City of Port Orchard

Economic Development Tourism Committee
Meeting Minutes
Monday March 9, 2015

Present: Bek Ashby, Fred Chang & Jeff Cartwright

City Staff present: Development Director Nick Bond, City Clerk Brandy Rinearson, DCD Front Counter Clerk Lisa Stone, & Associate Planner Elle Davis

Guests: Mayor Tim Matthes

The meeting was called to order at 10:00 a.m.

Discussion: Population and Employment Data. Councilmember Bek Ashby brought this item up for discussion because KRCC asked each city to provide population and employment data for the last 20 years. Ashby asked where the employment numbers came from and how they were calculated. The committee had a discussion about population, employment and the UGA. The committee also had a discussion about growth, land capacity, and utilities. The committee decided to send this information to Work Study next week.

Discussion: Public Event Tool Kit. Ashby provided the committee with an outline for what would go in the public event tool kit. Ashby stated there are funds allocated from LTAC funds for this kit. City Clerk Brandy Rinearson stated this could go to small works roster or personal service. Rinearson will bring bids back to committee in May.

Discussion: Foot Ferry. The committee had a discussion about foot ferry ridership. Ashby suggested considering reductions in extended service on Friday and Saturday nights. Chang expressed a preference for maintaining service. Cartwright felt the issue required full council discussion. Committee agreed to send this to Work Study.

Discussion: Best Available Science Update Scope of Work. Development Director Nick Bond said he went out for proposals for the Best Available Science review and update. Environmental Scientist Associates came back with the best proposal. Bond stated the ESA cost estimate came back higher than was funded. If contract is approved, Bond will make up the budget gap out of the Department of Community Development annual budget. Bond stated this is a required project as part of the Comprehensive Plan. Bond will bring forward to next council meeting.

Discussion: Mindmixer Contract. Bond stated this is a sole source contract because Mindmixer is a unique service. Bond said there is a $2,500 annual fee under a 5 year contract and at the end of the first year the city doesn’t like the product, then the city can cancel the contract. Ashby asked if this fee is just for DCD. Bond stated there is nothing in the contract to specify it is just for DCD. Councilmember Fred Chang asked about comment approval. Bond said there are filters on comments. Bond stated this contract is going to Council tomorrow.

Discussion: Way Finding System Update. Bond handed out final copies of City Logo and signs. The committee held a discussion about controlled usage of logo. Mayor Tim Matthes stated the city should get the logo trademarked. Councilmember Jeff Cartwright agrees. Bond will look into getting the logo trademarked and creating a policy for usage. Bond will also review the document to make corrections as needed prior to finalizing deliverables.
Discussion: Comprehensive Plan. Ashby wanted to discuss the Economic Development portion of the Comprehensive Plan. The committee held a discussion about what is in the Economic Development Chapter and what should not be in the chapter. Bond will have drafts of the Comprehensive Plan to Council Members before workshop in April.

With that discussion, Ashby closed the meeting.
Meeting Adjourned: 11:35 am
Next Meeting/Location: April 13, 2015, 10:00am Council Chambers