



**City of Port Orchard  
Council Meeting Minutes  
Regular Meeting of July 14, 2020**

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**1. 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	Present via Remote Access
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, City Attorney Archer, Police Chief Brown, and City Clerk Rinearson.

Mayor Putaansuu stated pursuant to the Governor's Stay at Home, Stay Safe order, the City Council will be conducting the meeting via Zoom this evening.

**A. PLEDGE OF ALLEGIANCE**

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

**2. APPROVAL OF AGENDA**

**MOTION:** By Councilmember Ashby, seconded by Councilmember Lucarelli, to add to the agenda an executive session directly after the first citizen comments.

**The motion carried.**

**MOTION:** By Councilmember Clauson, seconded by Councilmember Rosapepe, to approve the agenda as modified.

**The motion carried.**

**3. CITIZENS COMMENTS**

**Matt Murphy**, Port Orchard Chamber of Commerce, commended the City and Councilmembers on the efforts they made with CARES and distributing PPE's. Also, the grant program on tonight's agenda will be appreciated by the public and he spoke to the application process.

At 6:36 p.m., Mayor Putaansuu recessed the meeting for a 15-minute executive session to discuss ongoing and potential litigation pursuant to RCW 42.30.110(1)(i). City Attorney Archer, Community Development Director Bond, Public Works Director Dorsey, Finance Director Crocker, City Clerk Rinearson, and Police Chief Brown, were invited to attend and Mayor Putaansuu announced action will follow.

At 6:51 p.m., Mayor Putaansuu extended the executive session for an additional 5 minutes.

At 6:56 p.m., Mayor Putaansuu reconvened the meeting back into regular session.

#### **4. CONSENT AGENDA**

- A.** Approval of Voucher Nos. 79881 through 79974 and 79979 through 80053, including bank drafts in the amount of \$1,878,259.12 and EFT's in the amount of \$4,631.65 totaling \$1,882,890.77
- B.** Approval of Payroll Check Nos. 79872 through 79880 and 79975 through 79978 including bank drafts and EFT's in the amount of \$393,819.28; and Direct Deposits in the amount of \$365,429.02 totaling \$759,248.30.
- C.** Adoption of an Ordinance Amending Port Orchard Municipal Code Chapter 10.12 Establishing Regulations and Fees Related to Parking, Stopping or Standing in Certain Areas of the City (**Ordinance No. 016-20**)
- D.** Approval of a Contract with the Kitsap County Sherriff's Office for Facility Use of the City's Firearms Range (**Contract No. 062-20**)

**MOTION:** By Councilmember Diener, seconded by Councilmember Lucarelli, to approve the consent agenda.

**The motion carried.**

#### **5. PRESENTATION**

There were no presentations.

#### **6. PUBLIC HEARING**

There were no public hearings.

#### **7. BUSINESS ITEMS**

##### **A. Adoption of an Ordinance Revising the City's Comprehensive Plan**

**MOTION:** By Councilmember Lucarelli, seconded by Councilmember Diener, to adopt an ordinance revising the City's Comprehensive Plan, as presented.

**The motion carried.  
(Ordinance No. 015-20)**

**B. Adoption of a Resolution Establishing Port Orchard CARES, a Small Business Relief Grant Program**

**MOTION:** By Councilmember Diener, seconded by Councilmember Rosapepe, to adopt a Resolution establishing the Port Orchard Cares, Small Business Relief Grant Program, and authorizing the Mayor to implement the Program as noted in the red-line version that we just viewed live on screen.

**The motion carried.  
(Resolution No. 029-20)**

**C. Approval of an Agreement with Kitsap Economic Development Alliance (KEDA) for the Administration of the Port Orchard CARES, Small Business Relief Grant Program**

**MOTION:** By Councilmember Cucciardi, seconded by Councilmember Clauson, to authorize the Mayor to execute the agreement between the City and the Kitsap Economic Development Alliance for the administration of the Port Orchard Cares, Small Business Relief Grant Program.

**The motion carried.  
(Agreement No. 063-20)**

**D. Approve and Ratify the Mayor's Extension of Proclamation of Local Emergency Pursuant to RCW 38.52.070**

**MOTION:** By Councilmember Rosapepe, seconded by Councilmember Diener, to approve of and ratify the Mayor's Extension of the Proclamation of Local Emergency, dated the 16<sup>th</sup> of June 2020, pursuant to RCW 38.52.070.

**The motion carried.**

**E. Approval of the June 16, 2020, Council Work Study Session Meeting Minutes**

**MOTION:** By Councilmember Clauson, seconded by Councilmember Chang, to approve the minutes.

**The motion carried. Councilmembers Cucciardi and Diener abstained.**

**F. Approval of the June 23, 2020, Council Meeting Minutes**

**MOTION:** By Councilmember Clauson, seconded by Councilmember Lucarelli, to approve the Council minutes of June 23<sup>rd</sup>.

**The motion carried. Councilmember Diener abstained.**

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

### **A. Budget Schedule and Policies**

Finance Director Crocker explained the 2020 calendar for preparation and adoption of the 2021-2022 biennial budget which included future discussion dates, and June through November monthly preparation items.

Mayor Putaansuu, Council, and staff continued the discussion which included reserve balances, communication, street preservation and maintenance priority in budget, Council goals, and sewer connections.

Additionally, Mr. Crocker provided an explanation of the COVID-19 CARES funding budget as of July 10, 2020, which included revenues, expenditures, and detailed breakdowns of supplies and services.

Mayor Putaansuu, Council, and staff continued the discussion which included questions about employee laptops and computers, teleworking, employee safety, work product, and Laserfiche software.

### **B. Police Department Update**

Police Chief Brown shared updates on the Port Orchard police department which included shared vision and values, crime and fear of crime, transparency, commitment to the community, policy delivery system, clarifying roles within the department, paperless case files, promotion of 2 employees, schedule changes, training, Community Advisory board, navigator program, and school resource officer program.

## **9. REPORTS OF COUNCIL COMMITTEES**

Councilmember Clauson reported on the July 14, 2020, Finance Committee meeting.

Councilmember Cucciardi reported on the July 13, 2020, Economic Development and Tourism Committee meeting.

Mayor Putaansuu reported the Utilities Committee will meet next week [July 21, 2020]. The Sewer Advisory Committee will meet in September [September 16, 2020].

Councilmember Chang reported on the July 6, 2020, Land Use Committee meeting.

Mayor Putaansuu said there have been several people wanting to donate benches. We are trying to develop a policy for art donations.

Councilmember Lucarelli reported the Festival of Chimes and Lights is scheduled to meet next week [July 20, 2020].

Councilmember Ashby reported on KRCC [Kitsap Regional Coordinating Council], Peninsula Regional Transportation Planning Organization, and PSRC [Puget Sound Regional Council].

Mayor Putaansuu reported on the Public Health Board and Housing Kitsap.

#### 10. REPORT OF MAYOR

The Mayor reported on the following:

- Employment descriptions;
- Population estimates;
- Events and festival cancellations;
- Planning Commission attendance;
- Councilmember and employee training;
- Race Equity Committee;
- Building Inspector;
- Community Center updates;
- Website updates;
- Port of Bremerton and lobbyist meeting; and
- Kitsap Transit facemasks.

#### 11. REPORT OF DEPARTMENT HEADS

Community Development Director Bond reported on projects, activities, and growth within the City.

City Attorney Archer reported the Open Public Meetings Act proclamation has been extended until August 1<sup>st</sup>.

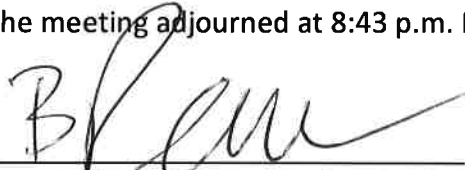
#### 12. CITIZEN COMMENTS

There were no citizen comments.

#### 13. EXECUTIVE SESSION

#### 14. ADJOURNMENT

The meeting adjourned at 8:43 p.m. No other action was taken. Audio/Visual was successful.

  
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Brandy Rinearson, MMC, City Clerk

  
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Robert Putaansuu, Mayor

