



**City of Port Orchard
Council Meeting Minutes
Work Study Session Meeting of April 21, 2020**

CALL TO ORDER AND ROLL CALL

Mayor Putaansuu called the meeting to order at 6:30 p.m.

Roll call was taken by the City Clerk as follows:

Councilmember Ashby	Present via Remote Access
Councilmember Chang	Present via Remote Access
Councilmember Clauson	Present via Remote Access
Councilmember Cucciardi	Present via Remote Access
Councilmember Diener	Absent
Councilmember Lucarelli	Present via Remote Access
Mayor Pro-Tem Rosapepe	Present via Remote Access
Mayor Putaansuu	Present via Remote Access

Staff present via Remote Access: Public Works Director Dorsey, Finance Director Crocker, Community Development Director Bond, Police Chief Brown, HR Coordinator Lund, City Attorney Archer and City Clerk Rinearson.

Mayor Putaansuu stated 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.

Pledge of Allegiance

Mayor Putaansuu led the audience and Council in the Pledge of Allegiance.

1. Continuity of Operations (COOP) & Continuity of Government (COG) Plan

Mayor Putaansuu said there were 3 redlines that were sent out today and asked if anyone had any questions or concerns.

Councilmember Ashby asked about adding language for working remotely.

Police Chief Brown said we could, but there is plenty of flexibility in the plan as it stands right now.

Mayor, Council, and staff discussed the plan including the Governor's orders, OPMA [Open Public Meetings Act], and language of the plan.

Mayor Putaansuu noted this is going before Council at next week's meeting.

Council Direction: No direction was given.

2. Affordable Housing: ILA with Kitsap Community Resources

Mayor Putaansuu noted we received money last month and Finance Director Crocker has been working with Kitsap Community Resources [KCR] on House Bill 1406 dollars.

Finance Director Crocker said we have been working with Council and KCR to develop this contract and present to Council to ideally have it signed next week. He pointed out on the contract the duties and responsibilities of KCR and the City, and noted we want to lay out a clear process for administering the program and providing the funds for KCR to administer.

Public Works Director Dorsey and Police Chief Brown left the meeting at 7:39 p.m.

Mayor, Council, and staff discussed the contract including termination and renewal dates, provisions regarding City residents, and statement of work language.

Mayor Putaansuu noted this is going before Council at next week's meeting.

Council Direction: No direction was given.

3. Utility Late Fees and Penalties

Mayor Putaansuu said with the emergency order, Council ratified shut offs and since then, the Governor has issued an order related to fees and penalties related to water utilities, but it is silent to sewer utilities. The City has one bill for both [water and sewer].

Finance Director Crocker explained they started drafting this language to waive penalties under the declared emergency. This week, we received information on the Governor's new proclamation ordering all penalties and late fees to be waived for water utilities dating back to March 23. With clarity from legal counsel, we are going to have to credit some utility accounts that were penalized during that time. We are anticipating a couple issues on our administrative side and wanted to check with Council on the policy direction we need to take. We believe Council will want to us to extend this waiver of late fees and penalties to all our customers, which would include sewer and storm in support of the intent of the Governor's order.

Mayor, Council and staff discussed the waiver including mandatory and strongly recommended language in the Governor's order, modifications to the existing language, deferred payment plans and payment arrangements, waiver criteria, accounting system capabilities, and water leak language.

Mayor Putaansuu noted this is going before Council at next week's meeting.

Council Direction: No direction was given.

4. Downtown/County Campus Subarea Plan and Planned Action EIS

Mayor Putaansuu said this was a major expenditure that was not initially in the biennial budget. We added it to the budget, and it warrants more conversation to make sure this is still a major priority for us. \$50,000 is funded by a Commerce grant which is supposed to be completed by a certain date and then we get reimbursed. We have some flexibility in the deliverables, but we must get most of this work done before the deadline, which is next year.

Community Development Director Bond noted the deadline on our deliverables right now is April 1, 2021. The money must be spent by the end of June in that fiscal year, and Commerce said they are flexible within the fiscal year as long as the money is spent before the end of the year. We have two deliverables, the sub area plan and the planned action EIS.

Mayor, Council and staff discussed timeframes, PSRC [Puget Sound Regional Council] deadline to apply for a regional center designation, public outreach and draft survey, modifications to the scope of work, what things will look like 6 months to a year from now, grants for Kitsap Transit, not putting this project on hold, community center and Public Facilities District [PFD].

Council had no objections moving forward with the project.

Council Direction: No direction was given.

5. Job Description Authority Ordinance

HR Coordinator Lund has heard conflicting reports on how job descriptions get to Council. Without a doubt, only the Council has the authority to create a position and establish the salary, but within the job description staff is requesting Council to officially delegate that authority to the Mayor in the same manner the Council has delegated authority to the Mayor regarding changing Personnel Policies and reporting back to the Council. Any job description changes that are made, the Mayor would then report to Council.

Mayor, Council and staff discussed the ordinance, job procurement, and job descriptions.

Council Direction: No direction was given.

Mayor Putaansuu noted this is going before Council at next week's meeting.

GOOD OF THE ORDER

Councilmember Lucarelli said the Festival of Chimes and Lights is a community gathering and she is not sure if we will have the funds. She asked for direction on how to proceed.

Councilmember Ashby asked when will the City decide about festivals, like the Seagull Calling Contest. Will we continue to allow these events?

Mayor Putaansuu responded he had conversations with a few event organizers. With the farmer's market, we are not the ones telling them no. They must present us with a plan that shows they are complying with the Governor's Order. We do not know what that will be like in a few months from now. Some people will not be comfortable attending these events. Everyone must use caution.

Councilmember Cucciardi urged Councilmember Lucarelli to press forward and create contingency plans.

In response to Councilmember Lucarelli, Finance Director Crocker responded we assumed all allocated 2020 budgeted expenses would be spent.

Mayor, Council, and staff discussed the future of the economy, open and closed businesses, and sales tax.

Mayor Putaansuu reported on an AWC [Association of Washington Cities] meeting regarding the Governor's Order and current and future situations, letter from the City to the Governor regarding construction, communications specialist and press release, neighborhood parks to be open, sewer and water infrastructure improvements, and security improvements at City Hall.

After a brief discussion, Council agreed for the Economic Development and Tourism Committee to meet on Monday May 18, 2020.

City Attorney Archer said at the next Council meeting, there is a contract Council has not yet seen. We will try and get it to you in advance of the meeting. The contract is for a labor attorney for collective bargaining.

Councilmember Rosapepe brought up continual social distancing until a vaccine is created. Something we may need to think about long term in the City.

ADJOURNMENT

The meeting adjourned at 7:38 p.m. No other action was taken. Audio/Visual was successful.



Brandy Rinearson, MMC, City Clerk



Robert Putaansuu, Mayor

