchard.

3. APPROVAL OF AGENDA

Councilmember Childs MOVED and Councilmember Lucarelli seconded the motion approving the Agenda. Upon vote, the motion passed unanimously.

4. APPROVAL OF CONSENT AGENDA

A. Approval of Check Nos. 61569 through 61675 totaling $316,097.33, March Payroll Warrant Nos. 145727 through 145772 totaling $566,511.38 & Treasurer’s check book in the amount of $1,627,834.70.

B. Setting the April 15, 2014, Work Study Session Meeting

C. Approval of March 18, 2014, Council Work Study Session Meeting Minutes

D. Approval of March 25, 2014, Council Meeting Minutes

Councilmember Ashby MOVED and Councilmember Childs seconded the motion approving the Consent Agenda. Upon vote, the motion passed unanimously.
5. PRESENTATION

A. Proclamation: National Library Week

Mayor Matthes read the National Library Week proclamation into the record and presented the proclamation to Kathleen Wilson, Head Librarian at the Port Orchard KRL Branch, who thanked the Council for their continued support.

B. Update: Kitsap Economic Development Alliance - Cancelled

6. PUBLIC HEARING

No public hearings were held.

7. BUSINESS ITEMS

A. Adoption of Resolution No. 004-14, Repealing Resolution No. 022-06, and Establishing Fee Schedules for the Departments of Community Development and Public Works

Development Director Bond presented the staff report, noting Port Orchard has not updated its Department of Community Development (DCD) and Public Works fees since 2006. In 2013, DCD generated revenue, which equaled 54% of department expenditures. Since 2006, COLAs and benefit costs have increased substantially and the department is now due for a major permitting software upgrade. The City Council and Finance Committee have discussed this issue extensively. A Public Hearing on the proposal was conducted on March 11, 2014, and the issue was returned to the Finance Committee for discussion on March 27, 2014. The Finance Committee recommended approval of the presented resolution at its most recent meeting.

In response to Councilmember Childs, Development Director Bond said he would recommend when he presents his department’s budget to the Finance Committee annually that they will review revenue collected to date and make sure they haven’t collected more money than is needed for the technology.

In response to Councilmember Putaansuu, Development Director Bond said it would be ten years until they will collect enough revenues to pay for the permitting software. And in that time, he anticipates other software needs will emerge.

Councilmember Putaansuu wants to makes sure that if we are not paying for some specific technology advancement, then the fee needs to go away.

Development Director Bond feels the entire fee resolution is something that needs to be reevaluated when looking at department revenue versus department expenditures on an annual basis. This needs to be updated more than once every eight years, as new things come into being and old things become obsolete.
City Attorney Jacoby said he has advised staff that funds need to be tracked and segregated, and that they need to demonstrate that the funds are being used for the technology update for which they are being collected.

**Councilmember Chang MOVED and Councilmember Ashby seconded the motion to adopt Resolution No. 004-14, repealing Resolution No. 022-06, and establishing fee schedules for the Departments of Community Development and Public Works. Upon vote, the motion passed unanimously.**

**B. Adoption of Resolution No. 005-14, Repealing Resolution No. 009-13, and Re-establishing a Small Works Roster Process to Award Public Works Contracts, Creating a Process for Really Small Public Works Projects Exempt from Formal Bidding Procedure, a Consulting Services Roster, and a Vendor’s List Process to Secure Equipment, Supplies, or Materials**

Public Works Director Dorsey presented the staff report, noting on June 3, 2013, Resolution No. 009-13, became effective, which re-established a small works roster process and vendor’s list process to award public works contracts, consulting services roster, and secure equipment, supplies, and material. Staff is proposing to add a new process for the award of public works contracts for projects, which have an estimated cost of less than $10,000. The process will improve efficiency and make it easier for the Public Works Director to award very small projects, which can generally be completed in less time than it takes to comply with bidding procedures. Contractors receiving these contracts will be required to include copies of paid invoices for supplies and materials along with any project invoices submitted to the City, which will protect the City financially. The benefit gained by the increase in efficiency outweighs the risk to the City. Several cities have adopted similar procedures and MRSC has commented favorably on the procedure.

In response to Councilmember Childs, City Attorney Jacoby said the word “really small” comes out of MRSC materials.

In response to Councilmember Childs, City Attorney Jacoby said the redlined change is the only change to Resolution No. 009-13.

In response to Councilmember Chang, Public Works Director Dorsey said this type of work is vendor work. It is generally local by nature.

In response to Councilmember Clauson, Public Works Director Dorsey said picking a vendor is based on response. City Attorney Jacoby said if the direction of the Council is to rotate vendors and keep things local, then staff will consider those when picking vendors.

In response to Councilmember Lucarelli, Public Works Director Dorsey says the need for really small public works projects comes up constantly.

**Councilmember Putaansuu MOVED and Councilmember Clauson seconded the motion to approve Resolution No. 005-14, repealing Resolution No. 009-13, and re-establishing a small works roster process and vendor’s list process to award public works contracts, creating a process for really small public works projects, consulting**
services roster, and secure equipment, supplies, and material. Upon vote, the motion passed unanimously.

C. Approval of Public Event Application: Live to Ride

City Clerk Rinearson presented the staff report, noting April Trueblood and Scott with Peninsula Auto Group are requesting use of City parking lots and right-of-way on Sunday, August 3, 2014, for a 'Live to Ride' event. This is a motorcycle show, which would bring motorcycle exhibitors, guests, and spectators to the downtown area. They are requesting to use the parking stalls at the downtown waterfront and marina park. The event is open to the public from 1:00pm to 5:00pm, and the vendors would be arriving around 12:00pm. They are anticipating 200 to 250 show bikes for display, and 500 or more visitors. City departments, the Fire Department, and Kitsap Transit have reviewed the application and have submitted their recommendation and/or comments.

In response to Councilmember Ashby, City Clerk Rinearson said the event organizer offered to notify the surrounding businesses of the event and road closure in their public event application. Currently, there is no policy that requires event organizers notify the affected businesses.

Councilmember Lucarelli MOVED and Councilmember Clauson seconded the motion to approve the Public Event application from Peninsula Auto Group and allow them to hold their event using City streets and right-of-ways. Upon vote, the motion passed unanimously.

D. Approval of Mayoral Appointments to the Lodging Tax Advisory Committee

City Clerk Rinearson presented the staff report, noting pursuant to Port Orchard Municipal Code 2.22 and State law, the City Council shall review the membership of the Lodging Tax Advisory Committee (LTAC) annually and make appropriate changes by recommendation of the Mayor. The Mayor is recommending a representative from the following organizations/businesses to serve on the LTAC, upon Council’s acceptance:

- A business required to collect the tax: Comfort Inn, Days Inn, Cedar Cove Inn, and Mrs. Howe’s Bed and Breakfast.
- An organization involved in activities: Fathoms O’ Fun, Port Orchard Chamber of Commerce, Saints Car Club, and Port Orchard Bay Street Association.

In response to Councilmember Ashby, City Clerk Rinearson said the Lodging Tax Advisory Committee had to be composed of equal parts hoteliers and organizations that receive hotel/motel tax funding.

Councilmember Chang said he would support most of the recommendations, but he would encourage the VCB to be on there.

Councilmember Cartwright would like to explore the rotating basis of assignments that was proposed in Councilmember Ashby’s email.

Councilmember Lucarelli would like to pick a person, not an organization.
Councilmember Chang said the correct way is to pick the organization, not the personality. He likes the idea of rotating. Councilmember Childs likes the idea of assigning a person from the organization. He likes the idea of rotating to keep it fair.

Councilmember Clauson is unclear if this was sent to Work Study, what would be discussed. The Council could adopt the appointments, ask the organizations for the name of their representative, and implement the rotation. Councilmember Putaansuu agreed.

In response to Councilmember Childs, City Clerk Rinearson said to be a participant in the LTAC, they have to receive hotel/motel tax funds.

In response to Councilmember Clauson, City Attorney Jacoby said for some activities, the applicant would have to be a 501c3, and for other activities they did not. He is happy to follow up to the Council and Mayor with the email he drafted in the past.

Councilmember Clauson asked what the definition of a “recipient” is.

Councilmember Ashby’s recollection was that it could be either a 501c3 or a 501c6.

City Attorney Jacoby read the statute, noting the marketing and operations of special events and festivals can be used directly by any municipality for supporting the operations of a tourism-related facility owned or operated by a 501c3 or 501c6 organization. When talking about funding some other activity that is permitted under the statute, there is no such limitation.

City Attorney recommended putting this on a Work Study Session to answer all of their questions.

Councilmember Clauson asked the City Clerk to provide a list of the last three years of recipients at the Work Study Session.

City Attorney reviewed the statute of who could serve on LTAC, and it said there had to be at least two members who are persons involved in activities authorized to be funded by revenue receipts. You do not actually have to have received money, but you have to be in that authorized category.

Councilmember Childs CALLED for the question. There was no second or vote.

Councilmember Ashby MOVED and Councilmember Chang seconded the motion to approve the Mayor’s appointment of a representative for the Comfort Inn, Days Inn, Cedar Cove Inn, and Mrs. Howe’s Bed and Breakfast as businesses required to collect the tax; and Port Orchard Chamber of Commerce, Saints Car Club, Fathoms O’ Fun, and Port Orchard Bay Street organizations involved in activities to serve on the Lodging Tax Advisory Committee. Upon vote, the motion failed unanimously.

Councilmember Clauson asked this topic be placed on the April Work Study Session.

E. Discussion: Interlocal Cooperative Agreement with West Sound Utility District for Facility Management and Operation Services of the Joint Wastewater Treatment Facility
Councilmember Clauson commented that the City and the District received the Foster Pepper letter yesterday; however, the Council did not receive the letter until this afternoon at 4:30 p.m.

City Treasurer Martin said Foster Pepper represents West Sound as an agency, it represents the City as an agency, and they also represent the Joint Wastewater Treatment Facility. Foster Pepper had the City sign an engagement letter and conflict waiver between the City and the District, because Foster Pepper was going to make an opinion that may or may not be in the favor of the City or may or may not be in the favor of the District. They signed that waiver, and were a party of what that letter was going to say. The letter was received late yesterday afternoon.

In response to Councilmember Cartwright, City Attorney Jacoby said it was discussed at the last council meeting and he and Councilmember Clauson spoke to the efforts that the subcommittee had undertaken at the direction of the full Council to review historical documents – and this is all following the February 25 vote – to review historical documents, to interview the former City Engineer and former Councilmember Bob Geiger. At the last Council meeting, they also talked about the City Attorney contacting Hugh Spitzen, who worked on the ULID 30 years ago. What the Council has before them now, dated April 7, is a letter that Allan Martin and the Mayor requested of Foster Pepper, which is consistent with the Council’s discussions. They gave Foster Pepper the key documents, and asked them to review them and provide an opinion. That is the context for the letter. That is exactly what the Council had requested staff and the Mayor to look into.

In response to Councilmember Cartwright, Mayor Matthes said Foster Pepper was the bond council for both the District and the City. They represented both parties on the bonds, and they did an independent third-party opinion.

Councilmember Childs wanted to clarify the process. As he remembered, the Council appointed four naysayers to do a few interviews, look into what had been presented, and make a recommendation to the Council. At the last Council meeting there was a discussion on this, now we are having another discussion on this. The committee has not made its report yet, and it seems like things are getting out of order. Isn’t the Council going to let the committee do its thing? The Foster Pepper opinion is good to give to the committee. He is not against everyone on the Council having it. Is the Council going to follow the process? Is the committee going to finish their interviews and discussions and then bring a recommendation or is it going to be discussed at every Council meeting?

In response to Councilmember Childs, Councilmember Ashby said she had anticipated that the committee would have a recommendation report to the Council at this Council meeting. She believes that was the direction given at the last Council meeting.

In response to Councilmember Putaansuu, City Attorney Jacoby said the engagement letter is something every law firm uses when someone wishes to hire them. It explains their terms and describes the scope of work. The date on the letter was March 26.

Councilmember Putaansuu would have liked to have been informed on March 26 of the process that was occurring.
Councilmember Clauson gave his personal opinion, because the committee has not gotten together to review and discuss the data they were able to pull together in their interviews with Mr. Curles and Mr. Geiger. They did ask the City Attorney to reach out to Hugh Spitzer, because he was the attorney who was retained during creation of the ULID. He understands from Mr. Jacoby that there was an exchange of phone messages and emails to try to coordinate a time to talk with Mr. Spitzer. But this has not happened. He is assuming that the information in the letter is the same thing that we would get from Mr. Spitzer at least in regards to reviewing the historical documents. Unfortunately, it does not pick his memory bank as they tried to do with Mr. Geiger and Mr. Curles. Based on the letter, it appears to him personally that all of his concerns have been answered and he is comfortable with approving the document that has been prepared. But he can only report on what he thinks, since the committee has not formulated an opinion.

Councilmember Clauson said it was up to the committee on whether or not they wanted to not make a recommendation tonight and get together and discuss it or they can talk about it here at the table and share what they have learned.

Councilmember Childs would like to get together and discuss it separately.

Councilmember Chang would like to talk about it tonight.

Councilmember Putaansuu’s position has not changed, but to get this information at 4:00 p.m. today and to be able to digest it, review it, and act on it this evening probably is not the best course of action.

**Next Steps:**

- The committee will get together, come back at the next Council meeting, and make a recommendation.
- City Attorney Jacoby is happy to answer any questions regarding the points in the Foster Pepper letter.
- Councilmember Ashby asked that the Mayor respond to both of the District’s letters dated March 5 and April 7 on behalf of the Council. She would like the City to remain a good partner to West Sound.

**F. Approval of Contract No. 041-14, Authorizing the Mayor to Execute Employment Contract for the Chief of Police**

Mayor Mathies presented the staff report, noting Chief of Police Marti has proven himself a capable and valued leader of the City of Port Orchard’s Police Department. The City benefits by his law enforcement experience and his understanding of our local community. Upon his appointment last year, Chief Marti was provided a one-year employment contract. It is the desire of the Mayor to offer a new two-year employment contract ending April 24, 2016.

The new contract recognizes the need to provide salary adjustment language, which maintains a positive spread between the Commander position and the Chief. The new contract provides that monthly gross salary shall always be at least 5% greater per year than any of the police department reporting staff’s monthly regular gross salary. The salary provision will be reviewed and adjusted annually when COLAs are extended to employees.
Other changes to the contract are meant to recognize standard City employee benefits not written into the original agreement. New language is added to correct an oversight in describing vacation accrual. City employees accrue vacation leave of an additional eight hours of vacation for each year of employment credited to their vacation account annually. That language is now included. The City has continued to provide the standard $50,000 life insurance benefit that is extended to full-time employees; however, the original contract was silent regarding life insurance benefit. In addition, the new agreement recognizes personal holiday accrual provided to all city employees and applies the same to the Police Chief.

In response to Councilmember Clauson, City Treasurer Martin said the vacation buyout is in line with other employees.

In response to Councilmember Chang, Mayor Matthes said Chief Marti is happy with this contract and was the one that approached him with the issues that needed to be addressed.

Councilmember Childs was expecting to have a conversation about the Chief’s performance and talk with the community stakeholders prior to the contract renewal.

**Councilmember Ashby MOVED and Councilmember Clauson seconded the motion to authorize the Mayor to execute Contract 041-14, an employment agreement for Chief of Police Geoffrey Marti. Upon vote, the motion passed unanimously.**

**G. Approval of Contract No. 042-14, Authorizing the Mayor to Execute an Agreement with Caseco Associates, Inc. for 2014 Tremont Place Water Service Modifications**

Public Works Director Dorsey presented the staff report, noting on March 18, 2014, and pursuant to the March 14, 2014, Utility Committee recommendation, the Public Works Department issued a Request for Proposal (RFP) for the 2014 Tremont Place Water Service Modifications. The rationalization behind the Utility Committee’s project support includes 1) the City’s desire to correct the problematic water service configuration with respect to system flow and 2) reduce/eliminate the frequent water quality service flushing calls that exist within this area. Four (4) proposals were received by the March 31, 2014, deadline as follows (applicable tax included):

<table>
<thead>
<tr>
<th>Company</th>
<th>Base Bid</th>
<th>Bid Alt. #1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caseco Associates, Inc.</td>
<td>$24,220.55</td>
<td>$4,348.00</td>
</tr>
<tr>
<td>RV Associates, Inc.</td>
<td>$24,850.00</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>Sound Excavation, Inc.</td>
<td>$42,688.00</td>
<td>$6,516.00</td>
</tr>
<tr>
<td>PBC, Inc.</td>
<td>$53,079.34</td>
<td>$7,239.28</td>
</tr>
</tbody>
</table>

Upon review, the City’s Public Works Department staff has determined that Caseco Associates, Inc. bid of $24,220.55 was the lowest qualified bid. Additionally, the Public Works Department has confirmed 1) that the bidding requirement for Public Work using the City’s Small Works Roster was followed and 2) that the project proposal is funded within the Water Utility fund of the approved 2014 Budget.

In response to Councilmember Childs, Public Works Director Dorsey said this is an area based on configuration and approved by the City previously. Whether Well 9 was functioning properly or not, this would continue to be problematic due to configuration. It is exacerbated by the Well 9 situation. Public Works Director Dorsey gave a brief overview of the project.
Councilmember Putaansuu MOVED and Councilmember Clauson seconed the motion to authorize the Mayor to execute Contract No. 042-14 with Caseco Associates, Inc. in an amount not to exceed $24,220.55 for the 2014 Tremont Place Water Service Modifications.

H. Approval of Contract No. 043-14, Authorizing the Mayor to Execute DWSRF Loan Contract No. DM13-952-185 with the Department of Commerce for the Well No. 10 Project

Public Works Director Dorsey presented the staff report, noting the City of Port Orchard has successfully applied for and received a Drinking Water State Revolving Fund (DWSRF) loan from the Department of Commerce for the Well #10 Water Treatment Project. The general terms of the Loan are as follows:

- Loan Amount: $6,060,000
- Loan Fee: $60,000
- Loan Forgiveness: 0%
- Loan Term: 24-years
- Interest Rate: 1.5%
- Payment Month: October 1st
- Earliest Date for Construction Reimbursement: 7/1/2013
- Time of Performance: 48-months to Completion

The Loan is a revenue obligation of the City, payable solely from the net revenue of the City’s public water system. The Well #10 Pre-Design Report was completed in 2010 and will be utilized for the Final PS&E, as currently funded within the 2014 Budget. The Public Works Department issued a Request for Qualification (RFQ) for the Final PS&E in late March 2014. It is anticipated that the consultant interview, selection and scope/budget development will occur over the next month, with the contract placed on the May 13, 2014, Council Agenda for approval.

Councilmember Putaansuu thanked Public Works Director Dorsey and City Treasurer Martin for finally getting this. The City has been working on this for a number of years. They were hopeful a year ago that they were going to get a loan for half this amount and it did not have as good of terms. To get the full amount and build the whole project with these very good terms is kudos to Mr. Dorsey and Mr. Martin.

In response to Councilmember Lucarelli, Councilmember Putaansuu said the Council authorized the gap analysis previously that will determine the amount needed. It is an enterprise fund. There is a cost to bring the well online and ultimately the ratepayers have to pay for it. Public Works Director Dorsey pointed out this project has been carried on the capital facilities plan for years as the number one project, so it is already included on that capital current rate structure. This is not an out-of-the-blue $6 million addition.

In response to Councilmember Lucarelli, Public Works Director Dorsey said this was already captured in the last rate increase. The City already included the $6 million in the capital and was already in the analysis.
Councilmember Putaansuu MOVED and Councilmember Clauason seconded the motion to authorize the Mayor to execute Contract No. 043-14 with the State Department of Commerce, thereby accepting a Drinking Water State Revolving Fund (DWSRF) loan from the Department of Commerce for the Well #10 Water Treatment Project in the amount of $6,060,000. Upon vote, the motion passed unanimously.

Mayor Matthes asked everyone to give Public Works Director Dorsey a round of applause for achieving this. This is a gigantic move forward. The City was struggling to be able to keep development going. This is huge. Good job, Mr. Dorsey!

I. Approval of Contract No. 044-14, Authorizing the Mayor to Execute a Joint Agreement with Kitsap Harbor Tours, Inc. for Foot Ferry Services

City Clerk Rinearson presented the staff report, noting since 2009, the City has partnered with the Port of Bremerton and the City of Bremerton to provide additional foot ferry service during the summer. The thought is to have additional hours of foot ferry service to allow citizens the opportunity to participate in festivals, farmers markets, and/or evening activities; in hopes of bring tourists from outside the community, which could result in higher tourism dollars.

The City has a new partner in this agreement. Kitsap County has agreed to contribute $4,000. Each entity has provided their preference of days/times of the foot ferry service and they have agreed to the terms and conditions outlined in the agreement being presented.

Based on projected ridership the total cost of the proposed services will be approximately $22,000; with the City's portion being approximately $6,500.

Councilmember Clauason announced a potential conflict, as he deals with the Harbor Tours contract as the Kitsap Transit Executive Director. He recused himself from the meeting at 8:29 p.m.

Councilmember Cartwright stated that he is an employee of Kitsap Transit; however, he is not involved with Kitsap Harbor Tours and inquired if anyone perceived a conflict with his voting on this matter. There were no objections.
In response to Councilmember Childs, City Clerk Rinearson said Mayor Matthes was responsible for getting the County to partner on this project.

Councilmember Childs said spending this money needs to make sense. He calculated that it cost $10.78 per trip. He does not know if the trips that are being provided are providing economic stimulus. He supports providing service on Sundays for festivals weekends. He will not vote for the contract because the afterhours service is a loser.

Councilmember Putaansuu said he was skeptical a year ago about evening service. He said we need to continue to give this our best effort and continue to market it. Ending the evening service at 10:30pm and expanding Sunday hours is a good idea. If the ridership next year does not support the expenditure, then maybe evening service needs to be cut more. He hopes the downtown businesses continue to market the ferry and stay open later.
Councilmember Cartwright thanked Councilmember Ashby and the City Clerk for their work on this. They addressed the concerns brought up by the Council and made some good changes. He thanked Mayor Matthes for getting the County to partner. He will be reviewing the numbers next year to see if there are any further tweaks that can be made. He does like the philosophy of something that is reliable and sustainable, but it is public transit, and it will not be a profitable business.

Councilmember Ashby said the extended hours for the foot ferry service were presented to the Economic Development/Tourism committee. They interviewed and surveyed the businesses downtown. A majority of the businesses said the hours of 10am-2pm were not beneficial to businesses, and they asked if the hours could be extended on Sunday. The committee decided if Kitsap County joined the partnership, then we could look at what could be done on Friday and Saturday evenings. The last proposed boat leaving to Port Orchard would meet a WSF sailing connection. She also noted the $6,500 that the City contributes comes out of the hotel/motel revenues, not the general fund. So the allocation of fund is done through a different committee than the allocation of hours.

Councilmember Chang appreciates the math of the cost per ride, but this is a transit function, it is not intended to make money. He hopes it will come closer to breaking even. He is glad it is being approved earlier in the year to allow better marketing of the service. He said the Lodging Tax Advisory Committee supported the ferry service, because many of their patrons do not like to use their cars, and having the ferry as an amenity helps bring in more guests at their lodging facility.

Councilmember Lucarelli said last year the evening hours would be given a year to examine, because last year was the promise of the opening of the Port Orchard Public Market, which never happened. The market did not open, so we still do not know how the market will affect ridership. She will vote yes this year, but last year she had the expectation of seeing what impact the market would have. It is a lot of money, no matter where it is coming from. When you have ridership of just a couple of people in the evening, it does not pay off.

**Councilmember Chang MOVED and Councilmember Cartwright seconded the motion to adopt Contract No. 044-14, authorizing the Mayor to execute a Joint Agreement between the City of Port Orchard, the City of Bremerton, Kitsap County, and the Port of Bremerton for additional summer foot ferry services in an amount not to exceed $6,500. Upon vote, the motion passed with five affirmative votes and one dissenting vote. Councilmember Childs cast the dissenting vote.**

At 8:41 p.m., Councilmember Cluson rejoined the meeting.

**J. Adoption of Resolution No. 006-14, Administratively Adopting the 2014 City of Port Orchard Development Guidelines**

Public Works Director Dorsey presented the staff report, noting in February of 2012 staff began work with PACE Engineers to update the 2004 Developer’s Handbook. In 2013, staff took on the task of completing the Development Guidelines, which will replace the Developer’s Handbook, since PACE Engineer’s contract had expired. Prior to the Council Work Study in March a copy of the Development Guidelines (Guidelines) were sent to the Home Builder’s Association for review and comments prior to this meeting. The Guidelines bring the City into compliance with water,
sewer, and stormwater regulations as they currently exist and have used road sections previously approved in the Transportation Element of the Comprehensive Plan. Staff would like to request that the Manual be administratively adopted, thus allowing the Public Works Director to change the Manual when necessary.

In response to Councilmember Chang, Assistant City Engineer Archer gave a high-level overview of the guidelines.

**Councilmember Ashby MOVED and Councilmember Chang seconded the motion to authorize the Mayor to sign Resolution 006-14, administratively adopting the 2014 City of Port Orchard Development Guidelines to take effect immediately. Upon vote, the motion passed unanimously.**

**8. COMMITTEE REPORTS**

Councilmember Clauson reported they have a meeting scheduled and the City Treasurer distributed the minutes from the last meeting to the Council.

Councilmember Ashby reported the Economic Development/Tourism committee will meet April 14 at 10:00 a.m. at City Hall.

Councilmember Putaansuu reported the next Utility Committee meeting is April 11 at 7:30 a.m. He also reported the Sewer Advisory Committee has not met and is not scheduled to meet.

Councilmember Cartwright reported the Public Properties Committee will meet April 14 at 8:30 a.m. at City Hall.

Councilmember Lucarelli reported she met this week or last week with Discover Kitsap and they are working on getting some media coverage for the 2014 event. She thanked City Treasurer Martin for an economic summary of the event. She will be contacting some individual Councilmembers with some questions, and perhaps have a few items to discuss at a Work Study.

Councilmember Ashby went to the PSRC RPEC meeting as an observer. PSRC Transpol meeting is this Thursday. They were given a potential new agenda item that Snohomish County is seeking some of the supplemental funds for the Oso catastrophe. This means there may be less money available that we could compete for in terms of the Tremont project.

Councilmember Chang attended the PSRC Growth Management meeting last Thursday as an alternate. They had a storm water presentation. He thought it might be worthwhile to talk about stormwater on a regional basis. Poulsbo Councilmember Linda Berry-Maraist is quite passionate about how the requirements for stormwater are higher for smaller cities, rather than for the more metropolitan areas. Seattle and Tacoma are exempt from some of these requirements.

Councilmember Cartwright mentioned there is a KRCC Transpol meeting this Thursday as well.

Councilmember Childs reported KEDA’s 1st quarter report is available.
9. MAYOR'S REPORT

Mayor Matthes reported that he has been elected to the board of the USS Turner Joy.

10. REPORT OF DEPARTMENT DIRECTORS

Public Works Director Dorsey reported that the bids for the McCormick Woods Park are due Friday and he has selected a consultant for bethel grind outs. He addressed Councilmember Chang’s comments regarding regional stormwater facilities. He said KRCC worked through stormwater a few years ago, and it was a valuable conversation that has dropped. He thinks it has a lot of merit and he would like to see it politically brought back. There is value to regional facilities and a regional permit.

City Treasurer Martin acknowledged Mr. Robert H. “Bob” May passed away in Wenatchee. Mr. May hired Mr. Martin when he worked at a bank to become a treasurer. Bob kept his promises, he was an excellent mentor, and he loved being public treasurer more than any person he ever met. He served Chelan County for 20 years as the County Treasurer. Development Director Bond passed out a schedule for what the UW students are doing to be doing on the Comprehensive Plan Update. There is going to be an open house on May 3 at City Hall, and they will be having a farmer’s market booth. They are doing a number of focus groups. They are planning their final presentation be during the week of June 2, and are leaning towards June 5. He asked the Council to let him know if they would be available for that date.

11. CITIZENS COMMENTS

Gerry Harmon said she wonders what it would cost to put a banner across Bay Street to advertise the foot ferries. She said the ferry service has to be given five years to become successful and build its ridership. She also commented on some of the Councilmembers’ being in support of the VCB. She personally finds them an elitist group that sells Poulsbo and Bainbridge Island. Even when Bainbridge Island does not give money to support the VCB operation, they were still in their video. She wants to know what the VCB is doing for Port Orchard. When the Council talks about money being spent on the foot ferry, she would like the focus to be on what the City is getting for the money being spent on the VCB. She also commented on when Councilmembers give their committee reports, she would appreciate a report, not a reference to minutes that were distributed to the Councilmembers.

Eric Gonnason thanked the Council for approving the foot ferry service. He announced downtown is back. The bulk of consumer spending happens during 6:00-9:00 p.m. Port Orchard is getting wise to that too. More businesses are operating late at night and later foot ferries will bring more commerce downtown. There are two new coffee shops, the public market, and the Lighthouse is reopening.

Bobbie Stewart thanked the Council for letting the public come and listen. She appreciates what the Council has done. She thanked the Council for funding the foot ferries. She said people are coming from Bremerton and that the Council has to give the expanded service at least five years. Nothing happens in one year.
Councilmember Clauson asked that attendance of committee meetings and special meetings be added to the Work Study agenda.

12. EXECUTIVE SESSION

No executive session was held.

13. ADJOURNMENT

At 9:06 p.m., Mayor Matthes adjourned the meeting.

Brandy Rinearson, CMC, City Clerk

Timothy C. Matthes, Mayor