



**City of Port Orchard Council Meeting Agenda**  
**April 28, 2020**  
**6:30 p.m.**

**Mayor:**

Rob Putaansuu  
 Administrative Official

**Councilmembers:**

Bek Ashby  
 Finance Committee  
 Economic Development & Tourism Committee  
 Transportation Committee  
 KRCC/KRCC PlanPol-alt /KRCC TransPol  
 PSRC-alt/PSRC TransPOL-Alt/PRTPO

Shawn Cucciardi  
 Finance Committee  
 E/D & Tourism Committee, **Chair**  
 Kitsap Economic Development Alliance

Fred Chang  
 Economic Development & Tourism Committee  
 Land Use Committee

Jay Rosapepe (Mayor Pro-Tempore)  
 Utilities/Sewer Advisory Committee  
 Land Use Committee  
 Transportation Committee  
 Lodging Tax Advisory Committee, **Chair**  
 KRCC-alt

John Clauson  
 Finance Committee  
 Utilities/Sewer Advisory Committee  
 Kitsap Public Health District-alt

Cindy Lucarelli  
 Festival of Chimes & Lights Committee, **Chair**  
 Utilities/Sewer Advisory Committee  
 Kitsap Economic Development Alliance

Scott Diener  
 Land Use Committee, **Chair**  
 Transportation 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:**

216 Prospect Street  
 Port Orchard, WA 98366  
 (360) 876-4407

***Pursuant to the Governor’s “Stay Home - Stay Safe” Order, the City will take actions on necessary and routine business items.***

*The City is prohibited from conducting meetings unless the meeting is NOT conducted in-person and instead provides options for the public to attend through telephone access, internet or other means of remote access, and also provides the ability for persons attending the meeting (not in-person) to hear each other at the same time. Therefore;*

**Remote access only**

**Link:** <https://zoom.us/j/94244135404?pwd=Zm8rMmpkZnBgcDFDenQ4Y1QxMTY1Zz09>

**Zoom Meeting ID:** 942 4413 5404

**Password:** 838667

**Zoom Call-In:** 1 253 215 8782

**1. CALL TO ORDER**

- A. Pledge of Allegiance

**2. APPROVAL OF AGENDA**

**3. CITIZENS COMMENTS**

*(Has been suspended until further notice. Written comments are welcomed and can be emailed to [cityclerk@cityofportorchard.us](mailto:cityclerk@cityofportorchard.us))*

**4. CONSENT AGENDA**

*(Approval of Consent Agenda passes all routine items listed below, which have been distributed to each Councilmember for reading and study. Consent Agenda items are not considered separately unless a Councilmember so requests. In the event of such a request, the item is returned to Business Items.)*

- A. Approval of Vouchers and Electronic Payments
- B. Approval of Payroll and Direct Deposits
- C. Adoption of an Ordinance Delegating Authority to the Mayor to Create and Revise Job Descriptions for Positions Authorized by the City Council (Lund)
- D. Approval of an Interlocal Agreement with Kitsap Community Resources-Housing Solutions Center for the Affordable and Supportive Housing Grant Award (Crocker)
- E. Approval to Excuse Councilmember Lucarelli from the April 14, 2020, City Council Meeting

**5. PRESENTATION**

**6. PUBLIC HEARING**

**7. BUSINESS ITEMS**

- A. Adoption of an Ordinance Delegating Authority to the Finance Director to Waive Late Fees, Penalties and Make Payment Arrangements as Applicable (Crocker)

- B. Adoption of an Ordinance Reclassifying the Property Located at 2843 Harold Drive SE from Commercial Mixed Use to Business Professional Mixed Use (Bond)
- C. Adoption of an Interim Ordinance Temporarily Suspending Approval and Permit Expiration and Tolling Procedural Deadlines for Processing Land Use Applications (Archer/Bond)
- D. Adoption of a Resolution Approving a Contract with American West Construction, LLC for the 2020 Library Water Damage and Roof Repair (Dorsey)
- E. Adoption of a Resolution Adopting the Continuity of Operations/ Continuity of Government (COOP/COG) Plan (M. Brown)
- F. Approval of a Contract with Summit Law for Legal Services in the Area of Labor Negotiations and Relations (Lund)
- G. Approval of an Addendum to Real Property Lease Agreement No. 042-15, with the South Kitsap Western Little League to Lease Givens Field No. 1, No. 2, and No. 3 (Rinearson)
- H. Approval of an Addendum to Real Property Lease Agreement No.043-15, with the South Kitsap Pee Wee Association to Lease Givens Field No. 1 and No. 2 and the Basement of the Active Club Building (Rinearson)
- I. Approval of the April 14, 2020, Council Meeting Minutes

**8. DISCUSSION ITEMS (No Action to be Taken)**

**9. REPORTS OF COUNCIL COMMITTEES**

**10. REPORT OF MAYOR**

**11. REPORT OF DEPARTMENT HEADS**

**12. CITIZEN COMMENTS**

*(Has been suspended until further notice. Written comments are welcomed and can be emailed to [cityclerk@cityofportorchard.us](mailto:cityclerk@cityofportorchard.us))*

**13. EXECUTIVE SESSION:** Pursuant to RCW 42.30.110, the City Council may hold an executive session. The topic(s) and the session duration will be announced prior to the executive session.

**14. ADJOURNMENT**

**COMMITTEE MEETINGS**

	<b>Date &amp; Time</b>	<b>Location</b>
Finance	TBD, 2020; 5:30pm - 2 <sup>nd</sup> Tuesday of each month	City Hall
Economic Development and Tourism	May 18, 2020; 9:30am - 2 <sup>nd</sup> Monday of each month (3 <sup>rd</sup> Monday in May)	City Hall
Utilities	May 19, 2020; 5:00pm - 3 <sup>rd</sup> Tuesday of each month	City Hall
Sewer Advisory	May 27, 2020; 6:30pm	City Hall
Land Use	Monday, June 1, 2020; 9:30am - 1 <sup>st</sup> Monday of each month	DCD*
Transportation	April 28, 2020; 5:00pm - 4 <sup>th</sup> Tuesday of each month	City Hall
Lodging Tax Advisory	October, 2020	City Hall
Festival of Chimes & Lights	TBD; 3:30pm - 3 <sup>rd</sup> Tuesday of each month	City Hall
Outside Agency Committees	Varies	Varies

**\*\*DCD, Department of Community Development, 720 Prospect Street, Port Orchard**

**CITY COUNCIL GOOD OF THE ORDER**

Please turn off cell phones during meeting and hold your questions for staff until the meeting has been adjourned.  
 The Council may consider other ordinances and matters not listed on the Agenda, unless specific notification period is required.  
 Meeting materials are available on the City’s website at: [www.cityofportorchard.us](http://www.cityofportorchard.us) or by contacting the City Clerk’s office at (360) 876-4407.  
 The City of Port Orchard does not discriminate on the basis of disability. Contact the City Clerk’s office should you need special accommodations.