



City of Port Orchard Council Work Study Session
January 21, 2020
6:00 p.m. – SPECIAL START TIME

Mayor:

Rob Putaansuu
Administrative Official

Councilmembers:

Bek Ashby
Chair: ED/Tourism/LT Committee
Staff: Development Director
Finance Committee
KRCC / PSRC TransPol / KRCC TransPol
KRCC PlanPol-alt / PRTPO

Shawn Cucciardi
Finance Committee
Land Use Committee
PSRC EDD-alt

Fred Chang
Utilities Committee
Sewer Advisory Committee (SAC)
Land Use Committee

Jay Rosapepe (Mayor Pro-Tempore)
ED/Tourism/LT Committee
Utilities Committee
Sewer Advisory Committee (SAC)
KRCC-alt / KRCC TransPol-alt
Kitsap Transit-alt

John Clauson
Chair: Finance Committee
Staff: Finance Director
Kitsap Public Health District-alt
KEDA/KADA-alt

Cindy Lucarelli
Chair: Utilities and SAC Committee
Staff: Public Works Director
Chair: Chimes and Lights Committee
Staff: City Clerk
KEDA/KADA

Scott Diener
Chair: Land Use Committee
Staff: Development Director
ED/Tourism/LT Committee

Department Directors:
Nicholas Bond, AICP
Development Director

Mark Dorsey, P.E.
Director of Public Works/City Engineer

Tim Drury
Municipal Court Judge

Noah Crocker, M.B.A.
Finance Director

Matt Brown
Police Chief

Brandy Rinearson, MMC, CPRO
City Clerk

Contact us:

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Port Orchard, WA 98366
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1. Spring/Fall Clean-Up Program (Dorsey) **Page 3**
Estimated Time: 15 Minutes
2. South Kitsap Community Events Center (SKCEC) Request for Qualifications (Bond) **Page 11**
Estimated Time: 10 Minutes
3. Parks Plan Update – Kickoff Meeting and Presentation (Beckwith/Bond) **Page 13**
Estimated Time: 45 Minutes

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City of Port Orchard Work Study Session Executive Summary

Issue Title: Spring/Fall Clean-Up Program

Meeting Date: January 21, 2020

Time Required: 15 Minutes

Attendees: None

Action Requested At This Meeting: The Public Works Department Staff is looking for direction with regards to the continuation of the Spring/Fall Clean-Up Program, as the Program may have outgrown the Department's abilities to provide this service (see attached.)

Issue: There are many 'pros' associated with this popular Program, but there are mounting 'cons' as well, such as; 1) the City's population has since tripled, 2) the City's service area quadrupled, 3) some users are exploiting the Program, 4) there may be a 'gifting of public funds' issue, 5) there's been a marked shift in user expectation and 6) there are now unintended scheduling issues with Waste Management.

Background: At the October 21, 2019 Utility Committee Meeting, Staff discussed several emergent issues surrounding the Spring/Fall Clean-Up Program. The City of Port Orchard initiated the Program in the 1980's, with no known Resolution and/or Policy Directive. Other than the City of Port Orchard, there are only two other jurisdictions served by Waste Management (Auburn and Federal Way) that has similar programs.

Recommendation: None

Follow-up Notes & Outcomes:

Attachments: Spring/Fall Clean-Up PowerPoint Slides

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Spring/Fall Clean-up

Known History

- Last known documentation of the City having clean-up dates back to 1980
- (1980) Population: 4,787 Sq. Miles: 2.69
(2019) Population: 14,389 Sq. Miles: 11.21
- No known City resolution or policy obligating the City to provide this service

PRO'S

- Means for the elderly/handicapped to get rid of bulk goods that they otherwise would not be able to dispose of
- Means for property owners/renters to dispose of landscaping and trash that have been laying around their property
- Helps with aesthetic cleanliness of the city

CON'S

- Over the last 3 years the total cost for wages/benefits has almost doubled
- Shop personnel are unavailable for other duties
- The footprint for clean-up has increased exponentially since the original date established
- Anticipated residential development will significantly increase costs
- Citizens have a sense of entitlement now and are rude to staff
- Citizens do not adhere to flyer guide and leave piles that are extraordinarily large.
- Items are not contained and are materials that we do not collect



Costs for Wages/Benefits

2016

\$12,300

2017

\$12,000

2018

\$18,600

2019

\$22,000

*Costs do not reflect admin wages/benefits, advertisements, equipment fees, and fuel costs

Alternatives for Consideration

- Discontinue spring/fall clean-up
- Only have it once a year
- Only have it once a year and pick –up McCormick Woods/Ridges/McCormick Meadows at a different week/month than the city
- Only pick-up pay items
- Only pick-up bulky items and/or pay items that are hard to get rid of
- Voucher program with ID where residents bring their waste to centralized containers for disposal



City of Port Orchard Work Study Session Executive Summary

Issue Title: South Kitsap Community Events Center (SKCEC) – Request for Qualifications

Meeting Date: January 21, 2020

Time Required: 10 minutes

Attendees: Nick Bond, Community Development Director

Action Requested at this Meeting: No action is requested. The RFQ is provided to keep Council Members updated on the progress of the tasks associated with the SKCEC interlocal agreement and the proposal to hire a consultant for certain tasks.

Issue: In December 2019, the City of Port Orchard and the Kitsap Public Facilities District (KPFD) entered into an interlocal agreement (ILA) regarding joint funding for the proposed South Kitsap Community Center. The City is now ready to solicit qualifications from consultants for Tasks 1.2 – 3.3 and Task 5 of the ILA, which will include space planning and programming, schematic design, design development, ad-ready construction documents, and bid support. A Request for Qualifications (RFQ) has been prepared, and will be advertised for 30 days starting February 7, 2020. It is anticipated that completion of these tasks by a consultant will require approximately 24-33 months.

Attachments: RFQ - to be provided at the meeting

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City of Port Orchard Work Study Session Executive Summary

Issue Title: Parks Plan Update – Kickoff Meeting and Presentation

Meeting Date: January 21, 2020

Time Required: 45 minutes

Attendees: Thomas Beckwith, Beckwith Consulting Group; Nick Bond, Community Development Director; Keri Sallee, Long Range Planner

Action Requested at this Meeting: Provide feedback to consultant and staff on proposed scope of work, schedule, public outreach process, methodologies and priorities for the 2020 City of Port Orchard Parks Plan Update.

Issue: The City has signed a personal services contract with Beckwith Consulting Group to update the City's Parks Plan. The Parks Plan provides a 20-year vision for parks, recreation, open space, and trails, as well as a 6-year action plan for implementing short- and medium-term steps to succeed in this vision. The Parks Plan is required to be updated every six years to qualify the City for state grants through the State of Washington's Recreation and Conservation Office (RCO). The last update was in 2011 and the Plan is currently out of RCO compliance. Beckwith Consulting Group will also conduct public outreach to determine interest in recreation facilities and programs for the proposed South Kitsap Community Center on the downtown waterfront, and to determine whether there is public support for enactment of a parks fee levy or establishment of a parks and recreation taxing district to support those facilities and programs. The Parks Plan update and additional work items will be completed in spring 2020.

Task 1.a. in the Parks Plan update contract's scope of work is a kickoff meeting/workshop to be held by Beckwith Consulting Group for the City Council and Planning Commission. The purpose of this meeting is to strategize about the City's vision for its park and recreation facilities, its assessment of the work that has been completed since the development of the 2011 Parks Plan and the 2016 Comprehensive Plan Parks Element, how to involve the public in the update and planning process, and to discuss the scope and timeline of the process. Beckwith will provide a presentation on these items and solicit feedback from the City Council and Planning Commission, and make changes to the scope of work as appropriate.

Recommendations: Staff requests that the City Council and the Planning Commission provide feedback to staff on the consultant's proposed scope of work, schedule, public outreach process, methodologies and priorities for the 2020 City of Port Orchard Parks Plan Update.

Attachments: (To be provided at the meeting).

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