



Meeting Location:
City Hall
Council Chambers
216 Prospect Street
Port Orchard, WA 98366

Contact us:
Phone (360) 876-4407
Email cityhall@portorchardwa.gov
www.portorchardwa.gov

**City Council
Regular Meeting
Tuesday, April 28, 2026
6:30 PM**

Pursuant to the Open Public Meetings Act, Chapter 42.30 RCW, the City Council is conducting its public meeting in a hybrid format with options for in-person attendance in the Council Chambers at City Hall or remote viewing and participation via Zoom (link below). The meeting is streamed live on the City's YouTube channel, click [here](#).

Remote Access

Link: <https://us02web.zoom.us/j/86776920792>
Zoom Meeting ID: 867 7692 0792
Zoom Call-In: 1 253 215 8782

Guiding Principles

Are we raising the bar in all of our actions?
Are we honoring the past, but not living in the past?
Are we building positive connections with our community and outside partners?
Is the decision-making process building a diverse, equitable, and inclusive community?

1. Call to Order

A. Pledge of Allegiance

2. Approval of Agenda

3. Public Hearing at 6:30 PM

(Accepting public testimony from citizens limited to the specific items listed.)

A. Opportunity Zones (Bond)

4. Citizen Comments

(This is an opportunity for citizens to address the City Council on agenda items that are not associated with a Public Hearing on this agenda. Comments are limited to 3 minutes. Please approach the podium or raise your Zoom hand if viewing remotely and wait to be recognized by the Mayor. Then, state your name for the official record. If you are attending remotely by Zoom via telephone, enter *9 from your keypad to raise your hand.)

5. Consent Agenda

(Items listed are to be considered routine in nature and are grouped together in a single motion. A Councilmember may remove an item for separate consideration upon request. In the event of such request, the item is placed under Business Items.)

A. Approval of Vouchers and Electronic Payments

B. Approval of Payroll and Direct Deposits

- C. Adoption of a Resolution to Ratify the City of Port Orchard Artificial Intelligence Policy (Crocker)
- D. Adoption of a Resolution Declaring Certain Personal Property as Surplus and Authorizing its Disposition Thereof (Wallace)
- E. Approval of Special Event Road Closure: South Kitsap Graduation Car Cruise (Wallace)
- F. Approval of Minutes: April 9, 2026, City Council Town Hall
- G. Approval of Minutes: April 14, 2026, City Council Regular Meeting
- H. Approval of Minutes: April 17, 2026, City Council Retreat

6. Presentation

- A. Lund Corridor Project Update – Kitsap County

7. Business Items

- A. Adoption of an Ordinance Amending the 2025-2026 Biennial Budget (Crocker)
- B. Adoption of an Ordinance Amending POMC 13.10 Rate Reduction for Low Income(Crocker)
- C. Adoption of a Resolution Repealing 1735 and Establishing an Updated Water Leak Policy (Crocker)
- D. Adoption of a Resolution Establishing the Downtown Building Refacing Grant Policy (Archer)
- E. Approval of Amendment No. 2 to Contract C063-25 with Active Construction for the Sidney Road Non-Motorized Project (Ryan)
- F. Approval of a Professional Services Agreement for Legal Services for the City of Port Orchard Building Board of Appeals (Archer)

8. Discussion Items

(No Action to Be Taken.)

9. Reports of Council Committees

(Three council members serve on the committee with staff to make collaborative recommendations about work product. Staff then prepares the items for full Council consideration based on the Committee’s discussion.)

- A. Council Advisory Committees

10. Report of Mayor

11. Report of Department Directors

12. Citizen Comments

(This is an opportunity for citizens to address the City Council on any items that are not associated with a Public Hearing on this agenda. Comments are limited to 3 minutes. Please approach the podium or raise your Zoom hand if viewing remotely and wait to be recognized by the Mayor. Then, state your name for the official record. If you are attending remotely by Zoom via telephone, enter *9 from your keypad to raise your hand.)

13. Good of the Order

14. 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.

15. Adjournment

ADA Requirements

In compliance with the American with Disabilities Act, if you need accommodations to participate in this meeting, please contact the City Clerk's office at (360) 876-4407. Notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

Reminder: Please silence all electronic devices while City Council is in session.

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For Committee Membership please visit <https://portorchardwa.gov/city-council-advisory-committees/>.



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
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Agenda Staff Report

Public Hearing at 3.A. Opportunity Zones (Bond)

6:30 PM:

Meeting Date: April 28, 2026

Presenter: Nick Bond, Community Development Director

Summary and Background:

The purpose of this public hearing is to receive community input on whether the City of Port Orchard should pursue Opportunity Zone (OZ) designation for Census Tract 923 as part of the upcoming federal nomination cycle. The federal Opportunity Zone program was created in 2017 to encourage long-term private investment in designated census tracts through federal tax incentives. Under the program, investors may defer taxes on eligible capital gains that are reinvested into Qualified Opportunity Funds, which in turn must invest in real estate or operating businesses located within designated OZ tracts. Investments held for at least 10 years may qualify for additional federal tax benefits. These incentives are intended to attract private capital, support job creation, and stimulate economic development in communities that meet federal eligibility criteria. Washington State's first round of OZ nominations resulted in two designated census tracts within Port Orchard. Since that time, several reforms aimed at modernizing and strengthening the program have occurred. Recent federal updates have focused on improving transparency, refining eligibility standards, and ensuring that OZ investments produce measurable community benefits.

Examples of these reforms include strengthened reporting requirements for Qualified Opportunity Funds, updated income-eligibility thresholds to better target economically distressed areas, and new provisions intended to support rural communities. The U.S. Department of the Treasury has authorized a new designation cycle in 2026. Due to revised federal eligibility criteria, only two census tracts in Port Orchard qualify for consideration, including Census Tract 923. The State of Washington will evaluate potential nominations through a competitive process administered by the Department of Commerce. Demonstrated community support is a key scoring factor in the state's evaluation. The intent of this public hearing is to gather feedback from residents, businesses, and stakeholders on whether the City should prepare and submit a nomination for Census Tract 923.

Testimony received will help inform the City Council's decision on whether to move forward with an application. Additional information about the Opportunity Zone program is available from the Washington State Department of Commerce at:

<https://www.commerce.wa.gov/opportunity-zones/>

Relationship to Comprehensive Plan: 6 - Economic Development

Recommendation: Note: Participation in this program would help to implement numerous goals related to the Comprehensive Plan and both the subarea plans for Sedgwick-Bethel and Bethel-Lund.

Open a public hearing to gather public comment, deliberate and take action to seek Opportunity Zone designation.

Motion for Consideration: I move that the City of Port Orchard pursue/not pursue Opportunity Zone Designation for Census Tract 923

Has item been presented to Committee/Work Study? No

If so, which one: N/A

Fiscal Impact: None foreseen.

Alternatives: Do not hold a public hearing and do not seek Opportunity Zone designation.

Attachments:

1. 2_Map_Draft

< > 1 of 2

Census Tract: 53035092300

Zoom to Pan

OZ eligible

Rural

Population: 6894

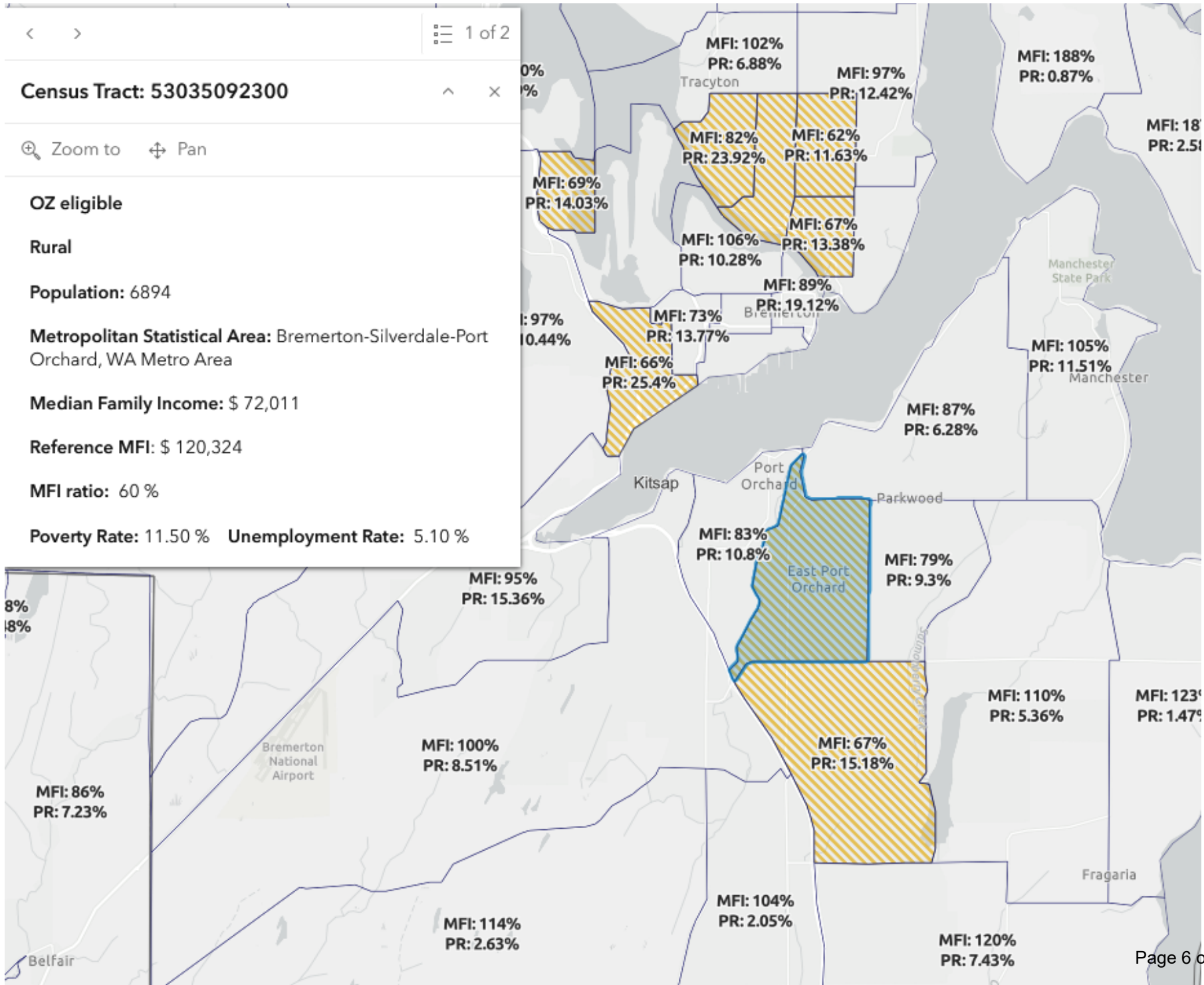
Metropolitan Statistical Area: Bremerton-Silverdale-Port Orchard, WA Metro Area

Median Family Income: \$ 72,011

Reference MFI: \$ 120,324

MFI ratio: 60 %

Poverty Rate: 11.50 % Unemployment Rate: 5.10 %





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Agenda Staff Report

Consent Agenda: 5.C. Adoption of a Resolution to Ratify the City of Port Orchard Artificial Intelligence Policy (Crocker)

Meeting Date: April 28, 2026

Presenter: Noah Crocker, Finance Director

Summary and Background:

Over the past year, the landscape of municipal technology has shifted significantly with the rapid proliferation of Generative Artificial Intelligence tools. Recognizing both the potential for increased operational efficiency and the inherent risks regarding data privacy, bias, and cybersecurity, the City of Port Orchard initiated a proactive governance strategy.

Chronology of Policy Development:

January 2025: The City initiated the formation of a multi-departmental AI Committee, including representation from Finance, Public Works, HR, Planning, and the Police Department.

April 24, 2025: The AI Committee held its inaugural meeting to define the scope of municipal AI use and identify departmental needs.

2025–2026: The committee, led by the IT Department, engaged in a structured review of emerging standards, focusing on risk-based classification of AI tools and the protection of City owned data.

Current State: The resulting policy establishes a "human-in-the-loop" requirement, ensuring that AI generated content is vetted by staff, and prohibits the input of sensitive or confidential information into public AI models.

Purpose of the Resolution:

The adoption of this policy formalizes the City's commitment to "Responsible AI." It ensures that as the City explores modern infrastructure solutions and service enhancements, it does so with a clear set of guardrails that prioritize public trust and legal compliance. By formalizing these standards now, Port Orchard positions itself as a regional leader in municipal technology governance.

Relationship to Comprehensive Plan: N/A

Recommendation: The IT Department and the City AI Committee recommend that the City Council move to ratify and enact the City of Port Orchard AI Policy to provide a governing framework for the ethical, secure, and transparent use of generative and analytical AI technologies by City staff.

Motion for Consideration: I move to adopt a resolution ratifying the City of Port Orchard AI Policy.

Has item been presented to Committee/Work Study? Yes
If so, which one: March 17, 2026, Council Work Study Session

Fiscal Impact: There is no direct fiscal impact associated with the adoption of this policy. Future implementation of specific AI backed software or infrastructure improvements will be brought before the Council through the standard biennial budget and procurement processes.

Alternatives: Do not adopt and provide further guidance.

Attachments:
1. 910 Port Orchard AI Policy

CITY OF PORT ORCHARD

910 - Artificial Intelligence Policy

Effective Date: ASAP

PURPOSE

The purpose of this policy is to set forth the requirements to observe when acquiring and using software that meets the definition of "artificial intelligence."

SCOPE

All individuals and entities (herein defined as "Users"), including City departments, employees, elected officials, vendors, contractors, and volunteers, who operate under the authority of the City of Port Orchard and engage with City data are bound by this policy.

DEFINITIONS

Terms used in the current Artificial Intelligence space are fluid and dynamic. Attached in Appendix A is a list of current definitions that have been approved by the AI committee to ensure a shared understanding of its scope and application.

ARTIFICIAL INTELLIGENCE (AI) PRINCIPLES

These Principles describe general codes of conduct that represent the values and responsibilities of the City to its residents. This policy serves to inform Users in their use of AI technology. Users shall adhere to the principles and requirements outlined in this policy.

- **Innovation:** The City values public service innovation to meet our residents' needs. We commit to responsibly explore and continuously evaluate AI technologies, which will improve our services and advance beneficial outcomes for our community.
- **Transparency and Accountability:** The City values transparency and accountability and understands the importance of these values in our use of AI systems. The City will ensure that the development, use, and deployment of AI systems are evaluated for and compliant with all laws and regulations applicable to the City prior to use and will make documentation related to the use of AI systems available publicly.
- **Validity and Reliability:** The City will work to ensure that AI systems perform reliably and consistently under the conditions of expected use, and that ongoing evaluation of system accuracy throughout the development and/or deployment lifecycle is managed, governed, and auditable.
- **Bias, Harm Reduction, and Equity:** The City acknowledges that AI systems have the potential to perpetuate inequity and bias resulting in unintended and potentially harmful outcomes. The City will evaluate AI systems with a strong focus on equity, addressing potential impacts arising from data, human, or algorithmic bias.
- **Data Privacy:** The City values data privacy and understands the importance of protecting personal data. The City strives to ensure that policies and standard operating procedures

reduce privacy risks, and are applied to AI systems throughout development, testing, deployment, and use.

- **Explainability and Interpretability:** The City understands the importance of leveraging AI systems, models, and outputs that are easily interpreted and explained. The City will attempt to ensure all AI systems utilized, and their outputs, are communicated in clear language, representative of the context in which they are deployed.
- **Security and Resiliency:** Securing our data, systems, and infrastructure is important to the City. The City will ensure AI systems are evaluated for resilience and can maintain confidentiality, integrity, and availability of data for critical City systems. The City will actively work to minimize security risks in alignment with governing policy and identified best practices.

POLICY

1. Acquisition and Usage of AI Technology

1.1. The City has a list of approved AI tools that can be used in accordance with individual department policy (see Appendix B). This list applies to all employees of the City and elected officials.

1.2. Consistent with the City's standards for Acquisition of Technology Resources, Department directors may request acquisition of AI tools (not listed in Appendix B) through the City's current IT request process. Departments may not acquire or use AI systems without following the approval process identified in this policy.

1.3. The IT Department shall review requests according to its current risk and impact methodology, which shall include specific review criteria for AI technology (see Port Orchard Acquisition of AI Review Guidelines). The IT Department will then bring the request to the AI Committee for approval or denial.

1.4. The City's standard for technology acquisition applies to all technology, including Open Source, Free to Use software, or SaaS (Software as a Service) tools.

1.5. If a technology that has already been approved for use in the City adds or incorporates AI capabilities, the IT Department shall immediately issue a technical restriction to suspend the use of those new AI capabilities pending formal review. The AI Committee will immediately be notified and will then evaluate the change to ensure it continues to follow this policy, according to its current risk and impact methodology (see Section 1.3). If the AI Committee approves the new AI capabilities, the IT Department may lift the technical restriction.

1.6. The City's IT Department shall revoke authorization for a technology that adds AI capabilities and/or restrict the use of those AI capabilities; if those AI capabilities present risks that cannot be effectively mitigated to comply with this policy or other City policies until the risks can be addressed.

- The IT Department's responsibilities include the technical authority to implement immediate and mandatory suspension or restriction of new AI capabilities added to existing software, as required by Section 1.5. The IT Department is responsible for notifying the impacted department(s) of the suspension and/or restrictions.

2. Use of AI Outputs

2.1. Outputs of AI systems shall be reviewed by human(s) prior to each use in an official City capacity ("Human in the Loop" or HITL).

3. Attribution, Accountability, and Transparency of Authorship

3.1. Any outputs generated by an AI system, and used substantively in a final product, requires attribution to the relevant AI system used.

- Departments shall interpret substantive use thresholds to be consistent with the principles outlined in this document, as well as relevant intellectual property laws.
- All attributions should include the name of the AI system used plus an HITL assertion (which should include the department or group that reviewed/edited the content).

*****Example*****

"Some material in this brochure was generated using ChatGPT 4.0 and was reviewed for accuracy by a member of the Department of Human Resources before publication."

4. Reducing Bias and Harm

4.1. AI systems may produce outputs based on stereotypes or use data that is biased. Users will review and evaluate AI generated content and the designated HITL reviewer shall ensure that the output is accurate and free of discrimination and bias (HITL).

5. Data Privacy

5.1. Use of AI tools shall be consistent with the principles and standards described in the City's Data Privacy Policy, and Information Security Policy.

5.2. Unless suitable enterprise controls and data protection mitigations are in place, users shall not submit any of the following to AI systems outside of the City's control:

- Data classified by the City's data classification guidelines as "Confidential" or "Highly Confidential" as listed in the Port Orchard Data Classification Guidelines.
- Data that constitutes a Protected Data or Public Record that is exempt from disclosure under the Revised Code of Washington (RCW) (RCW 42.56, et al.) or other applicable laws.
- Any other non public information such as: preliminary drafts, intra-agency memorandums, or sensitive operational data that is not officially approved for public disclosure.
- Data that is not considered to be acceptable to disclose to the public

5.3. No City data or records, including inputs or prompts, are to be used for training or parameter tuning for AI models outside the City's control. AI technologies that cannot prevent City data or records from contributing to their language models may not be used.

6. Public Records & City Records Management

6.1. All records generated, used, or stored by AI vendors or solutions may be considered public records and must be disclosed upon request.

6.2. All AI solutions and/or vendors approved for City use shall be required to support retrieval and export of all prompts and outputs (either via exposed functionality or through vendor contract assurances).

6.3. Users who use AI tools are required to maintain, or be able to retrieve upon request, records of inputs, prompts, and outputs in a manner consistent with the City's records management and public disclosure policies and practices.

EXCEPTIONS

Any exceptions to this policy must be approved in advance through submission to the City AI Committee.

POLICY COMPLIANCE

Noncompliance may result in the Mayor, department directors, or their designees, imposing disciplinary action, up to and including termination of employment or vendor contract.

RELATED STANDARDS AND POLICIES

- 901 - City of Port Orchard IT Data Security Policy
- 902 - City of Port Orchard IT Data Privacy Policy
- City of Port Orchard Acquisition of AI Review Guidelines
- City of Port Orchard Data Classification Guidelines
- National Institute of Standards and Technology Artificial Intelligence Risk Management Framework (NIST AI 100-1) (In Draft Folder)
- Revised Code of Washington (RCW):
 - Ethics In Public Service (RCW 42.52)
 - Public Records Act (RCW 42.56)
 - Preservation and Destruction of Public Records (RCW 40.14)

RESPONSIBILITIES

This policy will be maintained through the City's AI Committee. Their responsibilities include creating and maintaining the AI risk and impact criteria, developing mandatory standards for the uniform interpretation and measurement of "Substantive Use" (Section 3.1), criteria by which to evaluate suggestions for amendments to Appendix B, (see City of Port Orchard AI Review and Guidelines Policy), including the creation of mandatory departmental standards for designating and training HITL reviewers.

DOCUMENT CONTROL

This policy shall be effective on **TBD** and shall be reviewed regularly, or as appropriate.

POLICY REVIEW AND APPROVAL HISTORY

Version	Content	Contributors	Approval Date
v 0.1	Initial Draft	Reviewer(s): Noah Crocker-Finance Director, Rebecca Zick-Deputy Finance Director, Kori Pearson- Acct Asst III/IT Specialist, Alan Iwashita-POPD Deputy Chief, Sean Dunham-IT Manager, Jake Langston-IT Specialist, Caden Cucciardi- Asset Management Tech	July 17, 2025
v 0.2	2 nd Draft	Reviewer(s): Noah Crocker-Finance Director, Rebecca Zick-Deputy Finance Director, Kori Pearson- Acct Asst III/IT Specialist, Alan Iwashita-POPD Deputy Chief, Sean Dunham-IT Manager, Jake Langston-IT Specialist, Caden Cucciardi- Asset Management Tech	August 21,2025
v 0.3	3 rd Draft	Reviewer(s): Noah Crocker-Finance Director, Rebecca Zick-Deputy Finance Director, Kori Pearson- Acct Asst III/IT Specialist, Debbie Lund – HR Director, Sean Dunham-IT Manager, Jake Langston-IT Specialist, Caden Cucciardi- Asset Management Tech, Jenine Floyd – Deputy City Clerk, Nick Bond – DCD Director	August 28,2025
v 0.4	4 th Draft	Reviewer(s): Noah Crocker-Finance Director, Rebecca Zick-Deputy Finance Director, Kori Pearson-Acct Asst III/IT Specialist, Sean Dunham-IT Manager, Jake Langston-IT Specialist, Caden Cucciardi- Asset Management Tech	September 4, 2025
v 0.5	5 th Draft	Reviewer(s): Noah Crocker-Finance Director, Rebecca Zick-Deputy Finance Director, Kori Pearson- Acct Asst III/IT Specialist, Debbie Lund–HR Director, Sean Dunham-IT Manager, Jake Langston-IT Specialist, Caden Cucciardi- Asset Management Tech, Jenine Floyd–Deputy City Clerk, Nick Bond–DCD Director, Jim Fisk–Senior Planner, Alan Iwashita-Deputy Police Chief	November 20, 2025
v 0.6	6 th Draft	Reviewer(s): Noah Crocker-Finance Director, Kori Pearson- Acct Asst III/IT Specialist, Debbie Lund–HR Director, Sean Dunham-IT Manager, Jake Langston-IT Specialist, Caden Cucciardi- Asset Management Tech, Jenine Floyd–Deputy City Clerk, Nick Bond–DCD Director, Jim Fisk–Senior Planner, Alan Iwashita-Deputy Police Chief	December 9, 2025

v 1.0	Final Version	Reviewer(s): Noah Crocker-Finance Director, Rebecca Zick-Deputy Finance Director, Kori Pearson- Acct Asst III/IT Specialist, Debbie Lund-HR Director, Sean Dunham-IT Manager, Jake Langston-IT Specialist, Caden Cucciardi-Asset Management Tech, Brandy Wallace-City Clerk	December16, 2025
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APPENDIX A: GENERAL AI DEFINITIONS

AI (Artificial Intelligence): The capability of a machine or system to perform tasks that typically require human intelligence, such as generating text or audiovisual content, making or recommending decisions, analyzing data, or automating processes.

AI Algorithm / AI Model: A set of programmed instructions that processes data to perform tasks, make decisions, or solve problems within an AI system.

AI Assistant: An AI tool which is intended to aid a user in their day-to-day work by suggesting content, retrieving information, automating processes, and performing other similar tasks.

AI Policy: A document that provides a framework for the effective and responsible use of AI systems within an organization.

AI System: Any tool, software, process, and workflow, or other system which is based on AI technology, or which uses AI technology as a key component of that system.

AI Tool: A piece of software which provides AI functionality and can be applied to a specific use case.

AI Use Case: A specific task or purpose for which an AI tool is used or under consideration.

AI User: An individual who is responsible for using, developing, purchasing, configuring, or maintaining AI systems.

AI User Guide: A document which supplements an AI policy with more detailed guidance on how to implement the policy.

Agentic AI: Autonomous AI systems that can act independently to achieve predefined goals, making decisions and taking actions without constant human oversight.

Anonymization: A process by which data is altered so that it cannot be connected to specific individuals or organizations.

Bias: Systematic tendencies that can exist within AI systems, often stemming from flawed data, algorithms, or design processes, that may lead to discriminatory or inaccurate outcomes affecting certain groups or individuals.

Black Box Algorithm: An AI algorithm which produces decisions or other outputs with little or no mechanism for the user to analyze the logic which led to that result.

Data Privacy: The protection of non-public information about a person or organization from disclosure without their consent.

Data Output: Refers to the information produced by a computer or device as a result of processing input data. It can take various forms, including; Text, Images, Audio, Video, and more.

Generative AI: AI systems which use algorithms to create text, audio, image, or video content based on some combination of user prompts and stored data and instructions.

Human-in-the-Loop (HITL): A system design philosophy that requires human oversight and intervention in AI-driven processes. This ensures that final, critical decisions are made by a person, not the algorithm.

Large Language Model (LLM): A type of generative AI that is trained on a massive amount of text data to understand, summarize, generate, and predict new human-like language.

Machine Learning: A type of AI which uses algorithms to extract information from and recognize patterns in data, often used for forecasting, prediction, classification, or analysis.

Open Data: Information derived from an organization's operations which is shared publicly to promote transparency or for use by external parties.

Protected Data: Information generated or acquired in the course of an organization's operations which is not intended or approved for public disclosure.

Public Record: Records stemming from an organization's operations which must by law be shared upon request, whether or not it is actively published as open data.

APPENDIX B: AI TECHNOLOGY REGISTRY (AI Tools Currently Approved By AI Committee)

Microsoft Copilot



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Consent Agenda: 5.D. Adoption of a Resolution Declaring Certain Personal Property as Surplus and Authorizing its Disposition Thereof (Wallace)

Meeting Date: April 28, 2026

Presenter: Brandy Wallace, City Clerk

Summary and Background:

Assets of the City that are no longer usable, are no longer of value to the City, or are surplus to City needs, may be removed from City ownership, sold, or in any other way disposed with a declaration of surplus by the City Council.

Staff is asking the Council to surplus various personal property, such as weapons, a refrigerator, body cameras, Apple iPads, body armor, tasers and a ballistic vests, listed in Exhibit A, as surplus, as they are no longer useful to the City.

The Finance Department has determined that the current asset value of the firearms is \$200 each, the ballistic vests at \$1,308, and the remaining items being of no value. Pursuant to RCW 35.94.040(2) these items were not acquired for public utility purposes, therefore a public hearing is not required.

Although the City's internal asset value of the items may be undervalued, any monies from the sale of surplus property will be deposited into the Fund(s) which owned them. When disposal is to the general public through direct sale, sealed bid or auction, final determination of value shall be the highest responsible bid or offer. The City may transfer a surplus asset to another public agency upon written request and a determination that it is in the public interest.

Staff will dispose of the items in a manner that reflects the best interest of the City.

Relationship to Comprehensive Plan: N/A

Recommendation: Staff is recommending adoption of a resolution declaring personal property as surplus and allowing for its disposition.

Motion for Consideration: I move to adopt a resolution declaring personal property, such as

weapons, a refrigerator, body cameras, Apple iPads, body armor, tasers and ballistic vests, listed in Exhibit A, as surplus and authorizing its disposition.

Has item been presented to Committee/Work Study? No

If so, which one: N/A

Fiscal Impact: Money received from the disposition of surplus items will be deposited into the Fund(s) of ownership.

Alternatives: Do not adopt and provide further guidance.

Attachments:

1. April 2026 Police items to surplus to council - Copy
2. Res_Declaring_Surplus



CITY OF PORT ORCHARD

Finance Department

216 Prospect Street, Port Orchard, WA 98366
Voice: (360) 876-4407 • Fax: (360) 895-9029
www.cityofportorchard.us

Date: 4/10/26

To: Brandy Wallace, City Clerk

From: Gretchen Isaksson, Finance

RE: Police equipment

Summary:

The police department items have reached the end of their useful life. These items will be exchanged for credit, returned, or destroyed.

The estimated value of the firearms is \$200.00 each. All other items on this list have a value of \$0.00. They cannot be sold and will be destroyed.

Asset Tag	Serial #	Tool Type	Description	Model
6015	FNCR022484	firearm	Rifle	FN15SBR
6040	2303178	suppressor	suppressor	HX-QD
6065	5267883	optic	optic for firearm	
3203	SR21-077989/SR21-081114	Body Armor	body armor	
3207	SR21-239697/SR21-239667	Body Armor	body armor	
5772	MP082075	Weapon	Handgun	M&P Smith & Wesson 2
5387	70-01597	Weapon	Rifle	M77 .308
5773	1041726	Weapon	Rifle	M-1 Carbine
5775	E6679131	Weapon	Rifle	Remington Rifle
5179	BA54509432	Large Equipment	refrigerator	
5415	FW22462	firearm	40 MM Less Lethal Launcher	single launcher with expandable stock
5628	X400173TF	TASER	TASER 7	Taser 7
5869	X4000P9AX	TASER	TASER 7	Taser 7
5870	X4000P9A8	TASER	TASER 7	Taser 7

5871	X4000P99A	TASER	TASER 7	Taser 7
5872	X4000P94R	TASER	TASER 7	Taser 7
5873	X4000P91N	TASER	TASER 7	Taser 7
5874	X4000P99H	TASER	TASER 7	Taser 7
5875	X4000PA0K	TASER	TASER 7	Taser 7
5877	X4000P971	TASER	TASER 7	Taser 7
5878	X4000P99C	TASER	TASER 7	Taser 7
5879	X4000P95E	TASER	TASER 7	Taser 7
5880	X4000P9C4	TASER	TASER 7	Taser 7
5881	X40000P9AW	TASER	TASER 7	Taser 7
5882	X4000P98V	TASER	TASER 7	Taser 7
5883	X4000P999	TASER	TASER 7	Taser 7
5884	X4000P99E	TASER	TASER 7	Taser 7
5885	X4000P99Y	TASER	TASER 7	Taser 7
5886	X4000P95P	TASER	TASER 7	Taser 7
5888	X4000P99F	TASER	TASER 7	Taser 7
5889	X4000P774	TASER	TASER 7	Taser 7
5890	X4000P77C	TASER	TASER 7	Taser 7
5891	X4000P778	TASER	TASER 7	Taser 7
5892	X4000P6VF	TASER	TASER 7	Taser 7
5893	X4000P769	TASER	TASER 7	Taser 7
5894	X4000P6WW	TASER	TASER 7	Taser 7
6091	X4001F1R4	TASER	TASER 7	Taser 7
6134	4001M10Y	TASER	TASER 7	Taser 7
6135	4001M117	TASER	TASER 7	Taser 7
6136	X4001M10D	TASER	TASER 7	Taser 7

3148	X60A6810J	body camera	BODY CAMERA	Axon Body 3
3149	X60A6613J	body camera	BODY CAMERA	Axon Body 3
3152	X60A6631J	body camera	BODY CAMERA	Axon Body 3
3154	X60A6747K	body camera	BODY CAMERA	Axon Body 3
3155	X60A6776J	body camera	BODY CAMERA	Axon Body 3
3156	X60A6729J	body camera	BODY CAMERA	Axon Body 3
3157	X60A6848J	body camera	BODY CAMERA	Axon Body 3
3158	X60A6784J	body camera	BODY CAMERA	Axon Body 3
3159	X60A6374L	body camera	BODY CAMERA	Axon Body 3
3160	X60A6527L	body camera	BODY CAMERA	Axon Body 3
3161	X60A6690J	body camera	BODY CAMERA	Axon Body 3
3162	X60A6135N	body camera	BODY CAMERA	Axon Body 3
3163	X60A6030R	body camera	BODY CAMERA	Axon Body 3
3164	X60A6594J	body camera	BODY CAMERA	Axon Body 3
3165	X60A6196K	body camera	BODY CAMERA	Axon Body 3
3166	X60A6493M	body camera	BODY CAMERA	Axon Body 3
3167	60A6666J	body camera	BODY CAMERA	Axon Body 3

3168	X60A6675J	body camera	BODY CAMERA	Axon Body 3
3169	X60A6030K	body camera	BODY CAMERA	Axon Body 3
3170	X60A6626J	body camera	BODY CAMERA	Axon Body 3
3171	X60A6967J	body camera	BODY CAMERA	Axon Body 3
3172	X60A6362E	body camera	BODY CAMERA	Axon Body 3
3173	X60A6039K	body camera	BODY CAMERA	Axon Body 3
3174	X60A6070N	body camera	BODY CAMERA	Axon Body 3
3175	X60A6746K	body camera	BODY CAMERA	Axon Body 3
3180	X60AY3572	body camera	BODY CAMERA	Axon Body 3
3193	X60AC574E	body camera	BODY CAMERA	Axon Body 3
3194	X60AC076G	body camera	BODY CAMERA	Axon Body 3
3195	X60AC493F	body camera	BODY CAMERA	Axon Body 3

MEMORANDUM

TO: Gretchen Isaksson
FROM: Matt Brown, Chief of Police
SUBJECT: Surplus items
DATE: March 16, 2026



The police department would like to surplus the items on the attached spreadsheet.

The firearms have reached the end of their useful life. The intent is to trade them to a licensed dealer in exchange for credit. This credit will be used to purchase updated and modern firearms and accessories.

The Axon tasers and body-cameras have reached the end of their useful life; the firmware is no longer supported, and the department currently deploys more modern technology under contract with Axon. These items will either be returned to Axon or destroyed.

The rifle, optic, and suppressor were stolen in 2024 and not recovered. The investigation was conducted by the Tacoma Police Department under case #24-301-0996.

All other items have either expired or reached the end of their useful life and will be destroyed.



PORT ORCHARD POLICE DEPARTMENT
SERVICE • HONOR • INTEGRITY

MEMORANDUM

TO: Gretchen Isaksson
FROM: Matt Brown, Chief of Police
SUBJECT: Surplus items
DATE: March 30, 2026

The police department would like to surplus the following items:

1. **Apple iPad Mini 5th generation**
 - a. Asset tag – 5383
 - b. Serial number - DMPD720ALM93

2. **Apple iPad Mini 5th generation**
 - a. Asset tag – 5384
 - b. Serial number - DMPD913HLM93

The devices have reached the end of their useful life, and the intent is to sell them.



PORT ORCHARD POLICE DEPARTMENT
SERVICE • HONOR • INTEGRITY

MEMORANDUM

TO: Gretchen Isaksson, ER&R Program Manager
FROM: Alan Iwashita, Deputy Chief
SUBJECT: ER&R – Surplus Ballistic Vest
DATE: April 8, 2026

BACKGROUND:

The Port Orchard Police Department (POPD) purchases new ballistic vests for all new police officer hires, as required safety equipment. These vests are **custom-cut** for the individual officers to ensure proper fit and protection. Former POPD student officer Bobby Andrews was unsuccessful in completing his field training and returned his department-issued equipment, including his ballistic vest.

His vest is now being stored at POPD and has a five-year expiration date, **expiring in 2030**. Due to the vest's custom nature, there are **no POPD officers for whom the vest currently fits**.

The Suquamish Tribal Police Department is in the process of hiring Bobby Andrews and has inquired about purchasing a ballistic vest from POPD.

RECOMMENDATION:

Staff recommends the surplus of the ballistic vest for the purpose of selling it to the Suquamish Tribal Police Department to recoup the purchase costs.

The purchase cost for the Suquamish Tribal Police Department is recommended at a **20% depreciation, or \$ 1,308.00**. This number is based on the item's approximate one-year use during the five-year expiration period, while employed at POPD.

1. ER&R #3293 – Safariland
S/N: SR25-134581(front panel) - SR25-133700 (rear panel)
Cost: \$1635.00

RESOLUTION NO. ____-26

A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, DECLARING CERTAIN PERSONAL PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION THEREOF.

WHEREAS, certain personal property owned by the Police department of the City have become surplus to the needs of the City; and

WHEREAS, the City Council desires to surplus various items as outlined in Exhibit A, in the best interest of the City as they are no longer useful; and

WHEREAS, the City Council has determined that the current asset value of the firearms to be \$200 each, the ballistic vests at \$1,308, and the remaining items being of no value; and

WHEREAS, pursuant to RCW 35.94.040(2) these items were not acquired for public utility purposes, therefore a public hearing is not required; and

WHEREAS, the City Council has, pursuant to the requirements of POMC 1.30.020, considered the possible future requirements of the City, the present value of the personal property, the likelihood of locating a buyer, possible intergovernmental cooperation, and the general welfare of the citizens of Port Orchard in determining whether it is in the best interest of the City to dispose of such personal property; now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

THAT: City Council desires to dispose of various personal property, such as various firearms, refrigerator, body cameras, Apple iPads, body armors, tasers and ballistic vests, listed in Exhibit A, as surplus.

FURHTER THAT: Staff is instructed to dispose the items in a manner that reflects the best interest of the City.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage this 28th day of April 2026.

Robert Putaansuu, Mayor

ATTEST:

Brandy Wallace, MMC, City Clerk



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Consent Agenda: 5.E. Approval of Special Event Road Closure: South Kitsap Graduation Car Cruise (Wallace)

Meeting Date: April 28, 2026

Presenter: Brandy Wallace, City Clerk

Summary and Background:

Staff received a special event application for the Class of 2026 Graduation Car Cruise, scheduled for Friday, June 5, 2026. The application state's the following:

EVENT: Class of 2026 Graduation Car Cruise

TYPE: Car Cruise

DATE: Friday, June 5, 2026

TIME: Setup starts at 5 pm, Cruise will start at 6 pm until approximately 9 pm

LOCATION: Downtown Port Orchard Bay Street/SR166, from Harrison Ave to Port Orchard Blvd

CLOSURE(S): Bay Street/SR166 from Harrison to Port Orchard Blvd, Orchard Avenue; Port Street; Frederick Street from Bay Street/SR166 to waterfront; Sidney Avenue from Bay Street /SR166 to waterfront, Port Orchard Blvd, Robert Geiger, Frederick Street from Bay St/SR166 to Prospect Street, Parts of Kitsap Street and Cline Avenue and parking lots 1, 2, and 8.

The required notice, pursuant to POMC 5.94.050(3), allowing citizens to provide written comments regarding how allowing the special event will impact their property, business, or quality of life has been published and to-date, the City has received no written concerns regarding this event taking place. Staff and outside agencies have reviewed the application and are working towards ensuring safety measures and traffic control are in place.

The applicant is requesting closure of Bay Street/SR166 and several side streets. They are working with WSDOT for their approval. In the meantime, pursuant to Port Orchard Municipal Code 5.94.050(4), staff shall bring forward the special event application to the City council for approval when the event requires a street or highway closure.

Staff is in support of the highway and road closures as presented and is continuing to work on the final details of the event with the applicant, ensuring the highway and street closures are to the safety and traffic control standards outlined in City, State, and Federal codes.

Relationship to Comprehensive Plan: 6 - Economic Development

Recommendation: Staff recommends the approval of the road closures, as presented.

Motion for Consideration: I move to approve teh road closures for the Class of 2026 South Kitsap Graduation Car Cruise event, scheduled for Friday, June 5, 2026, as presented.

Has item been presented to Committee/Work Study? No

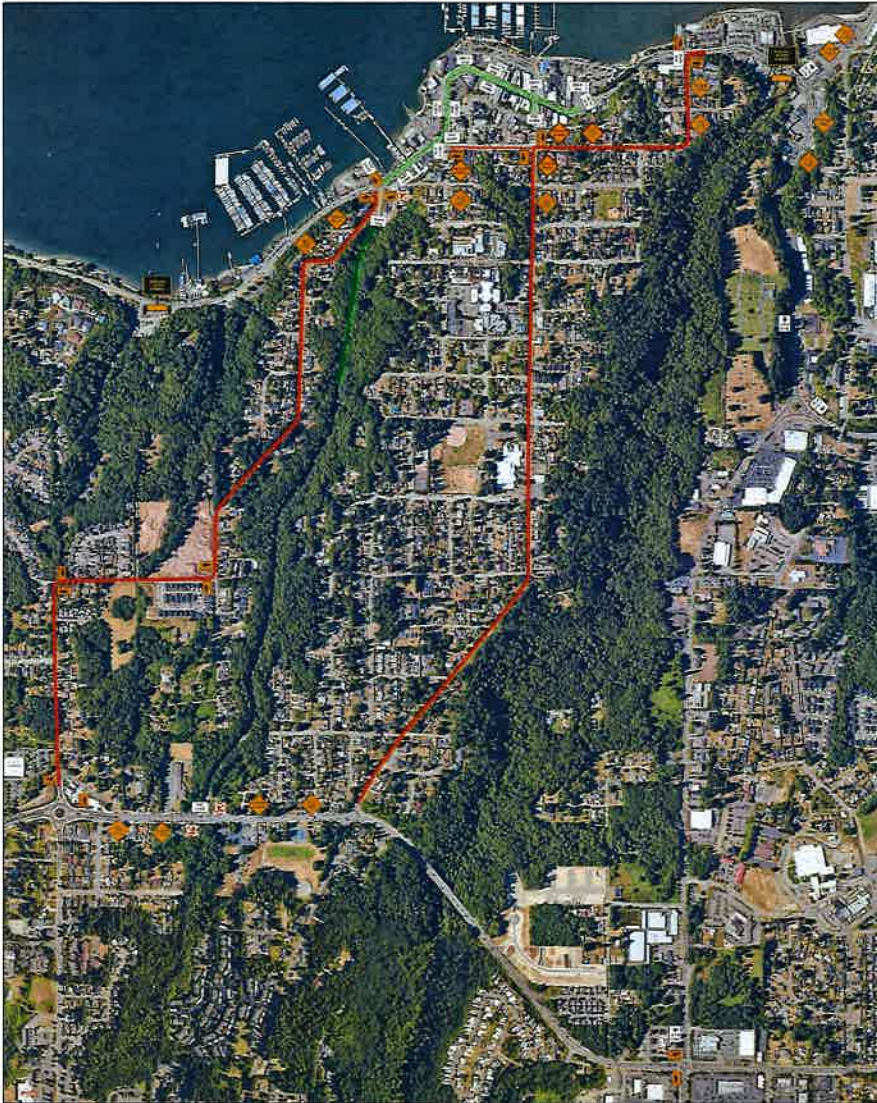
If so, which one: N/A

Fiscal Impact: Revenue of \$100 from applicant for a processing fee; General Fund. Possible staff and equipment cost associated with closing the road; General Fund.

Alternatives: Deny the road closures and provide direction to staff.

Attachments:

- 1. TCP - Grad Car Cruise
- 2. 2026 Grad Car Cruise Special Event App



NOTES:

1. Green area is the closed off section
2. Detour Route at Port Orchard Blvd & Bay St needs to close off right lane for parade participants.
3. Bring additional channelizing devices.

PCMS	
1	2
SPECIAL EVENT AHEAD	USE DETOUR ROUTE
2.0 SEC	2.0 SEC

LANE WIDTH (feet)	MINIMUM TAPER LENGTH = L (feet)									
	Posted Speed (mph)									
	25	30	35	40	45	50	55	60	65	70
10	105	150	205	270	450	500	-	-	-	-
11	115	165	225	295	495	550	-	-	-	-
12	125	180	245	320	540	600	-	-	-	-



Supply List

- 9 x Road Closed Ahead
- 9 x Detour Ahead
- 16 x Road Closed Type III
- 9 x Detour Right
- 7 x Detour Left
- 1 x No Left Turn
- 2 x No Right Turn
- 1 x Truck Route Forward
- 2 x Truck Route Left
- 1 x Truck Route Right
- 2 x PCMS
- 31 x Channelizing Device

CHANNELIZATION DEVICE SPACING (feet)		
MPH	TAPER	TANGENT
50	40	80
35/45	30	60
25/30	20	40

SIGN SPACING = X (1)		
RURAL ROADS	45 / 55 MPH	500' ±
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS & URBAN ARTERIALS	25 / 30 MPH	200' ± (2)
RESIDENTIAL & BUSINESS DISTRICTS		
URBAN STREETS	25 MPH OR LESS	100' ± (2)

(1) ALL SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP, AT-GRADE INTERSECTIONS AND DRIVEWAYS.
 (2) THIS SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.



2025 SKHS Grad Parade - Overview

Drawn by: Chris Esguerra
 Date: June 6, 2025

Supply List

- 9 x Road Closed Ahead
- 9 x Detour Ahead
- 16 x Road Closed Type III
- 9 x Detour Right
- 7 x Detour Left
- 1 x No Left Turn
- 2 x No Right Turn
- 1 x Truck Route Forward
- 2 x Truck Route Left
- 1 x Truck Route Right
- 2 x PCMS
- 31 x Channelizing Device



NOTES:

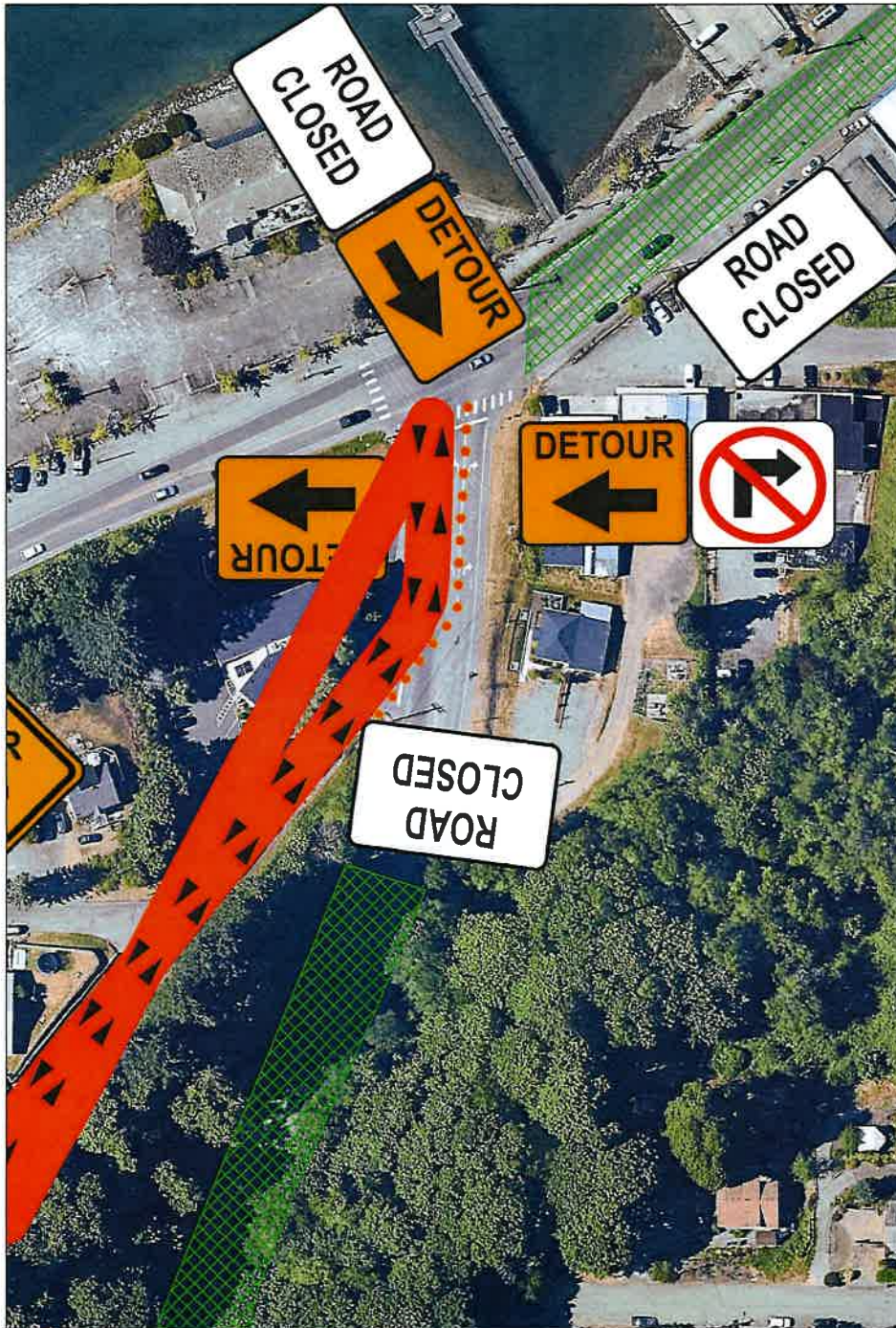
1. Green area is the closed off section
2. Detour Route at Port Orchard Blvd & Bay St needs to close off right lane for parade participants
3. Bring additional channelizing devices.



2025 SKHS Grad Parade - Downtown

Drawn by: Chris Esguerra

Date: June 6, 2025



Supply List

- 9 x Road Closed Ahead
- 9 x Detour Ahead
- 16 x Road Closed Type III
- 9 x Detour Right
- 7 x Detour Left
- 1 x No Left Turn
- 2 x No Right Turn
- 1 x Truck Route Forward
- 2 x Truck Route Left
- 1 x Truck Route Right
- 2 x PCMS
- 31 x Channelizing Device

SIGN SPACING = X (1)

RURAL ROADS	45 / 55 MPH	500' ±
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS & URBAN ARTERIALS	25 / 30 MPH	200' ± (2)
RESIDENTIAL & BUSINESS DISTRICTS		
URBAN STREETS	25 MPH OR LESS	100' ± (2)

- (1) ALL SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMPS, AT-GRADE INTERSECTIONS AND DRIVEWAYS.
- (2) THIS SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.



Supply List

- 9 x Road Closed Ahead
- 9 x Detour Ahead
- 16 x Road Closed Type III
- 9 x Detour Right
- 7 x Detour Left
- 1 x No Left Turn
- 2 x No Right Turn
- 1 x Truck Route Forward
- 2 x Truck Route Left
- 1 x Truck Route Right
- 2 x PCMS
- 31 x Channelizing Device

SIGN SPACING = X (1)

RURAL ROADS	45 / 55 MPH	500' ±
RURAL ROADS & URBAN ARTERIALS	35 / 40 MPH	350' ±
RURAL ROADS & URBAN ARTERIALS RESIDENTIAL & BUSINESS DISTRICTS	25 / 30 MPH	200' ± (2)
URBAN STREETS	25 MPH OR LESS	100' ± (2)

- (1) ALL SPACING MAY BE ADJUSTED TO ACCOMMODATE INTERCHANGE RAMP, AT-GRADE INTERSECTIONS AND DRIVEWAYS.
- (2) THIS SPACING MAY BE REDUCED IN URBAN AREAS TO FIT ROADWAY CONDITIONS.



SPECIAL EVENT PERMIT APPLICATION
 (PORT ORCHARD MUNICIPAL CODE 5.94 AND 5.96 and Resolution No. 022-25)
 STANDARD PROCESSING FEE: \$100.00

Event Information

Event Name:	<i>Class of 2026 Graduation Car Cruise</i>
Type of Event:	<input type="checkbox"/> Festival <input type="checkbox"/> Walk/Run <input type="checkbox"/> Parade <input type="checkbox"/> Vendor Fair <input type="checkbox"/> Concert <input type="checkbox"/> Block Party <input checked="" type="checkbox"/> Other: <i>Grad parade</i>
Event or Organization Website:	
Description of event:	<i>Graduation Car Cruise for the SKHS Graduation Class of 2026</i>

Event Date and Time

Event Dates: Indicate Dates/Times OPEN to attendees			Hours: Open until closing each day		Expected Daily Attendance:
Day 1	Day:	Date: <i>6/5/2026</i>	Start Time: <i>6pm</i>	End Time: <i>9pm</i>	<i>500</i>
Day 2	Day:	Date:	Start Time:	End Time:	
Day 3	Day:	Date:	Start Time:	End Time:	
Day 4	Day:	Date:	Start Time:	End Time:	
Day 5	Day:	Date:	Start Time:	End Time:	
Event Setup Starts:			Event Take Down Complete:		Total Attendance: <i>(add all rows and columns)</i> <i>500</i>
Start Day/Date: <i>6/5/2026</i>		Start Time: <i>5pm</i>	End Day/Date: <i>6/5/2026</i>	End Time: <i>9:00pm</i>	
Event Location: <i>Bay St.</i>	Describe the location that your event will be located at. Include street names and/or parks. Attached required map.				

Applicant Information*

Sponsoring Organization Name: SK HYPE SQUAD - NON PROFIT					
Do you have an active City Business License?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	What is your UBI number? 605342114	
Applicant Contact Name: KIMBERLY SHAW & ERIC WORDEN					
Title: CO-PRESIDENTS					
Physical Address: 360 FLOWER MEADOWS ST.			Mailing Address: (if different from street address)		
City: PORT ORCHARD	State: WA	Zip: 98366	City:	State:	Zip:
Phone: 360 710-8025	Alternate Phone: 360 620-8862		Email: SKHYPESQUAD@GMAIL.COM		

**Please note the applicant information provided may be shared for inquires made on event details*

Admission Fees:

Does your event require a paid fee for participants and/or spectators?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does your event require minimum or suggested donation for participants and/or spectators?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Admission/participation fee/ suggest donations amount(s):		

Use of City Streets and/or State Highway

STATE HIGHWAY:

Will this event require closure of a State Highway (most common is Bay Street/SR166)? Yes No

If yes, which highway: Bay Street/SR 166 Sedgwick Road Mile Hill Drive

For State Highway Closures, the sponsoring organization must submit the application to the city at least 120 calendar days before the event date. Upon city approval of the event, the sponsoring organization shall seek permission from the Washington State Department of Transportation (WSDOT) by completing an online application. Once permission is granted from WSDOT, a copy of the Letter of Acknowledgment or an Agreement will need to be provided to the city 45 days prior to the event. WSDOT's online application is located at: <https://www.wsdot.wa.gov/contact/events/spe>

CITY PROPERTY/STREETS (Right-of-way): Port Orchard Municipal Code 5.94.020(7) states "Right-of-way (ROW)" means any road, public parking lot, city street, highway, boulevard or place in the city open as a matter of right to public travel and shall include arterials, neighborhood streets, alleys, bicycle paths and pedestrian ways; including streets or portions thereof which are designated as portions of the state highway system."

Will this event require closure of any of the below public property/ right-of-way? Yes No

If yes, indicate what type of public property is requested to be closed and the location (select all that apply):

A. City Park(s):

- Van Zee Park
 McCormick Village Park
 Central Park
 Givens Park
 Paul Powers Park
 Etta Turner Park
 Rockwell Park

B. Parking Lot(s):

- Lot 2, which lies between Frederick Street and Sidney Avenue, north of Bay Street.
 Lot 5: all parking on City Hall property in front of the Police department
 Lot 8: employee parking lot east of City Hall adjacent to Prospect Alley which is between Kitsap Street and Prospect Street.

C. Sidewalk(s) describe the location of the sidewalk being closed:

NO Sidewalks will be Closed

D. Street(s): please fill out the "Details of Closure" section below and provide a traffic control plan of the area impacted.

1) Details of Closure(s):

Street Name:	Between (cross street):	And (cross street):	Start Date:	Start Time:	End Date:	End Time:
<i>Example Sidney Ave</i>	<i>Kitsap Street</i>	<i>Division Street</i>	<i>00/00/0000</i>	<i>00:00 am</i>	<i>00/00/0000</i>	<i>00:00 pm</i>
<i>Bay St.</i>	<i>Harrison</i>	<i>Kitsap</i>	<i>6-5-2026</i>	<i>7pm</i>	<i>6/5/2026</i>	<i>9pm</i>

Additional details: (attach additional pages as needed for more streets and/or more details about use.)

2) Traffic Control Plan:

A traffic control plan is required for all street and highway closures and **must be submitted with this application.** See [example Site Plan](#). The following is required to be on the plan(s):

Detour route(s)
 Pedestrian and Bicycle routes
 Volunteers: how many, where, how long, etc.

Signs/Barriers: How many, what kind of signs, where will they be located, who is putting them up, who will be taking them down, etc.

Certified flaggers: how many will there be, where will they be stationed, what time will they be there, what time will they be gone, etc.

Should your event require traffic control and certified flaggers to manage the road closures, provide the following information:

Name of the Traffic Control company: SOUND PACIFIC CONSTRUCTION		
Point of Contact Name: TRISSA WHITE		
Phone: 253 514-6226	Alternate Phone:	Email: TRISSA@SOUNDPACIFICCONST.COM

Public Works and Police Services

Special events may require the use of public works and police officers for public safety. This may result in additional costs to the organizer. The organizer will be notified if coordination with the Public Works and Police is required.

The following are services that will be required to be charged to the organizer:

Public Works:

Setting up street closure signs
Setting up barricades

Police:

Setting up command center on event site
Officers providing security

Please provide who the invoice should be sent to:

Name company:		
Name:		
Address:		
Phone:	Alternate Phone:	Email:

Parking Impacts

Have parking impacts been coordinated with neighbors (residential/business)? Yes No N/A

If yes, how will parking be provided for participants and visitors (including handicapped parking)? You may submit a map to show the available parking for this event in place of providing a written description below.

**The City of Port Orchard cannot grant permission for the use of private property for parking. It is the event sponsor's responsibility to contact property owner (business, residential, schools) if you want permission to park on their property.*

Neighborhood – Business Notification

The city clerk's office shall notify the public of each special event proposed to allow citizens to provide written comments regarding how allowing the special event will impact their property, business or quality of life. The city clerk will consider any information provided and may deny the special event permit application if a showing is made of severe financial impact or other undue hardship on a citizen's property, business or quality of life.

Alcohol Sales/Services

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor & Cannabis Board (WSLCB) regulations, licensing, and permit requirements. WSLCB Special Occasion and other Licenses and related fees for alcohol sales/service at events are not included in the City's Special Event Permit. Visit the WSLCB website, <https://lcb.wa.gov/> for additional information and to apply for the appropriate license / Permit.

Will alcohol be sold or consumed at your event? Yes* No

**If yes, you must contact the Washington State Liquor and Cannabis Board for a special liquor license.*

Food Sales/Service

You will need to reach out to the Kitsap Public Health District as they may require a temporary food establishment permit. Visit their website at https://kitsapublichealth.org/FoodSafety/food_vendors.php or call (360) 728-2235 for information.

Will your event have any food service and/or sales? Yes No If yes, how many: _____

Will your event have professional catering? Yes No If yes, how many: _____

Will your event have food truck(s)? Yes No If yes, how many: _____

Washington State Fire Code section 105.6.30 Mobile food preparation vehicles is defined as:

An operational permit is required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems. Contact Community Development.

- [Food Truck Safety Handout](#)
- [Mobile Food Preparation Vehicle Permit Application](#)

Garbage and Recycling

Collection Stations: How many bins are you providing as collection containers at your event?

Recycle 0 Garbage 0

Will you manage your own recycling and garbage collection or will it be managed by a vendor?

Self-Haul: Yes No List vendor/company, if applicable: _____

Detail your plan for waste management within the event area and surrounding neighborhood:

THERE IS NO WASTE ANTICIPATED FOR THIS EVENT. LOCAL BUSINESSES WILL BE PATRONIZED. CITY GARBAGE CANS ARE AVAILABLE FOR INCIDENTAL REFUSE.

Restrooms

Prove the number of restrooms that will be available to the public for your event: ** see below* Males _____ Females _____ Handicap _____

Below is an example of the estimated amounts needed per number of users recommended in the *FEMA Special Events Contingency Planning: Job Aids Manual March 2005 (updated May 2010)*. SEE SITE PLAN

Toilet facilities for events where alcohol is not available

Patrons	Males			Females	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1,000	2	4	4	9	4
<2,000	4	8	6	12	6
<3,000	6	15	10	18	10
<5,000	8	25	17	30	17

Toilet facilities for events where alcohol is available

Patrons	Males			Females	
	Toilets	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1,000	5	10	4	16	4
<2,000	9	15	7	18	7
<3,000	10	20	14	22	14
<5,000	12	30	20	40	20

** Josephines - Revival 4 Restroom, 1 urinal & 2 Sinks*
Library 2 toilets & 1 urinal & 2 Sinks
POB - Boat launch 2 toilets

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Master Multi-Vendor Event License

Will your event have vendors? Yes No

If so, how many anticipated exhibitors/vendors will be at your event? _____

If so, will they be selling merchandise and/ or food? Yes No – If you indicated Yes, please see the Food section on Page 4 of this application.

POMC 5.96, if your event has two or more vendors engaged in public property vending, you are required to have a Master Multi-Vendor Event License (MMVEL). The MMVEL fee is \$15.00 per day or \$200 per month. POMC 5.96.020(3)(a) states the sponsor of the master event shall provide a list of participating vendors, their business names, their addresses and their State Tax Revenue Identification Numbers to the city clerk within three working days after the first day of the operation.

- No public vending is allowed within twenty-five (25) feet of any municipal building, monument, or fountain, OR within ten (10) feet of intersection sidewalks.
- Vending devices must be removed from vending sites daily between the hours of 10:00 p.m. and 6:00 a.m.
- Vending devices and vending sites must always be clean and orderly. The vendor must furnish a suitable refuse container and is responsible for the daily disposal of refuse deposited therein. Refuse containers must be removed each day along with vending devices.
- Vendors may engage in public property vending only in the location specified in the public property license. The location shall be deemed the vending site.
- Utility service connections are not permitted, except electrical when provided with written permission from the adjacent property owner. Electrical lines are not allowed overhead or lying in the pedestrian portion of the sidewalk.
- No mechanical audio or noisemaking devices are allowed, and no hawking is allowed.
- A vinyl or canvas umbrella may be added to the vending device, but its open diameter may not exceed eight and one-half feet. Any part of the umbrella must have a minimum of seven feet of vertical clearance to the area on which the vending device stands.
- Individual vendor advertising signs may be placed only upon the vending device. Temporary master event advertising signs may be placed as approved by the city engineer; and
- No conduct shall be permitted which violates any other section of the Port Orchard Municipal Code.

Tents

Does your event include a tent or membrane structure? Yes No Not Applicable

If yes, what is the tent size: _____ Does the tent have sides? Yes No N/A

May be required to obtain a permit per POMC 20.200.016. Please contact Community Development (360) 874-5533.

Event Signage

Are you planning to put up temporary signs? Yes No

POMC 20.132.290 "Temporary sign" (which may include special event sign) means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable signs as defined by this chapter, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. Temporary signs may only be made of nondurable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of this chapter. Please contact the Community Development Department at (360) 874-5533 if you have questions or if you need to apply for a sign permit.

Amplified Sound

Does your event have any amplified sound? Yes No

Indicate dates/time of any amplified sound below:			
Day: FRIDAY	Date: 06/06/2025	Start Time: 6PM	End Time: 9PM
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Describe what sound will be amplified, and at what hours (e.g., 7:00am announcements, 8:00am background music, etc.): MUSIC AND DJ, PA / DECK AT PATHWAY BOOK STORE			
Describe what equipment will be used for amplified sound, and at what locations (show in maps): PA / MUSIC / SPEAKERS			
Describe schematics and direction of amplified sound (show in maps, attach supporting documents as needed) SEE SITE PLAN			

Noise levels generated shall not be in excess of allowable levels, consistent with POMC 9.24.050. For more information please contact the Port Orchard Police Department (360) 876-1700.

Site Map

A site map is **required** to be submitted to include the following when applicable:

- Vendors
- Beer Garden
- Signage
- Canopies/Tents
- Public entrances and exits
- Road closures and detours
- Traffic patterns with directional arrows/routes
- Fire Lanes

- Surrounding street names
- Garbage/Recycling
- Barricades
- Food trucks
- Generators
- Cooking areas
- First Aid
- Parking
- Restrooms
- Wash stations
- If event is a run/walk, list start and stop locations and water/rest stations:

Insurance

The sponsoring organization must submit proof of liability insurance naming the City of Port Orchard as an additional insured by endorsement. Coverage shall remain in force throughout the event. The policy shall have primary coverage limits of at least the following:

\$1,000,000 Liability and \$1,000,000 Bodily Injury

Additional insurance may be required where alcohol is being served. Special Event Insurance for events held at city-owned facilities can be purchased at eventinsure.hubinternational.com/.


Release

I certify that the event for which this permit is to be used will not be in violation of any City of Port Orchard ordinance.

By applying for this special event permit, the organization or entity obtaining such permit agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from all claims, injuries, damages, losses, or suits, including attorney fees and costs, arising out of or in conjunction with the activities or operations performed by the applicant or on the applicant's behalf resulting from the issuance of this permit, except for injuries and damages caused by the sole negligence of the City.

The information on this form is considered a public record and is subject to public disclosure laws in Chapter 42.56 RCW.

I, as the President or Chair of my organization, agree to the terms and conditions listed above.


Kimberly SHAW & Eric Worden

 Signature of President/Chair of Organization Print Name Date
3/16/2026

FOR CITY CLERK'S OFFICE USE ONLY

Date Special Event Fee Paid (\$100): _____

Receipt No.: _____

Insurance Certificate(s) Received: _____

Does event require a Master Multi-Vendor License: Yes No

If Yes: \$15/day fee \$200/monthly fee

Number of days: _____ Total Amount: _____ Date paid: _____ Receipt No.: _____

Department/Agency Routing:

Police Public Works Finance Community Development Kitsap Transit Clerk's Office Health District

Public Notice Dates: _____

Council Action Date: _____



SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS (PORT ORCHARD MUNICIPAL CODE 5.94 AND 5.96)

Thank you for your interest in holding a special event in the City of Port Orchard. This application contains information you need to apply for a special event permit. Included is a checklist designed to help you when submitting this application, and tips for a successful event.

What are the fees associated with a special event?

- There is a \$50 non-refundable administrative fee to process each application.
- If two or more vendors are engaged in public property vending, you are required to have a master multi-vendor event license. The fee is \$15 per event day.
- Closure of Lots 3 and 4 commonly known as waterfront parking, during a weekday and excluding federal holidays, the applicant shall compensate the city for lost revenue for use of the parking lots.

When should the special event application be submitted to the City?

- The application shall be filed with the city clerk's office no less than 90 calendar days, nor more than one calendar year, before the date when the proposed special event is to take place. A Special Event Reservation Form can be submitted by February 1st of each year to reserve your proposed special event, if the event was held on the same day and location as the previous year. Please note that it provides no guarantee that your event will be approved.
- If your event requires any road closures, the application must be submitted at least 120 calendar days before the event date.

What is a special event?

A special event is defined in the Port Orchard Municipal Code (POMC) as "any organized formation of an activity proposed to occur that affects the public's ordinary use of rights-of-way or public parks, including but not limited to runs, street dances, block parties and parades".

Can I hold a special event in a City owned park?

City parks are available on a first-come, first-served basis. The City does not reserve parks for events. However, POMC 9.60 'Park Rules' states in part that no person can solicit, or offer for sale any article or thing, or use any stand, cart or vehicle for the sale or display without authorization from the City Council. In addition, no animals are allowed in City parks other than dogs or cats.

What types of events are considered special events?

- Parades
- Runs/Walks
- Festivals
- Block Parties
- Car Shows
- Vendor Fairs
- Concerts
- Community awareness events
- Outdoor movies
- Street dances
- Other similar event



What if my event is outside Port Orchard City limits or on property not owned by the City?

If your event is outside Port Orchard city limits, you will need to contact Kitsap County at 360.337.5777. If your event is on private property, you will need to contact the property owner and Port Orchard Department of Community Development to learn if the event triggers permitting requirements under the adopted fire code. If your event is utilizing the property of the Port of Bremerton, you will need to contact the Port of Bremerton. If your event is utilizing both City property and property that is NOT owned/leased by the City, written approval is required by the owner/manager of the private property and must be included with your application.

Can I ask for road closures or detours for a 5K run/walk or similar event?

If the event is a parade or run, the following information and/or documentation are required:

- A traffic control plan.
- Provide evidence that the appropriate number of Certified flaggers described in the traffic control plan will be provided.

What is the special event application process?

- Submit to the City Clerk's office a Special Event Reservation form (if applicable).
- Submit the completed application to the City Clerk's office with required fee(s), 90 days before the event. If the application and/or additional documents are not completed or submitted, the application will not be accepted until fully completed.
- The City will forward the event application to other departments and agencies for review and comment.
 - If the event requires closure of City streets, the application is also required to be brought before the City Council during a regular City Council meeting. The applicant will be notified of the date of the meeting and the City Council's decision.
 - ✓ If the event requires closure of a State Highway, POMC 5.94.030(4) states a completed application shall be filed no less than 120 days before the proposed special event is to take place. POMC 5.94.040(13) states upon council approval, the applicant must provide to the City Clerk's office, no more than 45 days after submitting the application, at least one of the following three documents: (a) event agreement with WSDOT; (b) letter of acknowledgement from WSDOT; or (c) written proof that the event organizer has submitted the completed application to WSDOT.

- If the event requires closure of City streets, a traffic control plan may be required.
- If your event is utilizing the downtown parking lots (lots 3 and 4), commonly known as waterfront parking, for two or more consecutive days it will require council approval and the applicant shall compensate the city for lost revenue for use of the parking lots.
- If there are questions or concerns by the other departments or jurisdictions, the applicant will be contacted to address these concerns.
- Depending upon the event, other licenses or permits may be required.
- The City will notify the public of the event and ask if there are any concerns regarding impact to property, business, or quality of life.



Special Event Permit Application Checklist

Please use this list to ensure you have included all supporting documentation with your special event application.

- If your event coincides with another organizations event in the same location, please provide written approval from the event organizer that indicates their approval of your event.
- Reviewed Special Event Tool Kit
- Written approval from property owner if location is on non-City owned property (if applicable) **(Page 2)**
- Special Event Fee (Check, Cash, Credit Card) **(Page 3)**
- Insurance Certificate, with endorsement, provided at least 30 days prior to event date (Page 4)
- If there are road closures, have you attached a traffic control plan (Page 6)
- Special Liquor License (if applicable) **(Page 7)**
- Contact Department of Community Development for sign permit or food trucks (if applicable) **(Page 7 and 9)**
- Master Multi-Vendor Event License fee (if applicable) **(Page 8)**
- Contact Department of Community Development for tent permit (if applicable) **(Page 9)**
- Completed site map **(Page 10)**
- Special Event Application/Release is completed and signed by the President or Chair of organization **(Page 10)**

- Upon event approval, use of State Highway Letter of Acknowledgment or an Agreement that is received from the Department of Transportation if State Highway is requested to be closed (**Page 5**)

Tips for a successful event

- ❖ Contact the local media (Kitsap Sun, Port Orchard Independent, etc.).
- ❖ Post information on your social media site.
- ❖ Contact the Port Orchard Chamber of Commerce or Port Orchard Bay Street Association.
- ❖ Attend a City Council meeting to speak during citizen comments letting council and public know of your event.



Meeting Location:
McCormick Woods Clubhouse
5155 McCormick Woods Dr SW
Port Orchard WA 98367

Contact us:
Phone (360) 876-4407
Email
cityhall@portorchardwa.gov
www.portorchardwa.gov

City Council Special Meeting Minutes Town Hall of Thursday, April 9, 2026

Roll Call was taken by the City Clerk as follows:

Present: John Morrissey, Mayor Pro-tem, Position No. 2
Scott Diener, Councilmember, Position No. 3
Jay Rosapepe, Councilmember, Position At-Large
Shirah Dedman, Councilmember, Position No. 6
Mark Trenary, Councilmember, Position No. 1
Eric Worden, Councilmember, Position No. 4
Heidi Fenton, Councilmember, Position No. 5
Robert Putaansuu, Mayor

Staff present: City Clerk and Communications Specialist Hansen.

1. Call to Order - Opening

Mayor Pro-tem Morrissey opened the meeting at 6:02pm. He briefly went over the meeting outline, including the timeline for each speaker.

2. Council Presentations

Councilmember Rosapepe spoke about the following topics:

- Comprehensive Plan and Parks Plan, explaining those are the source documents for the road map for the City;
- Supporting the PSRC 40-year vision as it helps plan for growth that is coming;
- Future of park needs, including make sure they are accessible, safe, well maintained ; and
- Asked for support from residents, should it be brought to the voters for a Park District as it is the most reliable way for long-term funding.

Councilmember Diener spoke about the following topics:

- Right of way improvements and how it relates to State funding;
- Reminder Tremont cost over \$22,000,000 and took many years to complete;
- Bethel Phase 1 (Salmonberry to Blueberry) hoping to go out to bid. The estimated cost

with today's dollars is \$28,000,000 to construct, including multimodal, streetscapes, and stormwater improvements;

- Lincoln and Mitchell roundabouts;
- Anderson Hill and McCormick Woods Drive roundabouts;
- WSDOT requirements to improve natural fish and wildlife passages throughout State highways, protecting salmon habitat; and
- Sidney right-of-way improvements near Berry Lake have begun and is almost complete.

Councilmember Worden said there are flyers at the front counter with the City Council's contact information and feedback forms should they be interested.

Councilmember Worden spoke about the following topics:

- Introduced himself, length been on the Council and his experience in government;
- Explained utility billing charges, including how often it is due, mentioning it includes sewer and stormwater fees;
- City has incurred lots of new residents and that we are dealing with the sins of our past in that we have aging infrastructure and can no longer put them off;
- Water rates were shifted from residents subsidizing high usage of commercial building to now everyone is billed based on actual usage;
- Completed a \$14,000,000 lift station improvement which serves approximately 90% of the City;
- Explained where most of utility money is spent, saying it is typically on infrastructure underground work, meaning improvements are hard see;
- Encouraged to reduce water during the summer, which will help preserve water and reduce usage; and
- We have installed new meters to save on staff time, identify leaks sooner, efficiencies.

Councilmember Trenary spoke about the following topics:

- Said this is the first town hall in his years of service as a councilmember and provided a brief background of his experience with the City;
- Said the City is one of the fastest growing communities and has been for several years;
- Talked about the changes that comes with growing;
- Explained the process of hiring officers and the length of time it takes them to be out on patrol;
- Acknowledged that speeding is an issue in all areas of the City and we need to change the behaviors; and provide some data on how the police determine which areas get patrolled;
- Spoke about the state of the City's finances;
- Announced the City has received back-to-back good audits and has good debit management;
- Due to good debit management practices and investment policies, we have great ratings should the City need to borrow money, meaning we get really good interest rates;

and

- We receive lots of grants to help offset the burden of the infrastructure cost to the citizens, reducing the impact on the general fund.

Councilmember Dedman introduced herself and asked the attendees to take 3 minutes to meet each other. She spoke to the following:

- Committees she serves on;
- Provided date/times when Coffee with Council meet;
- Provided when the City Council meetings are ;
- Provided her contact information, including having virtual office hours; and
- Asked attendees to subscribe to the City's social media and newsletters.

Councilmember Fenton spoke about the following topics:

- First year FIFA World Cup series will be in Washington, which will bring economic and tourism to our downtown;
- Provided timeline of when the soccer games will be playing;
- Mentioned the City of Bremerton is a designated Fan Zone;
- City contracted to have a Mural downtown that captures our downtown waterfront and ferry;
- Downtown is bringing back hanging baskets;
- Adding additional picnic tables and benches to the downtown area;
- The older homes along the Bay Street Pathway have been taken down enhancing the waterfront;
- City partnering with downtown property owners on a grant for downtown storefronts for them to improve their facade; and
- City has organized the annual community cleanup day.

Councilmember Morrissey spoke about the following topics:

- Downtown projects that included updates on the Community Center and Orchard Street Plaza;
- Talked about the changeover in Kitsap Bank ownership;
- Downtown buildings grant program; and
- Bay Street Pedestrian Pathway update.

3. Mayor Remarks

Mayor Putaansuu introduced himself and provided the length of his tenure with the City, including his time spent as a Councilmember. He said he has the best job in the world.

He briefly spoke about the following:

- Current and upcoming construction projects;
- Public should follow the City on social media as changes will be posted regularly;
- Changes to the building and permitting department are in the works, including

implementing new software and we have invested in customer experience training;

- Design phase of the Ruby Creek Center near Sidney, saying we are partnering with Kitsap Transit for them to build a park and ride lot to allow that section of the City to partake in commuting by ferry and fast ferry. The development is a mixed use of retail space and housing;
- State legislatures showed support of the need to improve Sedgwick/Hwy 16 relating to traffic conjunction, but it did not get funded. However, he was pleased that they are now talking about it, versus it never being considered;
- Working on water interties for our water system in the McCormick Woods/Anderson Hill area of the City;
- Working on road improvements at Anderson Hill, we are in the design phase and looking for more funding to compete the project; and
- Police department is just about fully staffed, which has not been that way since before COVID.

4. Q&A Session

Attendees asked the City Council and Mayor questions. They included:

Q: How the impact of Kitsap Bank buy out impacts the Community Event Center?

A: It does not impact the project. The project is funded with City funds, grants, and the Kitsap Regional Library. They do not have any dollars connected with the project.

Q: What is Council doing about homelessness downtown and what is the City policy on it?

A: We are doing what the State has authorized. We offer services, but they must want the service. Although it may not be what some want, being unhoused is not a crime. Our officers, especially Sergeant Main, are familiar with all of them and monitors the area and will continue to reach out to them to encourage them to get the help they need.

Q: What is the update on Kitsap Transit's downtown waterfront project?

A: As of today, there are no plans to move forward with the project. There has been no recent discussions. Should they decide to move forward, they will be required to seek City Council approval, as we own the building.

Q: What is the City doing about downtown, we have such a beautiful waterfront?

A: More details about the downtown Buildings Grant program the City is offering was provided.

Q: Where and why are people moving to Port Orchard?

A: PSRC's 2040 Vision plan calls for an additional 10,000 people over the next 15 years is the major driving force. Most are migrating from Seattle as we are more affordable. Other areas of the County have little room for development; we still have more areas for development. It was stated that once the Fast Ferry was implemented it was a game

changer. The City is experiencing similar growth as the City of Gig Harbor.

Q: What is the process for the citizens to set Council priorities and what to fund?

A: Council sets priorities from citizens whom they have interacted with. Annual retreats are where Council can provide feedback to staff and the Mayor on what they have heard from the community. In addition, when the public reach out at Council meetings, we take the feedback and incorporate them into their meeting, via change or at the next Council work study or retreats. Lastly, they also get feedback from Coffee with the Council get-togethers. Keep in mind that some changes are set by the State and we are required to make some policy changes and that tend to be unfunded mandates.

Q: Does the City have building codes in place to prevent new construction blocking views?

A: We do have a section downtown, Overlay District, that protects view. We have a map on the City's website people can look at to see if you are in a protected area.

Q: When are you planning to widen Bethel?

A: It is a complex answer. We fund projects of that nature mostly by impact fees. We have started collecting them from developers as they build. This project also involves purchasing property that is adjacent to the road, which takes significant amount of time. We also need to work with other partners for their utilities and the City's underground infrastructure. The City has planned it in five phases. The first phase is scheduled to start in 2028. There are a lot of moving parts with this project.

Q: I was told that the parks and trails in McCormick Woods are property of the HOA, is that true?

A: Not accurate. The City was donated the property during the annexation of the area. They are public and anyone can use them.

Q: What is going on with the Fire Station in McCormick Woods?

A: The South Kitsap Fire and Rescue purchased property to build a fire station. However, when they were ready to build they were told that the wetlands around the property increased, making the property no longer buildable. They have since purchased a different property and plan to move forward with building it there.

Mayor Pro-tem Morrissey reminded the attendees that we have feedback cards and would encourage everyone to provide their feedback on how this meeting went and what they would like to see for future meetings.

5. Breakout Conversations

Mayor Pro-tem Morrissey ended the Q&A session and thanked the public for their participation. He said if anyone had additional questions and/or comments now is their time to speak to individual Councilmembers on their spoken topic(s).

Mayor, Council and public thanked each other for having the meeting in the area and spoke about projects and plans for the City. The next meeting will be at Gathered by Josephine's on June 4th.

6. Adjournment

Councilmember Pro-tem Morrissey adjourned the meeting at 7:50pm.

Brandy Wallace, MMC, City Clerk

Robert Putaansuu, Mayor



Meeting Location:
City Hall
Council Chambers
216 Prospect Street
Port Orchard, WA 98366

Contact us:
Phone (360) 876-4407
Email
cityhall@portorchardwa.gov
www.portorchardwa.gov

City Council Minutes Regular Meeting of Tuesday, April 14, 2026

Roll Call was taken by the Clerk as follows:

Present: Councilmember Position No. 4 Eric Worden
Councilmember Position No. 5 Heidi Fenton
Councilmember Position No. 2 John Morrissey
Councilmember Position At-Large Jay Rosapepe
Councilmember Position No. 1 Mark Trenary
Councilmember Position No. 3; Mayor Pro-Tem Scott Diener
Councilmember Position No. 6 Shirah Dedman

Staff Present: Public Works Director Ryan, Finance Director Crocker, Community Development Director Bond, Chief of Police Brown, HR Director Lund, City Clerk Wallace, Deputy City Clerk Floyd and Communications Specialist Hansen.

Audio/Visual was successful.

1. Call to Order

The mayor called the meeting to order at 6:30 PM.

A. Pledge of Allegiance

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

2. Approval of Agenda

On a motion by John Morrissey, seconded by Mark Trenary, to add an Executive Session before Business Items. The recorded vote occurred as follows: Voting Yes-Eric Worden, Heidi Fenton, John Morrissey, Jay Rosapepe, Mark Trenary, Scott Diener, Shirah Dedman; Voting No-None. The motion Passed (7-0).

On a motion by Jay Rosapepe, seconded by Scott Diener, to Approve the Agenda as amended. The recorded vote occurred as follows: Voting Yes-Eric Worden, Heidi Fenton, John Morrissey, Jay Rosapepe, Mark Trenary, Scott Diener, Shirah Dedman; Voting No-None. The motion Passed (7-0).

3. Citizen Comments

Robert McGee spoke about lack of trust and culture at City Hall.

Jennifer Forbes, Presiding Judge for Kitsap County Superior Court, voiced approval for the proposed street vacation ordinance.

John Lacky voiced concerns with the proposed street vacation ordinance.

Todd Parkington, acting Assistant Director for Capital Facilities at Kitsap County, responded to Mr. Lacky's comments.

4. Consent Agenda

On a motion by Jay Rosapepe, seconded by Heidi Fenton, to Approve the Consent Agenda as presented. The recorded vote occurred as follows: Voting Yes-Eric Worden, Heidi Fenton, John Morrissey, Jay Rosapepe, Mark Trenary, Scott Diener, Shirah Dedman; Voting No-None. The motion Passed (7-0).

A. Approval of Vouchers and Electronic Payments

Approval of Voucher Nos. 90170 through 90184 and 90191 through 90243 and 90250 through 90270 including bank drafts in the amount of \$920,946.35 and EFT's in the amount of \$1,119,434.20, totaling \$2,040,380.55.

B. Approval of Payroll and Direct Deposits

Approval of Payroll Check Nos. 90185 through 90190 and 90244 through 90249 including bank drafts and EFT's in the amount of \$602,878.87 and Direct Deposits in the amount of \$595,563.15 totaling \$1,198,442.02.

C. Adoption of a Resolution Declaring Certain Personal Property as Surplus and Authorizing its Disposition Thereof

D. Approval of Special Event Street Closure: The Cruz

E. Approval of Special Event Street Closure: Mustangs on the Waterfront

F. Approval of an Agreement with the Police Guild regarding methodology for determining seniority

G. Approval of Minutes: March 24, 2026, City Council Regular Meeting

5. Presentation

There were no presentations.

6. Public Hearing

There were no public hearings.

7. Executive Session

At 6:45 p.m., Mayor Putaansuu recessed the meeting for a 10-minute executive session pursuant to RCW 42.30.110(1)(i) to discuss legal risks of a proposed action when public discussion could have legal or financial consequences for the City. City Attorney Archer was invited to attend and City Attorney Archer noted potential action to follow.

Councilmembers Diener and Worden recused themselves from the executive session.

At 6:55 p.m., Mayor Putaansuu extended the Executive Session for an additional 10-minutes.

At 7:05 p.m., Mayor Putaansuu reconvened the meeting back into session.

8. Business Items

A. Adoption of an Ordinance Vacating City Rights-of-Way

On a motion by John Morrissey, seconded by Mark Trenary, to Adopt an Ordinance Vacating the Rights-of-Way, as presented. The recorded vote occurred as follows: Voting Yes-John Morrissey, Jay Rosapepe, Mark Trenary, Shirah Dedman; Voting No-Heidi Fenton. The motion Passed (4-1).

Councilmembers Diener and Worden returned to the meeting at 7:23 p.m.

B. Adopting an Ordinance amending the Official Zoning Map of the City of Port Orchard reclassifying property located at 4385 Sidney Road SW (LU25-Rezone-02), from Commercial Corridor to Commercial Mixed Use

On a motion by Scott Diener, seconded by Jay Rosapepe, to approve an Ordinance amending the Official Zoning Map of the City of Port Orchard, reclassifying the property located at 4385 Sidney Road SW, from Commercial Corridor to Commercial Mixed Use. The recorded vote occurred as follows: Voting Yes-Eric Worden, Heidi Fenton, John Morrissey, Jay Rosapepe, Mark Trenary, Scott Diener; Voting No-Shirah Dedman. The motion Passed (6-1).

C. Adoption of an Ordinance creating the position of Compliance Program Manager and setting the salary for the position

On a motion by Jay Rosapepe, seconded by John Morrissey, to adopt an Ordinance authorizing the creation of the position of Compliance Program Manager, establishing general qualifications and duties for the position and setting the salary range for the position. The recorded vote occurred as follows: Voting Yes-Eric Worden, Heidi Fenton, John Morrissey, Jay Rosapepe, Mark Trenary, Scott Diener, Shirah Dedman; Voting No-None. The motion Passed (7-0).

D. Approval of a Contract with Granicus for SmartGOV System Improvements

On a motion by Scott Diener, seconded by Heidi Fenton, to Approval of a Contract with

Granicus for SmartGOV System Improvements, the recorded vote occurred as follows: Voting Yes-Eric Worden, Heidi Fenton, John Morrissey, Jay Rosapepe, Mark Trenary, Scott Diener, Shirah Dedman; Voting No-None. The motion Passed (7-0).

E. Approval of Minutes: March 17, 2026, City Council Work Study Session

On a motion by Mark Trenary, seconded by John Morrissey, to Approve the March 17th City Council Work Study minutes. The recorded vote occurred as follows: Voting Yes-Eric Worden, Heidi Fenton, John Morrissey, Jay Rosapepe, Mark Trenary, Shirah Dedman; Voting No-None, Abstaining-Scott Diener. The motion (6-0).

9. Discussion Items

There were no discussions.

10. Reports of Council Committees

A. Council Advisory Committees

Councilmember Rosapepe reported the Sewer Advisory Committee will be meeting at the Lumsden building for their June meeting and the Ad-Hoc Review of POMC 2.04 will be meeting this coming Sunday.

11. Report of Mayor

The Mayor reported on the following:

- Fundraising contract
- Community Service Clean Up Day is May 16
- Update on a presentation from Puget Sound Regional Council

12. Report of Department Directors

HR Director Lund reported pursuant to Ordinance [008-20 Delegation Authority to the Mayor for Creating and Modification of Job Descriptions] the job descriptions for City Clerk, Deputy City Clerk, Chief of Police, Lead Court Clerk, Assistant City Engineer, Electrician, Maintenance Technician I, and Seasonal Public Works have been updated. She also reported on updates to the Personnel Policy, Employee Inclusion Commission Survey, and the City has again received the Well City Award from the Association of Washington Cities.

Community Development Director Bond said we received the 2025 Annual School Impact Fee Report.

City Attorney Archer reported on two court decisions on the Public Records Act.

Chief of Police Brown reported on an officer involved accident and hiring of three new

officers. In response to Councilmember Morrissey, he said there is a plan for a presentation for Deputy Police Chief Andy Brandon.

City Clerk Wallace reported on the City's new public records and agenda management software.

13. Citizen Comments

There were no citizen comments.

14. Good of the Order

Mayor Putaansuu mentioned a future topic regarding public hearings during Council meetings.

Councilmember Diener reported the City conducted 5,893 inspections in 2025. He also would like Robert McGee to apologize to him about earlier comments he made regarding animal licenses.

Councilmember Fenton asked for a discussion on Port Orchard Municipal Code 5.12.120 [Suspension or Revocation Procedure], stating we owe the business community and our constituents to talk about permitting.

Councilmember Rosapepe reported on Kitsap Transit and the construction management of the Ruby Creek project, asked for a 30 minute refresher on Robert's Rules of Order at a work study meeting, and said he will be licensing his dog with the City.

15. Executive Session

At 8:07 p.m., Mayor Putaansuu recessed the meeting for a 2-minute break.

At 8:09 p.m., Mayor Putaansuu recessed the meeting for a 5-minute executive session pursuant to RCW 42.31.110(1)(g) to discuss the performance of an employee. City Attorney Archer and HR Director Lund were invited to attend with no action to follow.

At 8:14 p.m., Mayor Putaansuu extended the executive session for an additional 5-minutes.

At 8:19 p.m., Mayor Putaansuu extended the executive session for an additional 3-minutes.

At 8:22 p.m., Mayor Putaansuu reconvened the meeting back into session.

16. Adjournment

The meeting adjourned at 8:22 p.m. No other action was taken.

17. Collective Bargaining Session

Held.

Brandy Wallace, MMC, City Clerk

Robert Putaansuu, Mayor



Meeting Location:
216 Prospect Street
Port Orchard, WA 98366

Contact us:
Phone (360) 876-4407
Email
cityhall@portorchardwa.gov
www.portorchardwa.gov

City Council Minutes Special Meeting - Council Retreat of Friday, April 17, 2026

Roll Call was taken by the City Clerk as follows:

Present: John Morrissey, Mayor Pro-tem, Position No. 2
Scott Diener, Councilmember, Position No. 3
Jay Rosapepe, Councilmember, Position At-Large
Shirah Dedman, Councilmember, Position No. 6
Mark Trenary, Councilmember, Position No. 1
Eric Worden, Councilmember, Position No. 4
Heidi Fenton, Councilmember, Position No. 5
Robert Putaansuu, Mayor

Staff present: Communications Specialist Hansen.

1. Call to Order

2. Discussion Items

(No Action to Be Taken.)

A. Discussion of City policies, plans, projects, and the Council's goals and vision.

Mayor Putaansuu discussed emergent issues facing current projects, including concerns with a contractor due to a trenching issue causing the road to settle and create a significant dip on Sidney Road and an issue with the aquifer dropping that has impacted pumping abilities for our downtown well. In addition, provided a briefing on other existing construction projects.

Councilmember Dedman arrived at the meeting at 10:00am.

Council discussed the creation of a Creative District and what the City's responsibility would be for that creation. Councilmember Worden brought up the idea of creating a 1% tax on commercial development that would go specifically to art projects. The council also discussed the idea of incorporating art features at City roundabouts.

At 10:40am, Mayor Putaansuu called for a 5-minute break.

Mayor Putaansuu presented a Department of Community Development improvement timeline. Councilmember Morrissey expressed frustration with the timeframe it will take to implement new software. Councilmembers Diener, Trenary and Worden, said it's standard and that they can refer to Bainbridge Island's experience implementing the same software.

Council discussed an ordinance regulating the displays of certain adult entertainment stores to protect the public from unwanted exposure.

The Mayor gave an update on communications, highlighting the addition of a communications specialist, an increase in public outreach, a weekly mayor's message, the start of a Department of Community Development newsletter, and additional outreach platforms. The council also saw a sneak peek of the design for the new website.

Council discussed the downtown subarea plan as well as to why the State won't let the City install bollards to close off downtown roads from traffic for events. Council would like to understand their reasoning so they can reach out to State Legislators.

Council continued discussions about the different forms of government and if the City should look at changing the form of governance to a City Administrator. They discussed logistics, cost, and some of the pros/cons of the different forms.

They discussed meeting navigation and reviewing Robert's Rules of Order. They agreed they need to be better about policing each other. Discussed proper procedures and agreed on how to facilitate discussions during meetings.

At 12:00pm Councilmember Dedman left the meeting.

Council discussed the addition of having tribal land acknowledgment in various ways, such as website or downtown signage.

Councilmember Fenton shared the idea of switching from guiding principles to a mission statement. Council reviewed the Vision, Mission, Values created by staff and they explored the idea of codifying them.

At 12:30pm, Mayor Putaansuu recessed for lunch. He resumed the meeting back at 1:00pm.

Council began reviewing future budget priorities, with projects that have majority support staying on the list. Some projects were moved to a mid-year review. Topics discussed included:

- Beatification funding – \$50 - \$100K?
- Downtown storefront grants – currently \$100K
- Interior remodel of 720 Prospect Street (DCD) Building - \$100K
- Street Paving - \$1M plus
- Update Parks Plan - \$150K
- Parks levy – Nov 2028 election? Need updated parks plan first. (Odd year election \$25K even year \$50K) Additional Parks
 - Court software system - \$142K 1st year - \$35K annually for maintenance & licensing
 - Sherman Stormwater Park Design & Plan for Construction – NPDES Requirement \$250K
 - Update the Water System Plan – Capital & Rates -\$100K
 - New FTE 2nd HR Specialist
 - New FTE Training/Safety/Risk Manager
 - Software system for performance evaluations and track training – HR \$27K
 - AV in Council Chambers Upgrade - \$75K; Purpose: To modernize the audiovisual capabilities in the Council Chambers, ensuring reliable broadcasting and public/ADA accessibility.
 - Staffing Request - IT Intern
 - 2 Police officers - \$300K 1st year per officer - \$175 after
 - Officer Wellness - \$12K/yr to continue 1st Watch programming that is currently grant funded (accreditation component)
 - Police Staffing Study - \$6,500
 - Police Professional Staff – Part-time FTE to Full-Time - \$75K
 - New text messaging archiving system - \$30K (18K increase)
 - Design for Bethel Phase 4 – Salmonberry to Lund – Traffic Impact Fees – Recommended for mid-year review in 2027 after we have construction costs for Bethel Phase I.
 - McCormick East Sub Area Plan – Collaborate with property owner to create a mixed-use shopping center at McCormick Woods Drive & Glenwood Road. \$100K
 - 80 X 40 Four-bay equipment storage building at the new PW facility - \$300K
 - Parks mower with drop down decks and implements - \$120K
 - Fireworks Vote

Council agreed upon priorities and individually ranked them in order of importance. Rankings were then tallied for overall group priorities. These priorities will now be used to help shape the Mayor's next biennium budget include:

- Street Paving - \$1.25M plus
- Downtown storefront grants – currently \$100K
- Beatification funding – \$50 - \$100K?
- Design for Bethel Phase 4 – Salmonberry to Lund – Traffic Impact Fees – Recommended for mid-year review in 2027 after we have construction costs for Bethel Phase I.
- Update the Water System Plan – Capital & Rates -\$100K

- Sherman Stormwater Park Design & Plan for Construction – NPDES Requirement \$250K
- Software system for performance evaluations and track training – HR \$27K
- Upgrade Fuel Storage
- Court software system - \$142K 1st year - \$35K annually for maintenance & licensing
- Officer Wellness - \$12K/yr to continue 1st Watch programming that is currently grant funded (accreditation component)
- New text messaging archiving system - \$30K (18K increase)
- Police Professional Staff – Part-time FTE to Full-Time - \$75K
- Update Parks Plan - \$150K
- Parks levy – Nov 2028 election? Need updated parks plan first. (Odd year election \$25K even year \$50K) Additional Parks
- Staffing Request - IT Intern
- Fireworks Vote November 2027

Projects pushed out for mid-year review include:

- New FTE Training/Safety/Risk Manager
- AV in Council Chambers Upgrade - \$75K
- 2 Police officers - \$300K 1st year per officer - \$175 after
- McCormick East Sub Area Plan – Collaborate with property owner to create a mixed-use shopping center at McCormick Woods Drive & Glenwood Road. \$100K
- 80 X 40 Four-bay equipment storage building at the new PW facility - \$300K
- Design for Bethel Phase 4 – Salmonberry to Lund – Traffic Impact Fees – Recommended for mid-year review in 2027 after we have construction costs for Bethel Phase I.

3. Good of the Order

Nothing additional was discussed.

4. Adjournment

Mayor Putaansuu adjourned the meeting at 3:30pm.

Brandy Wallace, MMC, City Clerk

Robert Putaansuu, Mayor



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Business Items: 7.A. Adoption of an Ordinance Amending the 2025-2026 Biennial Budget (Crocker)

Meeting Date: April 28, 2026

Presenter: Noah Crocker, Finance Director

Summary and Background:

The City of Port Orchard Biennial Budget for 2025-2026, adopted by Ordinance No. 018-24, and amended by Ordinance 005-25, Ordinance 010-25 and Ordinance 017-25, is written to capture revenue and expenses over the fiscal period. During the biennial period, changes to the budget in both revenue and expenditures need to be recognized by a Budget Amendment.

By this Ordinance, the City Council would amend the 2025-2026 Biennial Budget as adopted by Ordinance No. 018-24, No. 005-25, No. 010-25 and amended by Ordinance No. 017-25. This Ordinance will increase total revenue and expense authority by \$5,833,256 as identified in Ordinance table. The following Budget Amendment was reviewed by the Finance Committee on 4/21/2026 as well as the City Council at a Work-study Session on 04/21/2026.

Relationship to Comprehensive Plan: 4 - Parks

7 - Utilities

9 - Capital Facilities

8 - Transportation

Recommendation: The Finance Director recommends adoption of an Ordinance amending the 2025-2026 Biennial Budget as presented.

Motion for Consideration:

move to adopt an Ordinance amending the 2025-2026 Biennial Budget, as adopted by Ordinance No. 018-24 and amended by Ordinance No. 005-25, Ordinance No. 010-25 and amended by Ordinance No. 017-25.

Has item been presented to Committee/Work Study? Yes

If so, which one: Finance Committee and Work Study

Fiscal Impact: \$5,833,256

Alternatives: Do not authorize and provide alternative guidance

Attachments:

1. 2026.04.28-FINAL-Ordinance Amendment 2025-2026 Biennial Budget
2. Exhibit A-Salary Schedule - Redline
3. Exhibit A-Salary Schedule
4. Supporting Documentation-2026.04.28 Budget Amendment-Fund-Detail (Updated)
5. Supporting Documentation-2026.04.28 Budget Amendment-IS (Updated)

ORDINANCE NO. **-26

AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON, RELATING TO THE BIENNIAL BUDGET FOR THE YEARS 2025–2026; AMENDING ORDINANCE NO. 018-24, AS AMENDED BY ORDINANCE NO. 005-25, NO. 010-25 AND ORDINANCE NO. 017-25, TO RECOGNIZE EXPENDITURES AND REVENUES NOT ANTICIPATED AT THE TIME OF THE ADOPTION OF THE 2025–2026 BIENNIAL BUDGET, INCLUDING MODIFICIATIONS TO THE EXHIBIT A, THE SALARY AND POSITIONS TABLE; PROVIDING FOR TRANSMITTAL TO STATE; PROVIDING FOR PUBLICATION; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City of Port Orchard adopted its 2025 – 2026 Biennial Budget via Ordinance No. 018-24, which was previously amended by Ordinance No. 005-25, Ordinance No. 010-25, and Ordinance No. 017-25; and

WHEREAS, the City desires to keep current on necessary budget amendments; and

WHEREAS, it is necessary to consider adjustments to accounts and/or funds by means of appropriation adjustments that could not have been anticipated at the time of passage of the 2025 – 2026 Biennial Budget; and

WHEREAS, the City Finance Committee met on April 21, 2026, to review the proposed budget modifications and made recommendations; and

WHEREAS, the City Council held a comprehensive work study session on the proposed budget amendments as follows and set forth herein on April 21, 2026, and made recommendations ; and

WHEREAS, the City adjusts Fund 001-the Current Expense fund to increase expenditures to provide funding for funds 302, 411, 413 for cash flow, operational and capital project needs as well as the re-alignment of building purchases; and

WHEREAS, the City adjusts Fund 002-City Street Fund to provide funding for operational rent payments for Vivian Court; and

WHEREAS, the City adjusts Fund 109-Real Estate Excise Tax Fund to increase transfers out to Fund 206 for debt payments related to the acquisition of Lloyd Parkway; and

WHEREAS, the City adjusts Fund 111-Impact Fee Fund to increase revenues and transfers out from Park Impact Fee’s for the Community Events Center and increase transfers out from Bay Side Developer Funding impact fees for TIF 1.4 Anderson Hill; and

WHEREAS, the City adjusts Fund 206 to increase revenues and expenses to account for

debt service payments related to the acquisition of Lloyd Parkway; and

WHEREAS, the City adjusts Fund 302 to reflect additional revenue from Fund 001-Current Expense fund for cash flow needs for capital projects, accounts for LTGO 2023 bond proceeds to be transferred out to fund 413-Water Capital Fund for Water Capital Projects, accounts for revenue and expense adjustment for community events center, and accounts for adjustments to the Lloyd Parkway building including remodeling costs, and provides funding for the acquisition of 1535 Vivian Court; and

WHEREAS, the City adjusts Fund 304-Street Capital fund to provide revenue and expense authority for TIF 1.4 Anderson Hill; and

WHEREAS, the City adjusts Fund 411-Water Operations fund to increase revenues and account for changes in project transfers as well as provide expenditure authority for Well 7, WSDOT SR16 Watermain, debt payments and debt prefunding for 1333 Lloyd Parkway; and

WHEREAS, the City adjusts Fund 413-Water Capital fund to increase revenues and account for changes in project expenditures for Pottery, well 7, Sroufe Water Main, Water CIP No. 2C, Melcher, Water Intertie, debt payments and debt prefunding for 1333 Lloyd Parkway, Lloyd Parkway building including remodeling costs and provides funding for the acquisition of 1535 Vivian Court; and

WHEREAS, the City adjusts Fund 414-Water Debt Service Fund to increase revenues and expenses to account for debt service payments related to the acquisition of Lloyd Parkway; and

WHEREAS, the City adjusts Fund 421-Storm Drainage Operations fund to account for rental payments for 1535 Vivan court, debt payments and prefunding for 1333 Lloyd Parkway; and

WHEREAS, the City adjusts Fund 423-Storm Drainage Capital fund to increase revenues and account for changes in project expenditures for Downtown Storm Drainage Design PA#18, Annapolis Creek Culvert PA#69, Lloyd Parkway building including remodeling costs and provides funding for the acquisition of 1535 Vivian Court; and

WHEREAS, the City adjusts Fund 424-Storm Drainage Debt Service Fund to increase revenues and expenses to account for debt service payments related to the acquisition of Lloyd Parkway; and

WHEREAS, the City adjusts Fund 431-Sewer Operations Fund to increase revenues and account for rental payments for 1535 Vivan court, debt payments and prefunding for 1333 Lloyd Parkway; and

WHEREAS, the City adjusts Fund 433-Sewer Capital fund to increase revenues and account for changes in project expenditures for Lloyd Parkway building including remodeling costs and provides funding for the acquisition of 1535 Vivian Court; and

WHEREAS, the City adjusts Fund 434-Sewer Debt Service Fund to increase revenues and expenses to account for debt service payments related to the acquisition of Lloyd Parkway; and

WHEREAS, the City evaluated its personnel needs for the 2025-2026 Biennium and this amendment modifies Exhibit A to Ordinance No. 018-24, as amended by Ordinance No. 005-25, Ordinance No. 010-25 and Ordinance No. 017-25, to modify personnel positions and salary table to meet identified needs, as follows; and

WHEREAS, the City identified the need to create a new Compliance Program Manager in Public Works and fund 1 Full Time Equivalent (1 FTE), and the City Council authorized the creation of that position via ordinance at its regular meeting on April 14, 2026; and

WHEREAS, the City desires to adjust all ending fund balances by incorporating changes in revenues, and expenses; and

WHEREAS, the City desires to adjust the budget for revenues identified for funds 206,111, 302, 304, 411, 413, 414, 423,424,431,433,434; and

WHEREAS, these amendments make necessary adjustments to accounts and/or Funds, by means of appropriation adjustments that could not have been anticipated at the time of passage of the 2025 – 2026 Biennial Budget, as provided in RCW 35A.33.120; and

WHEREAS, the City Council has considered the proposed budget amendments and finds that amendments authorized by this Ordinance are consistent with applicable laws and financial policies, and further the public's health, safety and welfare; now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. The 2025 – 2026 Biennial Budget, and enabling Ordinance No. 018-24, as amended by Ordinance No. 005-25, Ordinance No. 010-25 and Ordinance No. 017-25, is hereby amended to reflect the following:

2025-2026 Biennial Budget

Fund No.	Fund Name	Type	Ordinance-018-24	Ordinance-005-25	Ordinance-010-25	Ordinance-017-25	Adjustment	Ordinance-0xx-25
001	Current Expense Fund	Revenue	\$ 38,648,000	\$ 48,084,066	\$ 48,084,066	\$ 50,047,366		\$ 50,047,366
		Expense	\$ 38,648,000	\$ 48,084,066	\$ 48,084,066	\$ 50,047,366		\$ 50,047,366
002	City Street	Revenue	\$ 11,019,400	\$ 12,138,763	\$ 12,138,763	\$ 12,483,197		\$ 12,483,197
		Expense	\$ 11,019,400	\$ 12,138,763	\$ 12,138,763	\$ 12,483,197		\$ 12,483,197
003	Stabilization	Revenue	\$ 3,285,000	\$ 3,365,385	\$ 3,365,385	\$ 3,365,385		\$ 3,365,385
		Expense	\$ 3,285,000	\$ 3,365,385	\$ 3,365,385	\$ 3,365,385		\$ 3,365,385
103	Criminal Justice	Revenue	\$ 1,272,300	\$ 1,454,126	\$ 1,454,126	\$ 1,404,126		\$ 1,404,126
		Expense	\$ 1,272,300	\$ 1,454,126	\$ 1,454,126	\$ 1,404,126		\$ 1,404,126
104	Special Investigative Unit	Revenue	\$ 104,000	\$ 106,096	\$ 106,096	\$ 106,096		\$ 106,096
		Expense	\$ 104,000	\$ 106,096	\$ 106,096	\$ 106,096		\$ 106,096
107	Community Events	Revenue	\$ 479,400	\$ 676,784	\$ 676,784	\$ 676,784		\$ 676,784
		Expense	\$ 479,400	\$ 676,784	\$ 676,784	\$ 676,784		\$ 676,784
108	Paths & Trails	Revenue	\$ 19,000	\$ 19,989	\$ 19,989	\$ 19,989		\$ 19,989
		Expense	\$ 19,000	\$ 19,989	\$ 19,989	\$ 19,989		\$ 19,989
109	Real Estate Excise Tax	Revenue	\$ 9,481,900	\$ 9,724,427	\$ 9,724,427	\$ 9,724,427		\$ 9,724,427
		Expense	\$ 9,481,900	\$ 9,724,427	\$ 9,724,427	\$ 9,724,427		\$ 9,724,427
111	Impact Fee	Revenue	\$ 17,230,600	\$ 17,798,326	\$ 17,798,326	\$ 17,798,326	\$ 7,000	\$ 17,805,326
		Expense	\$ 17,230,600	\$ 17,798,326	\$ 17,798,326	\$ 17,798,326	\$ 7,000	\$ 17,805,326
206	Bond Redemption Fund	Revenue	\$ 2,997,300	\$ 3,010,271	\$ 3,010,271	\$ 3,010,271	\$ 27,680	\$ 3,037,951
		Expense	\$ 2,997,300	\$ 3,010,271	\$ 3,010,271	\$ 3,010,271	\$ 27,680	\$ 3,037,951
302	Capital Construction	Revenue	\$ 4,942,100	\$ 3,510,612	\$ 6,110,612	\$ 6,244,340	\$ (280,868)	\$ 5,963,472
		Expense	\$ 4,942,100	\$ 3,510,612	\$ 6,110,612	\$ 6,244,340	\$ (280,868)	\$ 5,963,472
304	Street Capital Projects	Revenue	\$ 22,097,500	\$ 21,942,392	\$ 21,942,392	\$ 25,947,392	\$ 70,000	\$ 26,017,392
		Expense	\$ 22,097,500	\$ 21,942,392	\$ 21,942,392	\$ 25,947,392	\$ 70,000	\$ 26,017,392
411	Water - Operations	Revenue	\$ 11,536,700	\$ 11,571,162	\$ 11,571,162	\$ 11,957,262	\$ 2,086,232	\$ 14,043,494
		Expense	\$ 11,536,700	\$ 11,571,162	\$ 11,571,162	\$ 11,957,262	\$ 2,086,232	\$ 14,043,494
412	Water - Stabilization	Revenue	\$ 1,150,000	\$ 1,171,576	\$ 1,171,576	\$ 1,171,576		\$ 1,171,576
		Expense	\$ 1,150,000	\$ 1,171,576	\$ 1,171,576	\$ 1,171,576		\$ 1,171,576
413	Water - Capital Projects	Revenue	\$ 13,359,800	\$ 18,940,623	\$ 18,940,623	\$ 19,325,087	\$ 955,252	\$ 20,280,339
		Expense	\$ 13,359,800	\$ 18,940,623	\$ 18,940,623	\$ 19,325,087	\$ 955,252	\$ 20,280,339
414	Water - Debt Service	Revenue	\$ 3,858,000	\$ 3,992,105	\$ 3,992,105	\$ 3,982,305	\$ 110,720	\$ 4,093,025
		Expense	\$ 3,858,000	\$ 3,992,105	\$ 3,992,105	\$ 3,982,305	\$ 110,720	\$ 4,093,025
421	Storm Drainage -Operations	Revenue	\$ 7,114,700	\$ 7,972,943	\$ 7,972,943	\$ 9,322,943		\$ 9,322,943
		Expense	\$ 7,114,700	\$ 7,972,943	\$ 7,972,943	\$ 9,322,943		\$ 9,322,943
422	Storm Drainage -Stabilization	Revenue	\$ 665,000	\$ 677,048	\$ 677,048	\$ 677,048		\$ 677,048
		Expense	\$ 665,000	\$ 677,048	\$ 677,048	\$ 677,048		\$ 677,048
423	Storm Drainage -Capital Projects	Revenue	\$ 2,867,500	\$ 3,379,892	\$ 3,379,892	\$ 4,379,236	\$ 681,541	\$ 5,060,777
		Expense	\$ 2,867,500	\$ 3,379,892	\$ 3,379,892	\$ 4,379,236	\$ 681,541	\$ 5,060,777
424	Storm Drainage -Debt Service	Revenue	\$ 665,700	\$ 665,700	\$ 665,700	\$ 665,700	\$ 93,420	\$ 759,120
		Expense	\$ 665,700	\$ 665,700	\$ 665,700	\$ 665,700	\$ 93,420	\$ 759,120
431	Sewer - Operations	Revenue	\$ 18,484,500	\$ 21,198,883	\$ 21,198,883	\$ 21,198,883	\$ 1,135,105	\$ 22,333,988
		Expense	\$ 18,484,500	\$ 21,198,883	\$ 21,198,883	\$ 21,198,883	\$ 1,135,105	\$ 22,333,988
432	Sewer - Stabilization	Revenue	\$ 1,670,000	\$ 1,703,655	\$ 1,703,655	\$ 1,703,655		\$ 1,703,655
		Expense	\$ 1,670,000	\$ 1,703,655	\$ 1,703,655	\$ 1,703,655		\$ 1,703,655
433	Sewer - Capital Projects	Revenue	\$ 20,894,800	\$ 27,833,846	\$ 27,833,846	\$ 27,918,315	\$ 832,994	\$ 28,751,309
		Expense	\$ 20,894,800	\$ 27,833,846	\$ 27,833,846	\$ 27,918,315	\$ 832,994	\$ 28,751,309
434	Sewer - Debt Service	Revenue	\$ 3,652,100	\$ 3,690,329	\$ 3,690,329	\$ 3,690,329	\$ 114,180	\$ 3,804,509
		Expense	\$ 3,652,100	\$ 3,690,329	\$ 3,690,329	\$ 3,690,329	\$ 114,180	\$ 3,804,509
500	ER&R	Revenue	\$ 9,644,700	\$ 9,417,529	\$ 9,417,529	\$ 10,149,634		\$ 10,149,634
		Expense	\$ 9,644,700	\$ 9,417,529	\$ 9,417,529	\$ 10,149,634		\$ 10,149,634
632	Wastewater Treatment Facility	Revenue	\$ 9,300,000	\$ 9,928,819	\$ 9,928,819	\$ 9,928,819		\$ 9,928,819
		Expense	\$ 9,300,000	\$ 9,928,819	\$ 9,928,819	\$ 9,928,819		\$ 9,928,819
Grand Total		Revenue	\$216,440,000	\$ 243,975,346	\$ 246,575,346	\$ 256,898,490	\$ 5,833,256	\$ 262,731,746
Grand Total		Expense	\$216,440,000	\$ 243,975,346	\$ 246,575,346	\$ 256,898,490	\$ 5,833,256	\$ 262,731,746

SECTION 2. Amended Salary Schedule. Exhibit A to Ordinance No. 018-24, as amended by Ordinance No. 005-25, Ordinance No. 010-25 and Ordinance No. 017-25, for authorized positions, is amended as attached hereto as Exhibit A and incorporated herein by this reference.

SECTION 3. Transmittal. The City Clerk shall transmit a complete, certified copy of the amended budget as adopted to the state auditor and to the Association of Washington Cities per RCW 35.34.130.

SECTION 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

SECTION 5. Publication. This Ordinance shall be published by an approved summary consisting of the title. A summary of this Ordinance may be published in lieu of the entire ordinance, as authorized by State Law.

SECTION 6. Effective Date. This ordinance shall be in full force and effect five (5) days after posting and publication as required by law.

PASSED by the City Council of the City of Port Orchard, APPROVED by the Mayor and attested by the Clerk in authentication of such passage this 28th day of April 2026.

Rob Putaansuu, Mayor

ATTEST:

Brandy Wallace, MMC, City Clerk

APPROVED AS TO FORM:

Charlotte Archer, City Attorney

PUBLISHED:

EFFECTIVE DATE:

Exhibit A

Personnel Position Listing			
Elected Officials	Positions	Wages	
Mayor	1	Annual	132,092.78
Council (Seats 1,4,5)	3	Bi-Weekly	500.00
Council (Seats 2,3,6)	3	Bi-Weekly	533.01
Council (At Large)	1	Bi-Weekly	533.01
Total Elected	8.00		
Personnel Positions	FTE	Minimum	Maximum
City Clerk	1	53.47	61.99
Community Development Director	1	75.86	87.98
Finance Director	1	77.34	89.69
Human Resources Director	1	64.44	74.73
Chief of Police	1	81.77	94.84
Public Works Director	1	78.96	91.57
Total Mayoral Direct Reports	6.00		
Deputy City Clerk	1	39.98	46.36
Communications Specialist	1	39.98	46.36
Human Resources Analyst	1	44.61	51.73
Total Administration	3.00		
Deputy Finance Director	1	59.06	68.48
Accounting Assistant III / IT Specialist	1	42.92	49.77
Accounting Assistant III	3	41.47	48.08
Accounting Assistant II	4	34.07	39.51
Accounting Assistant I	1	30.54	35.41
Information Technology Manager	1	62.45	72.42
IT Support Specialist	1	40.49	46.95
Total Finance/IT	12.00		
Deputy Director Community Development	1	57.87	67.12
Building Official	0	55.33	64.16
Permit Center Manager	1	41.93	48.63
Permit Technician	2	34.13	39.57
Permit Clerk	2	31.49	36.54
Permit Center Assistant	1	27.75	32.19
Principal Planner	1	57.86	67.11
Senior Planner	1	49.57	57.47
Associate Planner*	2	42.81	49.63
Assistant Planner*	1	37.76	43.79
Plans Examiner/Building Inspector III	1	50.30	58.33
Plans Examiner/Building Inspector II	1	42.71	49.54
Building Inspector I	1	38.48	44.62
Code Enforcement Officer II	1	41.40	48.01
Code Enforcement Officer I	1	32.66	37.91
Parking Enforcement Officer (2-PT)	1.40	30.94	35.85
Total Community Development	17.00		
Municipal Court Judge	0.50	Annual	111,602.55
Municipal Court Administrator	1	53.48	62.01
Lead Clerk	1	33.08	39.53
Court Clerk	1	27.95	33.37
Lead Clerk	1	35.09	41.90
Court Clerk	1	29.62	35.37
Total Judicial	3.50		

Exhibit A

Personnel Position Listing			
Personnel Positions	FTE	Minimum	Maximum
Deputy Police Chief	2	74.34	86.21
Police Services Coordinator	1	37.21	44.45
Police Services Specialist	3.70	27.82	33.21
Sergeant	5	58.66	64.95
Police Officer	20	43.66	54.03
Total Police Department	31.70		
City Engineer	1	66.97	77.66
Assistant City Engineer	1	60.41	70.06
Operations and Utility Manager	1	58.31	67.63
Operations Supervisor	1	47.17	54.70
Utility Supervisor	1	47.17	54.70
Utilities Compliance Specialist	1	39.81	46.13
Civil Engineer II *	1	52.20	60.53
Civil Engineer I *	2	49.36	57.26
Civil Engineer II *	2	52.20	60.53
Civil Engineer I *	1	49.36	57.26
GIS/Asset Management Coordinator	1	44.66	51.81
Asset Management Technician	1	32.66	37.91
Senior Project Coordinator/Inspector	1	47.17	54.70
Project Coordinator/Inspector	2	43.46	50.41
Public Works Procurement Specialist	1	41.52	48.15
Compliance Program Manager	1	41.93	48.63
Public Works Administrative Specialist	1	34.13	39.57
Public Works Administrative Specialist	0	34.13	39.57
Office Assistant II	1	31.63	36.68
Office Assistant I	1	27.75	32.19
Parking Enforcement Officer (2 PT)	1.40	30.91	35.85
Lead Mechanic	1	37.05	44.24
Mechanic	1	34.52	41.23
Electrician	1	36.62	43.73
Public Works Lead	5	37.05	44.24
Maintenance Technician II	20	33.48	39.97
Maintenance Technician I	2	24.93	29.78
Lead Mechanic	1	41.13	49.11
Mechanic	1	37.29	44.53
Electrician	1	40.29	48.10
Public Works Lead	5	41.13	49.11
Maintenance Technician II	20	35.48	42.37
Maintenance Technician I	2	26.94	32.16
Total Public Works	49.40		
Seasonal Public Works	Hourly	23.37	24.84
Intern	Hourly	21.59	23.99
Temporary Employee	Hourly	21.59	23.99
Grand Totals	122.60		
*Only 2 FTE's are funded in the 2025-2026 budget. However, 3 FTE's are listed above to provide for potential promotions or coverage.			
FTE counts are subject to modification pursuant to City Policy No. 3.17			

Exhibit A

Personnel Position Listing			
Elected Officials	Positions		Wages
Mayor	1	Annual	132,092.78
Council (Seats 1,4,5)	3	Bi-Weekly	500.00
Council (Seats 2,3,6)	3	Bi-Weekly	533.01
Council (At Large)	1	Bi-Weekly	533.01
Total Elected	8.00		
Personnel Positions	FTE	Minimum	Maximum
City Clerk	1	53.47	61.99
Community Development Director	1	75.86	87.98
Finance Director	1	77.34	89.69
Human Resources Director	1	64.44	74.73
Chief of Police	1	81.77	94.84
Public Works Director	1	78.96	91.57
Total Mayoral Direct Reports	6.00		
Deputy City Clerk	1	39.98	46.36
Communications Specialist	1	39.98	46.36
Human Resources Analyst	1	44.61	51.73
Total Administration	3.00		
Deputy Finance Director	1	59.06	68.48
Accounting Assistant III / IT Specialist	1	42.92	49.77
Accounting Assistant III	3	41.47	48.08
Accounting Assistant II	4	34.07	39.51
Accounting Assistant I	1	30.54	35.41
Information Technology Manager	1	62.45	72.42
IT Support Specialist	1	40.49	46.95
Total Finance/IT	12.00		
Deputy Director Community Development	1	57.87	67.12
Building Official	0	55.33	64.16
Permit Center Manager	1	41.93	48.63
Permit Technician	2	34.13	39.57
Permit Clerk	2	31.49	36.54
Permit Center Assistant	1	27.75	32.19
Principal Planner	1	57.86	67.11
Senior Planner	1	49.57	57.47
Associate Planner*	2	42.81	49.63
Assistant Planner*	1	37.76	43.79
Plans Examiner/Building Inspector III	1	50.30	58.33
Plans Examiner/Building Inspector II	1	42.71	49.54
Building Inspector I	1	38.48	44.62
Code Enforcement Officer II	1	41.40	48.01
Code Enforcement Officer I	1	32.66	37.91
Total Community Development	17.00		
Municipal Court Judge	0.50	Annual	111,602.55
Municipal Court Administrator	1	53.48	62.01
Lead Clerk	1	35.09	41.90
Court Clerk	1	29.62	35.37
Total Judicial	3.50		

Exhibit A

Personnel Position Listing			
Personnel Positions	FTE	Minimum	Maximum
Deputy Police Chief	2	74.34	86.21
Police Services Coordinator	1	37.21	44.45
Police Services Specialist	3.70	27.82	33.21
Sergeant	5	58.66	64.95
Police Officer	20	43.66	54.03
Total Police Department	31.70		
City Engineer	1	66.97	77.66
Assistant City Engineer	1	60.41	70.06
Operations and Utility Manager	1	58.31	67.63
Operations Supervisor	1	47.17	54.70
Utility Supervisor	1	47.17	54.70
Utilities Compliance Specialist	1	39.81	46.13
Civil Engineer II *	2	52.20	60.53
Civil Engineer I *	1	49.36	57.26
GIS/Asset Management Coordinator	1	44.66	51.81
Asset Management Technician	1	32.66	37.91
Senior Project Coordinator/Inspector	1	47.17	54.70
Project Coordinator/Inspector	2	43.46	50.41
Public Works Procurement Specialist	1	41.52	48.15
Compliance Program Manager	1	41.93	48.63
Public Works Administrative Specialist	0	34.13	39.57
Office Assistant II	1	31.63	36.68
Office Assistant I	1	27.75	32.19
Parking Enforcement Officer (2 PT)	1.40	30.91	35.85
		Step 1	Step 7
Lead Mechanic	1	41.13	49.11
Mechanic	1	37.29	44.53
Electrician	1	40.29	48.10
Public Works Lead	5	41.13	49.11
Maintenance Technician II	20	35.48	42.37
Maintenance Technician I	2	26.94	32.16
Total Public Works	49.40		
Seasonal Public Works	Hourly	23.37	24.84
Intern	Hourly	21.59	23.99
Temporary Employee	Hourly	21.59	23.99
Grand Totals	122.60		
*Only 2 FTE's are funded in the 2025-2026 budget. However, 3 FTE's are listed above to provide for potential promotions or coverage.			
FTE counts are subject to modification pursuant to City Policy No. 3.17			



2026 Budget Amendment Proposal

Fund 001-Current Expense Fund

Expense

Transfer to 302 for Capital Cash Flow Needs	\$300,000
Transfer to 411 for WSDOT SR16 Water Main	\$700,000
Transfer to 411 for Well 7 (Pump & Design)	\$150,000
Transfer to 413 for Water CIP No2C PRV 390 to 260 (Water Operating Portion)	\$50,000
<i>Defund 1333 Lloyd Parkway-Utilities Shop Purchase</i>	<i>\$2,600,000</i>
Transfer Out-Purchase 1535 Vivian Court -Oper Shop	\$ 1,451,099
Rental Payments for Use of Combined Shop Facility	\$ 252,024
• Total Expenses	\$303,123
• Reduce Unassigned Fund Balance	\$303,123

Fund 002

Expense

Rental Payments for Use of Combined Shop Facility	\$ 123,876
• Total Expenses	\$123,876
• Reduce Unassigned Fund Balance	\$123,876

Fund 109

Expense

REET 1 for GF 1333 Lloyd Parkway Debt Payments	\$13,280
REET 1 for GF 1333 Lloyd Parkway Debt Prefund	\$14,400
• Total Expenses	\$27,680
• Reduce Unassigned Fund Balance	\$27,680



Fund 111-Impact Fee Fund

Revenue

Interest Earnings	\$7,000
• Total Revenue	\$7,000

Expense

Park Impact fees (Transfer to 302)

• Amendment 15-CEC Time Extension	\$125,174
• Amendment 15-CEC LEED Time Extension	\$7,078
• Amendment 15-Orchard Plaza Time Extension	\$70,343
• Amendment 15-Shoreline Time Extension	\$118,500
○ Total Expense	\$321,095
○ Reduce Park Impact Fee Ending Fund Balance	\$321,095

Transportation Impact Fees (Transfer to 304)

• Bay Side Dev.Fund-TIF 1.4 Anderson Hill	\$70,000
○ Total Expense	\$70,000
○ Reduce Bay Side Dev. Fund Ending Fund Balance	\$63,000
• Total Reduction of Fund 111 Fund Balance	\$384,095

Fund 206

Revenue

Transfer from 109 1333 Lloyd Parkway Debt Payments	\$13,280
Transfer from 109 1333 Lloyd Parkway Debt Prefund	\$14,400
• Total Revenue	\$27,680

Expense

GF 1333 Lloyd Parkway Debt Payments	\$13,280
• Total Expenses	\$13,280
• Increase in 1333 Lloyd Parkway Debt Prefund Fund Bal	\$14,400



Fund 302-Capital Construction Fund

Cash Flow for Projects

Revenue

Transfer from 001 for Capital Cash Flow Needs	\$300,000
<ul style="list-style-type: none"> • Total Revenue \$300,000 ○ Increase in Ending Fund Balance \$300,000 	

Bond Funded Projects

Revenue

Increase in Interest Earnings	\$45,000
<ul style="list-style-type: none"> • Total Revenue \$45,000 	

Expense

City Hall

- Reduce Budget \$100,000

Givens Park

- Reduce Budget \$75,000

Water Capital Projects (Melcher, Intertie & Water CIP No. 2C)

- Transfer to 413 \$220,000

Total Expense **\$45,000**

- **No Impact Ending Fund Balance** **\$0**

Community Events Center

Revenue

Transfers In from Park Impact Fees Fund 111	\$321,095
Total Revenue	\$321,095



Expense

Increase Expense Amendment 15-CEC Time Extension	\$125,174
Increase Expense Amendment 15-CEC LEED Time Extension	\$7,078
Increase Expense Amendment 15-Orchard Plaza Time Extension	\$70,343
Increase Expense Amendment 15-Shoreline Time Extension	\$118,500
Total Expense	\$321,095
○ No Impact Ending Fund Balance	\$0

Public Works Buildings

Revenue

Defund 1333 Lloyd Parkway-Utilities Shop Purchase Revenue	\$2,600,000
Debt Proceeds for 1333 Lloyd Parkway- Utility Shop Allocated	\$200,000
Transfer In- Purchase 1535 Vivian Court -Operations Shop	\$1,451,099
Total Revenue	(948,901)

Expense

Defund 1333 Lloyd Parkway-Utilities Shop Purchase Expense	\$2,600,000
Defund 1333 Lloyd Parkway-Utilities Shop Upgrades Expense	\$75,000
Fund 1333 Lloyd Parkway- Utility Shop Purchase Exp Allocated	\$208,000
Fund 1333 Lloyd Parkway-Utilities Shop Upgrades Exp Allocated	\$6,000
1535 Vivian Court -Operations Shop Purchase Exp	\$1,451,099
Total Expenses	(\$1,009,901)
○ Increase in Ending Fund Balance	\$61,000

Total Impact to Fund 302 is an Increase **\$361,000**



Fund 304-Street Capital Construction Fund

Revenue

Transfers In from Fund 111 for TIF 1.4 Anderson Hill	\$70,000
• Total Revenue	\$70,000

Expense

Increase Expense for TIF 1.4 Anderson Hill	\$70,000
• Total Expense	\$70,000
• No Impact Ending Fund Balance	\$0

Fund 411-Water Operating Fund

Revenue

Increase 2025 Water Operating Revenues	\$177,500
Increase 2026 Transfer Revenues	\$850,000
1535 Vivian Court -Operations Shop Sale Proceeds	\$ 821,128
Rental Proceeds for Use of Combined Shop Facility	\$ 237,604
• Total Revenue	\$2,086,232

Expense

Reduce Transfer to 413 TIP 1.5 Pottery	\$125,000
Reduce Transfer to 413 Well 7 Salary & Ben	\$15,000
Increase Transfer to 413 Srouf WM (Retainage Release)	\$17,500
Increase Expense for Well 7 (Design & Pump)	\$300,000
Increase Expense for WSDOT SR16	\$700,000
Water Utility 1333 Lloyd Parkway Debt Payments	\$53,120
Water Utility 1333 Lloyd Parkway Debt Prefund	\$57,600



- **Total Expense** **\$988,220**
- **Increase Fund Balance by** **\$1,098,012**

Fund 413-Water Capital Fund

Revenue

Reduce Transfer to 413 TIP 1.5 Pottery	\$125,000
Reduce Transfer to 413 Well 7 Salary & Ben	\$15,000
Increase Transfer to 413 Srouf WM (Retainage Release	\$17,500
Increase Transfer to 413 Water CIP NO. 2C	\$50,000
Increase Transfer to 413 Bond Proceeds (Melcher,Intertie,Water CIP NO. 2C)	\$220,000
Debt Proceeds for 1333 Lloyd Parkway- Utility Shop Allocated	\$807,752
• Total Revenues	\$955,252

Expense

Reduce Expense to 413 TIP 1.5 Pottery	\$125,000
Reduce Expense to 413 Well 7 Salary & Ben	\$15,000
Increase Expense to 413 Sroufe WM (Retainage Release	\$17,500
Increase Expense to 413 Water CIP NO. 2C	\$200,000
Increase Expense to (Melcher, Intertie, Water CIP NO. 2C)	\$220,000
Fund 1333 Lloyd Parkway- Utility Shop Purchase Exp Allocated	\$832,000
Fund 1333 Lloyd Parkway-Utilities Shop Upgrades Exp Allocated	\$24,000
Fund 1333 Lloyd Parkway-Utilities Shop Upgrades Debt Cost	\$7,752
• Total Expense	\$1,161,252
• Reduce Fund Balance by	\$206,000



Fund 414

Revenue

Transfer from 411 Water Utility 1333 Lloyd Parkway Debt Payments	\$53,120
Transfer from 411 Water Utility 1333 Lloyd Parkway Debt Prefund	\$57,600
• Total Revenue	\$110,720

Expense

Water 1333 Lloyd Parkway Debt Payments	\$53,120
• Total Expenses	\$53,120
• Increase in 1333 Lloyd Parkway Debt Prefund Fund Bal	\$57,600

Fund 421-Storm Drainage Operating Fund

Expense

Rental Payments for Use of Combined Shop Facility	\$ 189,806
Storm Drainage Utility 1333 Lloyd Parkway Debt Payments	\$44,820
Storm Drainage Utility 1333 Lloyd Parkway Debt Prefund	\$48,600
Total Expense	\$283,226
• Reduce Fund Balance by	\$283,226

Fund 423-Storm Drainage Capital Fund

Revenue

Debt Proceeds for 1333 Lloyd Parkway- Utility Shop Allocated	\$681,541
• Total Revenue	\$681,541

Expense

PA#18 Amendment 20-StormDrainage	\$209,000
PA#69 Annapolis Creek Culvert	\$250,000
Fund 1333 Lloyd Parkway- Utility Shop Purchase Exp Allocated	\$702,000
Fund 1333 Lloyd Parkway-Utilities Shop Upgrades Exp Allocated	\$20,250



Fund 1333 Lloyd Parkway-Utilities Shop Upgrades Debt Cost	\$6,540
1535 Vivian Court -Operations Shop Purchase Expense Allocated	\$177,032
<ul style="list-style-type: none"> • Total Expense • Reduce Fund Balance by 	\$1,364,822 \$683,281

Fund 424-Storm Drainage Debt Service Fund

Revenue

Transfer from 421 Storm Utility 1333 Lloyd Parkway Debt Payments	\$44,820
Transfer from 421 Storm Utility 1333 Lloyd Parkway Debt Prefund	\$48,600
<ul style="list-style-type: none"> • Total Revenue 	\$93,420

Expense

Storm 1333 Lloyd Parkway Debt Payments	\$48,820
<ul style="list-style-type: none"> • Total Expenses • Increase in 1333 Lloyd Parkway Debt Prefund Fund Bal 	\$48,820 \$48,600

Fund 431-Sewer Operating Fund

Revenue

1535 Vivian Court -Operations Shop Sale Proceeds	\$807,003
Rental Proceeds for Use of Combined Shop Facility	\$328,102
<ul style="list-style-type: none"> • Total Revenue 	\$1,135,105

Expense

Sewer Utility 1333 Lloyd Parkway Debt Payments	\$54,780
Sewer Utility 1333 Lloyd Parkway Debt Prefund	\$59,400
<ul style="list-style-type: none"> • Total Expense • Increase in Fund Balance by 	\$114,180 \$1,020,925



Fund 433

Revenue

Debt Proceeds for 1333 Lloyd Parkway- Utility Shop Allocated	\$832,994
• Total Revenue	\$832,994

Expense

Fund 1333 Lloyd Parkway- Utility Shop Purchase Exp Allocated	\$858,000
Fund 1333 Lloyd Parkway-Utilities Shop Upgrades Exp Allocated	\$24,750
Fund 1333 Lloyd Parkway-Utilities Shop Debt Cost	\$7,995
• Total Expense	\$890,745
• Reduce Fund Balance by	\$57,751

Fund 434

Revenue

Transfer from 431 Sewer Utility 1333 Lloyd Parkway Debt Payments	\$54,780
Transfer from 431 Sewer Utility 1333 Lloyd Parkway Debt Prefund	\$59,400
• Total Revenue	\$114,180

Expense

Sewer Utility 1333 Lloyd Parkway Debt Payments	\$54,780
• Total Expenses	\$54,780
• Increase in 1333 Lloyd Parkway Debt Prefund Fund Bal	\$59,400

Personnel Requests

- Update Salary Table Per Union Contract
- Public Works-1 FTE Engineer (5 total)
- Compliance Program Manager
- Parking Enforcement to report to Public Works

Income Statement Summary	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 101,222,395.83	\$ -	\$ 101,222,396
Revenue	\$ 155,676,094.62	\$ 5,833,256	\$ 161,509,351
Expense	\$ 180,195,892.24	\$ 5,242,351	\$ 185,438,243
Ending Fund Balance	\$ 76,702,598.21	\$ 590,905	\$ 77,293,503

Appropriation Summary	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Total Revenue	\$ 256,898,490.45	\$ 5,833,256	\$ 262,731,746
Total Expense	\$ 256,898,490.45	\$ 5,833,256	\$ 262,731,746

Governmental Funds (Operating, Stabilization, Special, Debt Service)

Fund: 001 - Current Expense	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 18,472,107.82	\$ -	\$ 18,472,108
Revenue	\$ 31,575,258.07	\$ -	\$ 31,575,258
Expense	\$ 40,510,321.68	\$ 303,123	\$ 40,813,445
Ending Fund Balance	\$ 9,537,044.21	\$ (303,123)	\$ 9,233,921

Fund: 002 - City Street Fund	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 4,448,362.89	\$ -	\$ 4,448,363
Revenue	\$ 8,034,834.00	\$ -	\$ 8,034,834
Expense	\$ 10,452,813.00	\$ 123,876	\$ 10,576,689
Ending Fund Balance	\$ 2,030,383.89	\$ (123,876)	\$ 1,906,508

Fund: 003 - Stabilization Fund	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 3,235,385.04	\$ -	\$ 3,235,385
Revenue	\$ 130,000.00	\$ -	\$ 130,000
Expense	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 3,365,385.04	\$ -	\$ 3,365,385

Fund: 103 - Criminal Justice	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 576,826.36	\$ -	\$ 576,826
Revenue	\$ 827,300.00	\$ -	\$ 827,300
Expense	\$ 1,356,340.00	\$ -	\$ 1,356,340
Ending Fund Balance	\$ 47,786.36	\$ -	\$ 47,786

Fund: 104 - Special Investigative Unit	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 106,095.86	\$ -	\$ 106,096
Revenue	\$ -	\$ -	\$ -
Expense	\$ 8,000.00	\$ -	\$ 8,000
Ending Fund Balance	\$ 98,095.86	\$ -	\$ 98,096

Fund: 107 - Community Events	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 472,383.71	\$ -	\$ 472,384
Revenue	\$ 204,400.00	\$ -	\$ 204,400
Expense	\$ 239,400.00	\$ -	\$ 239,400
Ending Fund Balance	\$ 437,383.71	\$ -	\$ 437,384

Fund: 108 - Paths & Trails	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 17,989.38	\$ -	\$ 17,989
Revenue	\$ 2,000.00	\$ -	\$ 2,000
Expense	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 19,989.38	\$ -	\$ 19,989

Fund: 109 - Real Estate Excise Tax	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 6,523,527.01	\$ -	\$ 6,523,527
Revenue	\$ 3,200,900.00	\$ -	\$ 3,200,900
Expense	\$ 8,249,300.00	\$ 27,680	\$ 8,276,980
Ending Fund Balance	\$ 1,475,127.01	\$ (27,680)	\$ 1,447,447

Fund: 111 - Impact Mitigation Fee	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 11,214,726.06	\$ -	\$ 11,214,726
Revenue	\$ 6,583,600.00	\$ 7,000	\$ 6,590,600
Expense	\$ 10,208,176.00	\$ 391,095	\$ 10,599,271
Ending Fund Balance	\$ 7,590,150	\$ (384,095)	\$ 7,206,055
RestrictedEndCash&Inv-Parks	\$ 5,748,600	\$ (321,095)	\$ 5,427,505
RestrictedEndCash&Inv-Transport	\$ 1,691,425	\$ -	\$ 1,691,425
RestrictedEndCash&Inv-Bayside	\$ 63,941	\$ (63,000)	\$ 941
RestrictedEndCash&Inv-Sinclair Ridge MOU	\$ 86,184	\$ -	\$ 86,184

Fund: 206 - Bond Redemption Fund	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 517,370.63	\$ -	\$ 517,371
Revenue	\$ 2,492,900.00	\$ 27,680	\$ 2,520,580
Expense	\$ 1,997,300.00	\$ 13,280	\$ 2,010,580
Ending Fund Balance	\$ 1,012,970.63	\$ 14,400	\$ 1,027,371

Governmental Capital Construction

Fund: 302 - Capital Construction	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 1,567,976.38	\$ -	\$ 1,567,976
Revenue	\$ 4,676,363.57	\$ (280,868)	\$ 4,395,496
Expense	\$ 6,015,767.74	\$ (641,868)	\$ 5,373,900
Ending Fund Balance	\$ 228,572.21	\$ 361,000	\$ 589,572

Fund: 304 - Street Capital Projects	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 952,111.99	\$ -	\$ 952,112
Revenue	\$ 24,995,280.00	\$ 70,000	\$ 25,065,280
Expense	\$ 25,036,588.64	\$ 70,000	\$ 25,106,589
Ending Fund Balance	\$ 910,803.35	\$ -	\$ 910,803

Enterprise Funds (Operating, Stabilization, Debt Service, Capital)

Fund: 411 - Water Operating	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 2,754,462.47	\$ -	\$ 2,754,462
Revenue	\$ 9,202,800.00	\$ 2,086,232	\$ 11,289,032
Expense	\$ 10,807,878.82	\$ 988,220	\$ 11,796,099
Ending Fund Balance	\$ 1,149,383.65	\$ 1,098,012	\$ 2,247,396

Fund: 412 - Water Stabilization	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 1,171,575.95	\$ -	\$ 1,171,576
Revenue	\$ -	\$ -	\$ -
Expense	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 1,171,575.95	\$ -	\$ 1,171,576

Fund: 413 - Water Capital	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 8,436,823.26	\$ -	\$ 8,436,823
Revenue	\$ 10,888,264.00	\$ 955,252	\$ 11,843,516
Expense	\$ 9,793,864.00	\$ 1,161,252	\$ 10,955,116
Ending Fund Balance	\$ 9,531,223.26	\$ (206,000)	\$ 9,325,223

Fund: 414 - Water Debt Service	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 1,285,004.73	\$ -	\$ 1,285,005
Revenue	\$ 2,697,300.00	\$ 110,720	\$ 2,808,020
Expense	\$ 2,697,200.00	\$ 53,120	\$ 2,750,320
Ending Fund Balance	\$ 1,285,104.73	\$ 57,600	\$ 1,342,705

Fund: 421 - Storm Drainage Utility	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 2,328,243.07	\$ -	\$ 2,328,243
Revenue	\$ 6,994,700.00	\$ -	\$ 6,994,700
Expense	\$ 6,768,376.86	\$ 283,226	\$ 7,051,603
Ending Fund Balance	\$ 2,554,566.21	\$ (283,226)	\$ 2,271,340

Fund: 422 - Storm Drainage Stabilization	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 602,048.00	\$ -	\$ 602,048
Revenue	\$ 75,000.00	\$ -	\$ 75,000
Expense	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 677,048.00	\$ -	\$ 677,048

Fund: 423 - Storm Drainage Capital Facil	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 942,392.10	\$ -	\$ 942,392
Revenue	\$ 3,436,844.00	\$ 681,541	\$ 4,118,385
Expense	\$ 2,750,742.00	\$ 1,364,822	\$ 4,115,564
Ending Fund Balance	\$ 1,628,494.10	\$ (683,281)	\$ 945,213

Fund: 424 - Storm Drainage Debt Service	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ -	\$ -	\$ -
Revenue	\$ 665,700.00	\$ 93,420	\$ 759,120
Expense	\$ 442,700.00	\$ 44,820	\$ 487,520
Ending Fund Balance	\$ 223,000.00	\$ 48,600	\$ 271,600

Fund: 431 - Sewer Operating	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 8,754,382.59	\$ -	\$ 8,754,383
Revenue	\$ 12,444,500.00	\$ 1,135,105	\$ 13,579,605
Expense	\$ 17,342,144.19	\$ 114,180	\$ 17,456,324
Ending Fund Balance	\$ 3,856,738.40	\$ 1,020,925	\$ 4,877,663

Fund: 432 - Sewer Stabilization	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 1,703,654.80	\$ -	\$ 1,703,655
Revenue	\$ -	\$ -	\$ -
Expense	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 1,703,654.80	\$ -	\$ 1,703,655

Fund: 433 - Sewer Capital	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 10,194,669.09	\$ -	\$ 10,194,669
Revenue	\$ 17,723,645.98	\$ 832,994	\$ 18,556,640
Expense	\$ 17,857,874.31	\$ 890,745	\$ 18,748,619
Ending Fund Balance	\$ 10,060,440.76	\$ (57,751)	\$ 10,002,690

Fund: 434 - Sewer Debt Service	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 1,526,828.59	\$ -	\$ 1,526,829
Revenue	\$ 2,163,500.00	\$ 114,180	\$ 2,277,680
Expense	\$ 2,163,100.00	\$ 54,780	\$ 2,217,880
Ending Fund Balance	\$ 1,527,228.59	\$ 59,400	\$ 1,586,629

Fund: 500 - Equipment Rental and Revolving	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 5,488,629.03	\$ -	\$ 5,488,629
Revenue	\$ 4,661,005.00	\$ -	\$ 4,661,005
Expense	\$ 5,098,005.00	\$ -	\$ 5,098,005
Ending Fund Balance	\$ 5,051,629.03	\$ -	\$ 5,051,629

Fund: 632 - Wastewater Treatment Facil Fee	2025-2026 Biennial Budget Ord. 017-25	2025-2026 Adjustments	2025-2026 Amended Biennial Budget
Beginning Fund Balance	\$ 7,928,819.02	\$ -	\$ 7,928,819
Revenue	\$ 2,000,000.00	\$ -	\$ 2,000,000
Expense	\$ 400,000.00	\$ -	\$ 400,000
Ending Fund Balance	\$ 9,528,819.02	\$ -	\$ 9,528,819



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Business Items: 7.B. Adoption of an Ordinance Amending POMC 13.10 Rate Reduction for Low Income(Crocker)

Meeting Date: April 28, 2026

Presenter:

Summary and Background:

In 2023, the City Council established water, sewer and stormwater rate reductions for low income residents, because access to safe, reliable, and affordable utility services is essential to public health, sanitation, and overall community well-being.

The City recognizes the importance of periodically evaluating and updating eligibility thresholds for low-income utility rate reductions to ensure that assistance is equitably targeted, reflects current economic conditions, and promotes the responsible and effective use of public resources.

The Mayor and City Council reviewed the Low-Income Utility Discount Program available to assist citizens. During the review, the council discussed adjusting the eligibility parameters of the program to allow for more participation and increasing the discount to provide greater relief to those in the program.

Staff presented alternative adjustments and the Council provided direction to make the following adjustments:

- 1) Increase the discount from a 25% reduction from the fixed base rates to a 35% reduction to the fixed base rates.
- 2) Increase the maximum annual household income threshold factor from 125% of the federal poverty to 150%.

The Finance Department will monitor the changes to the program and report back to the Council.

Relationship to Comprehensive Plan: 7 - Utilities

Recommendation: The Finance Department recommends approval of the adjustments to the

Low-Income Utility Discount Program as presented in the Ordinance.

Motion for Consideration: I move to adopt Ordinance No. XX-26 amending 13.10.020 and 13.10.030 as presented

Has item been presented to Committee/Work Study? Yes

If so, which one: Finance and Workstudy

Fiscal Impact: \$5,000-\$10,000

Alternatives: Do not approve Ordinance and provide alternative guidance

Attachments:

1. Final-Ordinance - Low Income Utility Discount (Redline)
2. Final -Ordinance - Low Income Utility Discount (CLEAN)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON, PERTAINING TO WATER, SEWER AND STORMWATER RATE REDUCTIONS FOR LOW INCOME RESIDENTS; AMENDING PORT ORCHARD MUNICIPAL CODE SECTIONS 13.10.020 AND 13.10.030; SETTING ELIGIBILITY THRESHOLD FOR RATE REDUCTION FOR LOW INCOME RESIDENTS; PROVIDING FOR SEVERABILITY AND PUBLICATION; AND SETTING AN EFFECTIVE DATE.

WHEREAS, in 2023, the City Council established water, sewer and stormwater rate reductions for low income residents, because access to safe, reliable, and affordable utility services is essential to public health, sanitation, and overall community well-being; and

WHEREAS, the City recognizes the importance of periodically evaluating and updating eligibility thresholds for low-income utility rate reductions to ensure that assistance is equitably targeted, reflects current economic conditions, and promotes the responsible and effective use of public resources; and

WHEREAS, RCW 35.92.020(5) and RCW 35.67.020 authorize local governments in Washington to provide assistance to aid low-income individuals and families in connection with utility services the government provides; and

WHEREAS, the Washington State Constitution permits the City to provide a rate reduction to aid the “poor and infirm”; and

WHEREAS, the City Council desires to adjust the low-income eligibility threshold set at Port Orchard Municipal Code (POMC) Section 13.10.020, which sets the eligibility threshold at 125 percent of the federal poverty guidelines; and

WHEREAS, the City Council desires to adjust the rate reduction offered to qualified low income residents as identified in Chapter 13.10.030 Rate Reduction for Eligible Low-Income Residents; Now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. Amendment. Section 13.10.020 of the Port Orchard Municipal Code is hereby amended to read as follows:

13.10.020 Definitions

The following words when used in this chapter shall have the following meanings, unless the

context clearly indicates otherwise:

(1) "Applicant" means the person applying to the City for the rate reduction set out in this chapter.

(2) "City" shall mean the city of Port Orchard, Washington, a municipal corporation created and existing under the laws of the state of Washington.

(3) "Finance Director" means the position established at POMC 2.08.030.

(4) "Low Income" means a resident of the City of Port Orchard with a maximum annual household income at or below ~~one hundred and twenty five percent (125%)~~ one hundred and fifty percent (150%) of the federal poverty guidelines applicable at the time the applicant applies for the rate reduction to the City.

(5) "Resident" means a single occupant, head of a household, or spouse of the head of a household who resides in the dwelling unit as the applicant's primary resident and does not rent the residence during the applicant's absence.

(6) "Service Charge" shall mean the monthly fee levied by the City's stormwater drainage utility set out at POMC 13.06.100.

(7) "Sewer Base Rate" means the bimonthly sewer rates set out at POMC 13.04.020.

(8) "Utility" means the water, sewer and storm drainage utilities established and operated by the City.

(9) "Water Base Rate" means the bimonthly water base rate set out at POMC 13.04.010.

SECTION 2. Amendment. Section 13.10.030 of the Port Orchard Municipal Code is hereby amended to read as follows:

13.10.030 Rate Reduction for Eligible Low-Income Residents

Water and Sewer. The Finance Director is authorized to discount the water base rate and the sewer base rate for utility services to qualified low-income residents by ~~25%~~ 35%, provided there shall not be more than one such discount per utility, per household.

Stormwater. The Finance Director is authorized to discount the service charge for stormwater drainage utility services to qualified low-income residents by ~~25%~~ 35%, provided there shall not

be more than one such discount per household.

Applicants shall verify such information to the satisfaction of the Finance Director or designee, and shall provide such other data as is deemed appropriate upon forms prepared by the Finance Director or designee, and in the manner determined by the Finance Director or designee.

SECTION 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

SECTION 4. Publication. This Ordinance shall be published by an approved summary consisting of the title.

SECTION 5. Effective Date. This Ordinance shall take effect and be in full force and effect five days after publication as provided by law.

PASSED by the City Council of the City of Port Orchard, APPROVED by the Mayor and attested by the Clerk in authentication of such passage this 28th day of April, 2026.

Robert Putaansuu, Mayor

ATTEST:

Brandy Wallace, MMC, City Clerk

APPROVED AS TO FORM:

Charlotte A. Archer, City Attorney

PUBLISHED:
EFFECTIVE DATE:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON, PERTAINING TO WATER, SEWER AND STORMWATER RATE REDUCTIONS FOR LOW INCOME RESIDENTS; AMENDING PORT ORCHARD MUNICIPAL CODE SECTIONS 13.10.020 AND 13.10.030; SETTING ELIGIBILITY THRESHOLD FOR RATE REDUCTION FOR LOW INCOME RESIDENTS; PROVIDING FOR SEVERABILITY AND PUBLICATION; AND SETTING AN EFFECTIVE DATE.

WHEREAS, in 2023, the City Council established water, sewer and stormwater rate reductions for low income residents, because access to safe, reliable, and affordable utility services is essential to public health, sanitation, and overall community well-being; and

WHEREAS, the City recognizes the importance of periodically evaluating and updating eligibility thresholds for low-income utility rate reductions to ensure that assistance is equitably targeted, reflects current economic conditions, and promotes the responsible and effective use of public resources; and

WHEREAS, RCW 35.92.020(5) and RCW 35.67.020 authorize local governments in Washington to provide assistance to aid low-income individuals and families in connection with utility services the government provides; and

WHEREAS, the Washington State Constitution permits the City to provide a rate reduction to aid the “poor and infirm”; and

WHEREAS, the City Council desires to adjust the low-income eligibility threshold set at Port Orchard Municipal Code (POMC) Section 13.10.020, which sets the eligibility threshold at 125 percent of the federal poverty guidelines; and

WHEREAS, the City Council desires to adjust the rate reduction offered to qualified low income residents as identified in Chapter 13.10.030 Rate Reduction for Eligible Low-Income Residents; Now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. Amendment. Section 13.10.020 of the Port Orchard Municipal Code is hereby amended to read as follows:

13.10.020 Definitions

The following words when used in this chapter shall have the following meanings, unless the

context clearly indicates otherwise:

- (1) "Applicant" means the person applying to the City for the rate reduction set out in this chapter.
- (2) "City" shall mean the city of Port Orchard, Washington, a municipal corporation created and existing under the laws of the state of Washington.
- (3) "Finance Director" means the position established at POMC 2.08.030.
- (4) "Low Income" means a resident of the City of Port Orchard with a maximum annual household income at or below one hundred and fifty percent (150%) of the federal poverty guidelines applicable at the time the applicant applies for the rate reduction to the City.
- (5) "Resident" means a single occupant, head of a household, or spouse of the head of a household who resides in the dwelling unit as the applicant's primary resident and does not rent the residence during the applicant's absence.
- (6) "Service Charge" shall mean the monthly fee levied by the City's stormwater drainage utility set out at POMC 13.06.100.
- (7) "Sewer Base Rate" means the bimonthly sewer rates set out at POMC 13.04.020.
- (8) "Utility" means the water, sewer and storm drainage utilities established and operated by the City.
- (9) "Water Base Rate" means the bimonthly water base rate set out at POMC 13.04.010.

SECTION 2. Amendment. Section 13.10.030 of the Port Orchard Municipal Code is hereby amended to read as follows:

13.10.030 Rate Reduction for Eligible Low-Income Residents

Water and Sewer. The Finance Director is authorized to discount the water base rate and the sewer base rate for utility services to qualified low-income residents by 35%, provided there shall not be more than one such discount per utility, per household.

Stormwater. The Finance Director is authorized to discount the service charge for stormwater drainage utility services to qualified low-income residents by 35%, provided there shall not be more than one such discount per household.

Applicants shall verify such information to the satisfaction of the Finance Director or designee,

and shall provide such other data as is deemed appropriate upon forms prepared by the Finance Director or designee, and in the manner determined by the Finance Director or designee.

SECTION 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

SECTION 4. Publication. This Ordinance shall be published by an approved summary consisting of the title.

SECTION 5. Effective Date. This Ordinance shall take effect and be in full force and effect five days after publication as provided by law.

PASSED by the City Council of the City of Port Orchard, APPROVED by the Mayor and attested by the Clerk in authentication of such passage this 28th day of April, 2026.

Robert Putaansuu, Mayor

ATTEST:

Brandy Wallace, MMC, City Clerk

APPROVED AS TO FORM:

Charlotte A. Archer, City Attorney

PUBLISHED:

EFFECTIVE DATE:



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Business Items: 7.C. Adoption of a Resolution Repealing 1735 and Establishing an Updated Water Leak Policy (Crocker)

Meeting Date: April 28, 2026

Presenter: Noah Crocker, Finance Director

Summary and Background:

The City established a Water leak policy in 1987 by Resolution 1469. In 1996, the City repealed resolution 1469 and replaced with resolution 1735 clarifying the Water Leak Credit Policy. The City has evaluated the current leak credit policy and finds it has not kept up with the changes in cost overtime. The City desires to repeal resolution 1735 and replace with an updated Water Leak Credit Policy which reflects current operations and needs.

Relationship to Comprehensive Plan: 7 - Utilities

Recommendation: Finance Recommends approving the Resolution as presented.

Motion for Consideration: I move to approve a Resolution repealing 1735 and establishing a new Utility Water Leak Credit

Has item been presented to Committee/Work Study? Yes

If so, which one: Finance and Workstudy

Fiscal Impact: N/A

Alternatives: Do not approve and provide alternative guidance

Attachments:

1. 2026.04.28-Final Water Leak Resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON,
REPEALING RESOLUTION NO. 1735 AND ESTABLISHING AN
UPDATED WATER LEAK POLICY**

WHEREAS, since 1987, the City of Port Orchard has utilized a water leak policy, a vehicle that allows customers to request an adjustment to unusually high water bills caused by verified, unintentional leaks; and

WHEREAS; the original policy was adopted by the City Council via Resolution No. 1469, and later repealed and replaced by Resolution 1735 in 1996; and

WHEREAS, the City has recently audited the policy and identified modifications that will best serve the City's water customers and address the City's fiscal responsibilities as a utility purveyor; and

WHEREAS, the City Council finds it is in the best interests of the City to adopt the updated Water Leak Policy as set forth herein; now, therefore,

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES
AS FOLLOWS:**

Section 1. Repealer. Resolution No. 1735 is herein repealed.

Section 2. Adoption. The City adopts the following Water Leak Policy:

The City of Port Orchard will adjust an individual water bill in the following circumstances:

When the City staff suspects a water leak, the customer shall be notified in a timely manner. If the customer investigates their water system and discovers there is a leak and fixes it, then the City Finance Director may adjust the water bill. The City Finance Director may waive up to 75% of the water utility bill associated with the cost of the wasted water. Wasted water is defined as that amount of water that the City estimates to have been used in excess of normal consumption for that particular account.

1. The following conditions shall be met before the water bill will be considered for adjustment:
 - A. The water leak has been verified by the City.
 - B. Once notified by the City or found sooner, the customer fixes the leak in a timely manner.

C. The customer requests a leak credit in a timely manner and reports the corrective action taken.

2. This policy only pertains to City inspected interior plumbing, outdoor service lines, irrigation systems and water systems for established marinas.

3. Excluded from leak credits are excessive outdoor water consumption and excessive tenant water consumption.

4. No account may be adjusted more than once every twelve months.

If the water customer does not agree with the decision of the City Staff, the customer may appeal the City Staff decision to the City Council.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage this 28th day of April 2026.

Robert Putaansuu, Mayor

ATTEST:

Brandy Wallace, MMC, City Clerk



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Agenda Staff Report

Business Items: 7.D. Adoption of a Resolution Establishing the Downtown Building Refacing Grant Policy (Archer)
Meeting Date: April 28, 2026
Presenter: Charlotte Archer, City Attorney

Summary and Background:

The City Council has been exploring ways to enhance the downtown commercial core, including ways to revitalize Bay Street by improving the appearance, durability, and long-term value of existing commercial buildings. Council previously provided direction to develop a grant program, consistent with the City of Auburn’s Façade Improvement Grant program, which has been in operation since 2016, to provide façade improvement grants to facilitate exterior building improvements for properties with street frontage on Bay Street between Fredrick Avenue and Harrison Avenue, which are highly visible and a key portion of historic downtown. These property upgrades will improve the area’s overall visual appearance and as a result, attract business, visitors and residents.

In response to direction from Council, staff developed a policy for the program, setting forward eligibility criteria, matching requirements, and the scope of a required contract for grant recipients. Implementation of the program would be delegated to the Department of Community Development, in conjunction with the Finance and Public Works Departments.

The draft policy was reviewed by the Finance Committee on April 21, 2026, and the full City Council at its April 21, 2026, work study session. Council feedback from those meetings were integrated into the draft policy.

Relationship to Comprehensive Plan: 6 - Economic Development

Recommendation: This is a Council-led program.

Motion for Consideration: I move to adopt a resolution establishing the Downtown Building Refacing Grant Policy.

Has item been presented to Committee/Work Study? Yes

If so, which one: Work Study, April 21, 2026.

Fiscal Impact: This program has been allocated \$100,000 in the current budget.

Alternatives: Do not adopt and provide alternative guidance.

Attachments:

1. Resolution_Downtown_Building_Refacing_Program__11226139.1_
2. Downtown_Building_Refacing_Grant_Program_-_Policy__11226881.1_

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, ESTABLISHING THE DOWNTOWN BUILDING REFACING GRANT POLICY; ESTABLISHING PARAMETERS FOR GRANT PROGRAM AND DIRECTING MAYOR TO ACT TO IMPLEMENT

WHEREAS, the City of Port Orchard recognizes that a vibrant and economically resilient downtown core is essential to the community's overall health, identity, and economic vitality; and

WHEREAS, a well-maintained and visually appealing downtown along our showcase waterfront contributes to increased foot traffic, business activity, and community pride; and

WHEREAS, the downtown corridor features older, historic buildings that, due to the decline in property maintenance and passage of time and weather, need exterior improvements, including façade repairs, accessibility improvements, and related enhancements to restore these historic buildings and enhance the City's downtown, as the decline of property maintenance leads to impaired economic development in the city and undermines and limits the tax base; and

WHEREAS, the physical deterioration and/or age or obsolescence buildings in this area, including some unsanitary or unsafe conditions, and existing conditions that endanger life or property by fire or other causes, constitute an economic and social liability that can be detrimental to the public; and

WHEREAS, targeted building improvements can serve a valid public purpose by promoting economic development, supporting small businesses, and enhancing the overall appearance and functionality of the downtown area; and

WHEREAS, the City of Port Orchard has authority under Washington law, including but not limited to its police powers and economic development authority, to promote community and economic development; and

WHEREAS, the City of Port Orchard desires to establish a competitive grant program to provide financial assistance to eligible property and business owners for qualifying exterior improvements within the designated downtown area, with a matching requirement; and

WHEREAS, the City Council appropriated \$100,000 for use for downtown revitalization efforts, and desires to designate that funding for the grant program, available on a first-come, first-serve basis for grant applicants; and

WHEREAS, the City Council discussed the program and its parameters at its regular meetings in February, March and April, 2026, and reviewed the draft policy at its work study on April 21, 2026; and

WHEREAS, the City Council finds that the public will receive a significant benefit from the program and it is in the best interests of the City to adopt this program; now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

THAT: Findings Adopted. It is the intent of the Port Orchard City Council that the recitals set forth above are hereby adopted and incorporated as findings in support of this Resolution.

THAT: Program Enactment. The City Council approves of the City of Port Orchard Building Refacing Grant Policy and directs the Mayor or the Mayor's designee to take all necessary steps to implement this action, including the development of procedures and other documents consistent with the Policy.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage this ____ day of ____ 2026.

Robert Putaansuu, Mayor

ATTEST:

Brandy Wallace, MMC, City Clerk

City of Port Orchard Building Refacing Grant Program

Purpose:

The City of Port Orchard has historic and unique buildings, as well as many unique and thriving businesses. The Downtown Building Refacing Grant Program is intended to revitalize Bay Street by improving the appearance, durability, and long-term value of existing commercial buildings. This program provides a structured, incentive-based approach to encourage façade improvements while preserving the historic character of downtown. This program serves multiple public purposes, including downtown revitalization, economic development, improved pedestrian experience, and enhancement of the visual character of the community.

The Downtown Revitalization Grant Program seeks to preserve and enhance the charm of the City's downtown, waterfront commercial area through strategic physical improvements to buildings. This program is designed to create immediate, visible improvements to downtown Port Orchard while minimizing financial barriers. The goal is to encourage investment in the community and enhance the Bay Street experience.

This program is modeled after the City of Auburn's Façade Improvement Grant program, which has been in operation since 2016.

Program Details:

Through the Downtown Building Refacing Grant Program, the City will provide façade improvement grants to facilitate exterior building (façade) improvements for properties within a designated Business Improvement Area (BIA) in 2026. This BIA is defined to include buildings with street frontage Bay Street between Fredrick Avenue and Harrison Avenue, which are highly visible and a key portion of historic downtown. These property upgrades will improve the area's overall visual appearance and as a result, attract business, visitors and residents. The primary goal of the grants will be to improve the appearance of the City's commercial core.

1. ELIGIBILITY CRITERIA

Eligibility Requirements:

Eligible applicants are limited by the following parameters:

- Commercial or mixed-use buildings, and the applicant shall be the Property owner(s) or Business lessee with written authorization of the property owner;
- Propose a refacing project that shall meet code requirements, follow all local and state laws, and follow all current design standards;

- Project site must be within the Business Improvement Area, located within the Downtown Bay Street area (along Bay Street between Fredrick Avenue and Harrison Avenue);
- No existing legal restrictions on property;
- Qualifying facades must be visible from Bay Street, and improvements utilizing grant fundings are limited to primary street-facing elevations;
- Work must begin within 30 days of permit issuance and work must be completed within 60 days

Applicants as follows are ineligible for grant program:

- Business with more than 25 full-time employees
- Government office and agency (non-governmental tenants are eligible)
- Newly constructed building (constructed after the adoption of this program)

Types of Improvements Eligible for Grant Funding:

Eligible grant applications shall be limited to those seeking to perform eligible work, using eligible materials, as follows:

- Brick and Stone Masonry - Structural repairs, cleaning, repointing, and resurfacing
- Architectural Metals - Repair, cleaning, refinishing, painting, duplication, and restoration of exterior building components, e.g., cast iron, pressed tin
- Doors and Windows - Maintenance, repairs, replacement, and restoration of window sashes, exterior doors, and installation of storm windows in conjunction with other significant façade improvements
- Exterior Carpentry - Maintenance, repair, rehabilitation and restoration of sills, window and door frames, bulkheads, storefront and roof cornices, window hoods, and decorative molding
- Storefronts - Removal of coverings and additions, maintenance, repair, rehabilitation, restoration of display and transom windows, and lighting
- Painting - Surface preparation, cleaning and painting
- Awnings - Maintenance, installation, repair, or replacement of awnings. Awnings to be replaced must show considerable wear as determined by the City Building Official.
- Exterior Lighting – Installation, retrofitting, replacement
- Handicapped Access Projects - Ramps, thresholds, entrances (only in conjunction with other design improvements)
- Murals Or Other Permanent, Affixed Art Work – based on review and approval

- Approved Materials must be consistent with the requirement of Port Orchard Municipal Code 20.127.450. Examples of Approved Materials (with emphasis for durability amid waterfront environmental conditions):
 - Hardie Board Siding (or comparable fiber cement siding)
 - Durable and long-lasting
 - Low maintenance
 - Structurally stable
 - Masonry Stone Veneer
 - Highly durable and weather-resistant
 - Strong visual enhancement
 - Cost-effective design impact
 - Supports long-term return on investment
 - Exterior Paint
 - Approved for façade enhancement and finishing
 - Must be high-quality, weather-resistant coatings
 - Encouraged to use historic coastal color palettes consistent with port communities – see Port Townsend Historic District palette recommended as inspiration
 - Typical palette includes muted earth tones, coastal blues/greens, creams, ivories, and soft whites
 - Coordinated color schemes encouraged
 - Shutters (Vinyl, Composite, PVC)
 - Approved as architectural accents
 - Composite and PVC preferred for durability and low maintenance

Ineligible work that cannot be proposed for grant funding is as follows:

- New building construction
- Additions to existing structures
- Proprietary signage and billboards
- Any interior work or decoration
- Non-fabric awnings
- Non-permanent fixtures (i.e. freestanding planters, stands, holders)
- On-site or off-site paving
- Public sidewalk repair/restoration/replacement
- Payment for the applicant’s own labor and performance for improvements
- Purchase of furnishings, equipment, or other personal property

- Repair or creation of features not compatible with the original architecture or that are artificial in appearance
- Roof repairs/replacements
- Structural foundations
- Shipping costs

Project Categories and Associated Grant Matching:

To ensure shared investment and maximize the public benefit of Program funds, all grants shall require a matching contribution from the applicant, structured in proportion to the scope, impact, and cost of the proposed project, as follows:

- **Small-Scale Projects.** For projects with a total eligible project cost of up to \$5,000, the applicant shall not require a matching. Most of these projects should not require stamped construction documents provided by an independent architect or engineer. These projects focus on immediate, eye-catching changes, such as painting, decorative lighting, or trim.
- **Mid-Scale Projects.** For projects with a total eligible project cost between \$5,001 and \$25,000, the applicant shall provide a minimum match of thirty (30) percent of total project costs. Improvements in this category are likely to require professional design services (architectural or engineering), and will require graduated matching contributions (cash, loan, and in-kind contributions) from the property and/or business owner(s). These improvements include window, door, or storefront upgrades; masonry work; façade material upgrade or change (could include framing); and significant lighting upgrades; significant carpentry/molding/trim improvements.
- **Large-Scale Projects.** For projects with a total eligible project cost greater than \$25,001, the applicant shall provide a minimum match of at least fifty (50) percent of total project costs. Improvements in this category are likely to require professional design services (architectural or engineering), and will require graduated matching contributions (cash, loan, and in-kind contributions) from the property and/or business owner(s). These improvements include facade restoration; significant structural or electrical work (needed to execute a façade design); significant historic restoration; and complete façade re-design/re-construction.

Form of Match. The applicant match may consist of loan, cash expenditures or documented in-kind contributions directly related to the approved project, as defined in Program guidelines, provided that in-kind contributions shall not exceed seventy-five (75) percent of the total required match.

- Evidence of the loan must be provided to complete the application.
- Cash must be paid either up front or on a pre-established schedule concurrent with construction and agreed upon by the City and contractor. These monies must be paid in advance of City funding, unless the City agrees to pay for materials in advance of construction.

Graduated Matching For Mid- and Large-Scale Projects: These projects will work under a graduated scale; as the budget increases, the matching contribution responsibility gently shifts toward the business or property owner. The match can be in the form of a loan, cash, or in-kind contribution.

Verification: All matching contributions must be documented to the satisfaction of the City prior to reimbursement of grant funds.

Adjustment Authority: The Director may adjust match requirements on a case-by-case basis, consistent with Program guidelines, to advance Program objectives, including support for small businesses, historically underserved applicants, or projects with exceptional public benefit.

2. APPLICATION AND DOCUMENTATION PROCESS

Application and Design Process:

1. Contact Department of Community Development expressing interest in program;
2. Schedule informational visit and preliminary assessment;
3. Download forms from the Department of Community Development ;
4. Based on initial assessment, applicant shall:
 - Develop Cost Estimate
 - Procure Architect with own resources
 - Work with design professional(s) and technical assistance to prepare application materials
5. Submit application to Department of Community Development
6. After determining completeness, application will be reviewed by committee
7. Final approval will be given by City Council, and a letter will be sent to applicant
8. Grant recipient will execute associated agreements consistent with the program.

Construction Process

1. Owners and Contractors must sign contracts with the City; at the time of contract execution, all files will be reviewed for compliance with legal, licensing, and liability concerns
2. Notice to proceed will be issued
3. Contractor and/or business owner must apply for permits
4. Materials may be purchased prior to construction
5. Construction may begin after permits are issued
6. Final inspection by Public Works and/or Building Divisions
7. Payment will be issued upon submittal of invoices, with final payment available after satisfactory completion of project

Required Grant Agreement for Recipients:

As a condition of receiving grant funds, each recipient shall enter into a written agreement with the City of Port Orchard to document the public services to be performed by the grant recipient as a result of the grant funding, in a form approved by the City Attorney, which shall:

1. Public Purpose. Identify the public purpose served by the funded improvement(s), including but not limited to downtown revitalization, economic development, improved pedestrian experience, and enhancement of the visual character of the community;
2. Scope of Work. Describe the approved improvements and require that funds be used solely for eligible expenses consistent with Program requirements;
3. Performance Requirements. Establish deadlines for completion and require compliance with all applicable laws, codes, permits, and design standards, including but not limited to:
 - Permits and Compliance: Right-of-way permit required for work impacting sidewalks, streets, or pedestrian areas; Electrical work requires Washington State L&I permit; sidewalk closure or protection may be required for overhead work (with proper permitting, including State of Washington
 - Inspections and Oversight: Pre-construction meeting required to review scope and permits; final inspection required; and City sign-off required prior to reimbursement

- Contractor Responsibilities: Shall be licensed and bonded; shall Identify and document necessary repairs prior to construction; and Ensure compliance with codes and program standards
4. Reimbursement and Documentation. Provide that grant funds are disbursed on a reimbursement basis (unless otherwise authorized) upon submission of invoices, proof of payment, and verification of completed work;
 5. Maintenance and Use. Require the recipient to maintain the improvements in good condition for a specified period of time and to use the property in a manner consistent with the Program’s public purpose;
 6. Repayment/Clawback. Requiring partial or full repayment of grant funds if the recipient fails to complete the project, violates the terms of the agreement, or ceases to use or maintain the improvements consistent with the public purpose within a defined period;
 7. Permitting, Access and Inspection. Comply with all applicable permit requirements, and allow the City reasonable access to the property for inspection and verification of compliance; and
 8. Other Terms. Include such other terms and conditions as the City deems necessary to ensure that the expenditure of public funds complies with Washington law.

Program Administration.

The Program shall be administered by the Department of Community Development or their designee, who is authorized to:

- Develop application materials and administrative guidelines;
- Establish evaluation criteria and scoring procedures;
- Review and approve grant applications;
- Execute grant agreements; and
- Ensure compliance with applicable laws and Program requirements.

Projects will be reviewed by City staff for eligibility, compliance, and consistency with downtown character. Final approval is required prior to project start.



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Business Items: 7.E. Approval of Amendment No. 2 to Contract C063-25 with Active Construction for the Sidney Road Non-Motorized Project (Ryan)
Meeting Date: April 28, 2026
Presenter: Denis Ryan, Public Works Director

Summary and Background:

The City executed Contract No. C063-25 with ACI for construction of the Sidney Non-Motorized Improvements Project. During installation of the project's sanitary sewer force main, ACI encountered substantial delays due to an unforeseen condition associated with a separately installed adjacent sanitary sewer trench completed prior to the City's project.

As ACI excavated for the City's force main, the adjacent trench wall consistently sloughed and collapsed into ACI's trench, creating instability in the roadway and making steel plating unsafe during construction. As a result, ACI was required to backfill the trench each evening and re-excavate every morning to maintain safety and access.

These conditions required ACI to change construction methods and materials from continuous welded pipe to the daily installation of fusion couplings using specialized equipment. This reduced production rates and extended the duration of work. The contractor has submitted costs for labor, equipment, and materials associated with these delays.

ACI will be granted 7 working days for delays resulting from the deficient adjacent trench condition and an additional 5 working days for schedule impacts caused by another contractor working concurrently on Sidney Road, which required ACI to reorganize and reprioritize alternate portions of the work. In total, 12 additional working days are included in this change order.

Change Order No. 2 increases the contract amount by \$87,406.81, resulting in a new total contract amount of \$2,839,995.77, and extends the contract time by 12 working days.

Relationship to Comprehensive Plan: 7 - Utilities

Recommendation:

Staff recommends the Council authorize the Mayor to execute Change Order No. 2 to Contract No.

C063-25 with ACI for the Sidney Non-Motorized Improvements Project to increase the contract amount and grant 12 additional working days.

Motion for Consideration:

I move to authorize the Mayor to execute Change Order No. 2 to Contract No. C063-25 with ACI for the Sidney Non-Motorized Improvements Project, increasing the contract amount by \$87,406.81 for a new total contract amount of \$2,839,995.77, and granting an additional 12 working days.

Has item been presented to Committee/Work Study? No

If so, which one:

Fiscal Impact:

This change order increases the contract amount by \$87,406.81, bringing the revised total contract amount to \$2,839,995.77. This change order is budgeted under 433.05.594.35.60.

Alternatives: Do not approve and provide further guidance.

Attachments:

1. Change Order No. 2 2026-04-17

4/15/2026

Christian Williams
City of Port Orchard
216 PROSPECT STREET
PORT ORCHARD, WA 98366

Re: Project: SIDNEY ROAD NON-MOTORIZED IMPROVEMENTS
Owner CITY OF PORT ORCHARD

Subject: Delays & additional materials due to existing adjacent trench conditions.

Christian,

As discussed, documented, and witnessed by COPO staff, our utility crews have consistently encountered road and trenching instability issues as a direct result of the condition of the existing trench adjacent to ours. These conditions have resulted in the following additional costs.

- Crews have had to install additional couplers every day due to trench instability. ACI's intent was to plate the trench at the end of every workday. Due to the instability created by the existing adjacent trench we were unable to complete our work plan as estimated. Crews had to install couplers and backfill the trench completely at the end of every workday.
 - ACI is requesting full compensation for the cost of these materials, electric fusion couplers, and fusion machine.
- Additionally, with the added work and loss of production due to the existing adjacent trench, we are requesting (14 ½) additional workdays to be added to the schedule.
 - ACI estimated 125 LF per day, equaling a total of (32) workdays.
 - Due to unforeseen existing conditions, the crews averaged 95 LF per day, equaling a total of (45 ½) workdays.
- ACI is requesting full compensation for the delays associated with the existing trench conditions. These are, but are not limited to, crew time and flagger hours.

ACTIVE CONSTRUCTION, INC.

(Authorized Signature)

Benjamin Kent - Superintendent

(Name & Title)

April 15, 2026

(Dated)



A.C.I.
PROJECT
25-031

SIDNEY ROAD NON-MOTORIZED IMPROVEMENT PROJECT

A.C.I. PHASE
CODE

DATE WORK PERFORMED :

DESCRIPTION OF WORK

Additional Labor, equipment, materials and rentals, to install added HDPE couplers (34). Additional labor, equipment, (change in means & methods) backfill daily in lieu of road plates. This is equivalent to (1) Foreman, (2) Laborers, (4) Operators, and (4) Flaggers. Materials charged, are only for additional work, other gear shown is contractual. This includes all fusion machines and couplers.

MANPOWER	HOURS	@	RATE	TOTAL
FOREMAN	40.0	@	\$93.15	\$3,726.00
LABORER	80.0	@	\$76.84	\$6,147.20
OPERATOR	160.0	@	\$88.78	\$14,204.80
FLAGGER	160.0	@	\$60.11	\$9,617.60
SUBTOTAL LABOR				\$33,695.60

EQUIPMENT DESCRIPTION / RATES

EQUIP. NO.	EQUIPMENT DESCRIPTION	HOURS	@	RATE	TOTAL
273	Onsite truck	32.0	@	\$31.87	\$1,019.84
279	650J Dozer	20.0	@	\$64.50	\$1,290.00
535	JD 644 Loader	52.0	@	\$82.47	\$4,288.44
576	225D Excavator	44.0	@	\$102.92	\$4,528.48
610	Dynapac Roller	12.0	@	\$34.61	\$415.32
SUBTOTAL EQUIPMENT				\$11,542.08	

MATERIAL COSTS

DESCRIPTION	UNIT	@	RATE	TOTAL
Couplers & Fusion Machine	1.00	@	\$23,609.66	\$23,609.66
SUBTOTAL MATERIALS				\$23,609.66

SERVICE COSTS

DESCRIPTION	UNIT	@	RATE	TOTAL
-------------	------	---	------	-------

SUB CONTRACTOR

DESCRIPTION	UNIT	@	RATE	TOTAL
-------------	------	---	------	-------

MARK-UP ON LABOR	31%	\$10,445.64
SUBTOTAL LABOR		\$44,141.24

MARK-UP ON EQUIPMENT	21%	\$2,423.84
SUBTOTAL EQUIPMENT		\$13,965.92

TAX ON MATERIALS (N/A ON WATER & SEWER)	9.30%	\$731.97
MARK-UP ON MATERIALS	21%	\$4,958.03
SUBTOTAL MATERIALS		\$29,299.66

GRAND TOTAL \$87,406.81

* Note:



H.D. FOWLER COMPANY

REMIT: PO Box 84368, Seattle, WA 98124

Invoice Number **17236463**

KRWH # 011500

Corporate Office
3633 136th Pl SE, Ste 100, Bellevue, WA 98006
PO Box 160, Bellevue, WA 98009-0160
Phone 425-654-8800 * Fax 425-641-8885

Service Warehouse Branch

Bellevue, WA 98005 Fax (none)

To: T-0 ACTIVE CONSTRUCTION CO PO BOX 430 PUYALLUP WA 983710162		Ship to: 500 SIDNEY AVE PORT ORCHARD WA 983679999		1/1
Terms: NET 10TH PROX FOB: H. D. FOWLER COMPANY		Due: 03/10/26	Order#: O8768464	Inv Date: 02/12/26
		Ship Via: SALESPERSON DELIVERY	Order Writer: Ethan Smith	
		PO/JOB: 25-031 25-031 SIDNEY ROAD SEWER MAI		

Line	Qty Ship'd	Qty BO'd	UoM	Part # Description	Unit Price	Extended Price	T X
2	8	0	EA	MSFM412 DAILY RATE OF 412 FUSION MACHINE (4"-12") FUSION MACHINE** WEEKLY RATE OF 412 FUSION MACHINE **	1200.000	9600.00	Y
3	8	0	EA	MSFMBEADSMML DAILY RENTAL SMALL DIAMETER DE-BEADER 3"-12" DE-BEADING HEADS, INCLUDES POLES** 10" DEBEADER W/ POLE KIT **	600.000	4800.00	Y
1	1	0	EA	MSOUT CHECKOUT OF RENTAL ITEM ** 12-9-25 BEGIN RENTAL OF 412-001 W/ 1-" IPS INSERTS **	0.000	0.00	
						Sub total	14,400.00
						Freight	0.00
						Tax	1,339.20
						Grand Total	15,739.20

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MIKE EVANS

Serving the Pacific Northwest since 1911
www.hdfowler.com
Terms & Conditions: hdfowler.com/tcs



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # X827407
Invoice Date 12/03/25
Account # 114482
Sales Rep JOHNNY SPENCER
Phone # 253-840-8558
Branch #302 Puyallup, WA
Total Amount Due \$18,149.46

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

ACTIVE CONSTRUCTION, INC. 000/0000
ACCOUNTS PAYABLE 00000
PO BOX 430
PUYALLUP WA 98371 0162

Shipped To:
SIDNEY RD SW & SW HOVDE RD
PORT ORCHARD, WA

CUSTOMER JOB- 25-031 SIDNEY NMI SIDNEY RD NMI

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered 9/28/25 Date Shipped 12/02/25 Customer PO # SEE BELOW Job Name SIDNEY NMI Job # 25-031 Bill of Lading Shipped Via CORE & MAIN LP Invoice# X827407

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
	CUSTOMER PO#- 25-031 HDPE MAT'L						
0941P1011	10 IPS DR11 HDPE PIPE 200 PSI	3440	1000	2440	15.54000	FT	15,540.00
0941F101122	10" 4100 SDR11 IPS PE 22-1/2	10	10		105.73000	EA	1,057.30
398	#8 COPPER SPLIT BOLT CONNECTOR	9	9		3.03000	EA	27.27
09100SEFIPS	10 IPS ELECTROFUSE CPLG BLK	1	1		231.49000	EA	231.49
0941M1011FA	10 4100 SDR11 IPS PE FLG ADP	4	4		44.19000	EA	176.76
0941BUR1011DI	10" SDR11 DI IPS BACKING RING	4	4		29.16000	EA	116.64

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Freight \$1,000.00
Delivery
Handling
Restock
Misc
Terms: NET 30
Ordered By: MIKE E - HDPE MAT

Subtotal: 17,149.46
Other: 1,000.00
Tax: .00
Invoice Total: \$18,149.46

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <https://coreandmain.com/terms-of-sale/>



INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # Y264813
Invoice Date 12/22/25
Account # 114482
Sales Rep JOHNNY SPENCER
Phone # 253-840-8558
Branch #302 Puyallup, WA
Total Amount Due \$2,314.90

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

Shipped To:
CUSTOMER PICK-UP

ACTIVE CONSTRUCTION, INC. 000/0000
ACCOUNTS PAYABLE 00000
PO BOX 430
PUYALLUP WA 98371 0162

CUSTOMER JOB- 25-031 SIDNEY NMI SIDNEY RD NMI

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
12/12/25	12/16/25	SEE BELOW	SIDNEY NMI	25-031		WILL CALL	Y264813

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
09100SEFIPS	CUSTOMER PO#- 25-031 FUSION COUPLG 10 IPS ELECTROFUSE CPLG BLK	10	10		231.49000	EA	2,314.90

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Freight Delivery Handling Restock Misc

Subtotal: 2,314.90
Other: .00
Tax: .00
Invoice Total: \$2,314.90

Terms: NET 30
Ordered By: MIKE EVANS

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INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # Y329333
Invoice Date 1/06/26
Account # 114482
Sales Rep JOHNNY SPENCER
Phone # 253-840-8558
Branch #302 Puyallup, WA
Total Amount Due \$2,314.90

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

ACTIVE CONSTRUCTION, INC. 000/0000
ACCOUNTS PAYABLE 00000
PO BOX 430
PUYALLUP WA 98371 0162

Shipped To:
SIDNEY RD SW & SW HOVDE RD
PORT ORCHARD, WA

CUSTOMER JOB- 25-031 SIDNEY NMI SIDNEY RD NMI

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
12/31/25	1/05/26	SEE BELOW	SIDNEY NMI	25-031		CORE & MAIN LP	Y329333

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
09100SEFIPS	CUSTOMER PO#- 25-031- 10 HDPE CPLG 10 IPS ELECTROFUSE CPLG BLK	10	10		231.49000	EA	2,314.90

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Freight	Delivery	Handling	Restock	Misc

Terms: NET 30
Ordered By: MIKE E - 10 HDPE CPLGS

Subtotal:	2,314.90
Other:	.00
Tax:	.00
Invoice Total:	\$2,314.90

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INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # Y441419
Invoice Date 1/30/26
Account # 114482
Sales Rep JOHNNY SPENCER
Phone # 253-840-8558
Branch #302 Puyallup, WA
Total Amount Due \$23,535.05

Backordered from:

12/03/25 X827407

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

ACTIVE CONSTRUCTION, INC. 000/0000
ACCOUNTS PAYABLE 00000
PO BOX 430
PUYALLUP WA 98371 0162

Shipped To:
SIDNEY RD SW & SW HOVDE RD
PORT ORCHARD, WA

CUSTOMER JOB- 25-031 SIDNEY NMI SIDNEY RD NMI

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
9/28/25	1/29/26	SEE BELOW	SIDNEY NMI	25-031		CORE & MAIN LP	Y441419

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
0941P1011	CUSTOMER PO#- 25-031 HDPE MAT'L 10 IPS DR11 HDPE PIPE 200 PSI	1440	1440		15.54000	FT	22,377.60
09100SEFIPS	10 IPS ELECTROFUSE CPLG BLK	5	5		231.49000	EA	1,157.45

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Freight Delivery Handling Restock Misc

Subtotal: 23,535.05
Other: .00
Tax: .00

Terms: NET 30
Ordered By: MIKE E - HDPE MAT

Invoice Total: \$23,535.05

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INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # Y561415
Invoice Date 2/24/26
Account # 114482
Sales Rep JOHNNY SPENCER
Phone # 253-840-8558
Branch #302 Puyallup, WA
Total Amount Due \$694.47

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

ACTIVE CONSTRUCTION, INC. 000/0000
ACCOUNTS PAYABLE 00000
PO BOX 430
PUYALLUP WA 98371 0162

Shipped To:
SIDNEY RD SW & SW HOVDE RD
PORT ORCHARD, WA

CUSTOMER JOB- 25-031 SIDNEY NMI SIDNEY RD NMI

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
2/18/26	2/23/26	SEE BELOW	SIDNEY NMI	25-031		CORE & MAIN LP	Y561415

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				

CUSTOMER PO#- 25-031- HDPE MAT'L

09100SEFIPS	10 IPS ELECTROFUSE CPLG BLK	3	3		231.49000 EA		694.47
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Freight Delivery Handling Restock Misc

Subtotal: 694.47
Other: .00
Tax: .00
Invoice Total: \$694.47

Terms: NET 30
Ordered By: MIKE E - HDPE MAT'L

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INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # Y511014
Invoice Date 2/16/26
Account # 114482
Sales Rep JOHNNY SPENCER
Phone # 253-840-8558
Branch #302 Puyallup, WA
Total Amount Due \$1,157.45

Remit To:
CORE & MAIN LP
PO BOX 28330
ST. LOUIS, MO 63146

ACTIVE CONSTRUCTION, INC. 000/0000
ACCOUNTS PAYABLE 00000
PO BOX 430
PUYALLUP WA 98371 0162

Shipped To:
SIDNEY RD SW & SW HOVDE RD
PORT ORCHARD, WA

CUSTOMER JOB- 25-031 SIDNEY NMI SIDNEY RD NMI

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice#
2/09/26	2/12/26	25-031	SIDNEY NMI	25-031		CORE & MAIN LP	Y511014

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				

09100SEFIPS	10 IPS ELECTROFUSE CPLG BLK	5	5		231.49000 EA		1,157.45
-------------	-----------------------------	---	---	--	--------------	--	----------

RECEIVED
FEB 17 2026
ACI

Freight Delivery Handling Restock Misc

Subtotal: 1,157.45
Other: .00
Tax: .00
Invoice Total: \$1,157.45

Terms: NET 30
Ordered By: DAN M.

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <https://coreandmain.com/terms-of-sale/>





Date	Length Completed (LF)	Location	Total Length of FM (LF)	Total Working Days to Complete	Average Length/Day (LF/Day)	Assumed Length/Day (LF/Day) w/o Trench
2/18	119	South of NW Cascade Trench	3257	33	98.70	123.0
2/19	140	South of NW Cascade Trench				
2/23	120	South of NW Cascade Trench		# Working Days Req'd w/o Trench		
2/24	120	South of NW Cascade Trench		26.48		
2/25	120	South of NW Cascade Trench				
2/26	120	South of NW Cascade Trench				
3/4	122	South of NW Cascade Trench				
Average	123.0					
				Total Working Days Lost Due to Trench		
				6.5		

Note: Above lengths completed south of the NW Cascade Trench area were used to find an average length per day when unaffected by NWC trench.

Note: Sewer force main installed during course of 33 working days between 12/22 and 3/5.



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Business Items: 7.F. Approval of a Professional Services Agreement for Legal Services for the City of Port Orchard Building Board of Appeals (Archer)

Meeting Date: April 28, 2026

Presenter: Charlotte Archer, City Attorney

Summary and Background:

The City Attorney's office represents the City of Port Orchard in legal matters, including administrative legal matters internal to the City. For example, the City Attorney serves as legal counsel for the Community Development Department or Public Works Department when there is an appeal to the City's Hearing Examiner. Similarly, the City Attorney serves as legal counsel for the Chief of Police when there is an appeal to the City's Civil Service Commission. In those cases, the hearing body is entitled to separate, outside legal counsel, funded by the City, to ensure they receive independent legal guidance. The City currently funds an attorney to support the Civil Service Commission, and the City's Hearing Examiner is an attorney.

The City has a Board of Building Appeals seated, pursuant to Port Orchard Municipal Code 20.200.008 and the State Building Code (International Building Code), Appendix B, Building Board of Appeals. The Board is an administrative body that can review certain challenges to decisions by the official. Under IBC B101.6, the City is obligated to furnish legal counsel to the Board to provide members with general legal advice concerning matters before them for consideration. Again, in the event there is an appeal to the Board of Appeals, the City Attorney would represent the City (Building Department) in that appeal and the Board would require outside legal counsel, funded by the City per IBC B101.6.

The City has identified outside legal counsel from the law firm Ogden Murphy Wallace to serve as legal counsel for the Board of Appeals, on an on-call, as needed basis. Emily Romanenko is a member of the law firm, and her practice is exclusively to represent public agencies in Washington. Another attorney at OMW currently serves as legal counsel to the City's Civil Service Commission, so the City is familiar with OMW and the quality of their work.

Relationship to Comprehensive Plan: N/A

Recommendation: Staff recommends the City Council authorize a contract for legal services

for an attorney to advise the Port Orchard Building Board of Appeals.

Motion for Consideration: I move to authorize the Mayor to execute a Professional Services Agreement with the law firm Ogden Murphy Wallace for special legal services.

Has item been presented to Committee/Work Study? No

If so, which one: N/A

Fiscal Impact: The attorney hourly rate for Ms. Romanenko is \$395 per hour.

Alternatives: Do not authorize and provide alternative guidance.

Attachments:

1. Engagement_Letter



EMILY ROMANENKO
eromanenko@omwlaw.com

April 8, 2026

Robert Putaansuu
Mayor
City of Port Orchard
216 Prospect Street
Port Orchard, WA 98366

Re: Engagement Letter for City of Port Orchard Building Board of Appeals Legal Counsel

Dear Mr. Putaansuu:

Thank you for considering our firm for the City of Port Orchard's Building Board of Appeals Legal Counsel. The purpose of this letter is to confirm our representation and to describe how our services would be provided. I will be your primary contact here at the firm for legal matters, but you should always feel free to contact any of the other attorneys that may work with City for assistance.

Terms of Engagement

In our representation of clients, we think it is critical that our clients and the firm share the same understanding of the attorney-client relationship. To that end, enclosed is a copy of our Standard Terms of Engagement. This engagement letter and the enclosed Standard Terms of Engagement set forth our agreement with you if you choose to proceed with our firm. Please review them carefully and, if you agree to both documents, please sign the enclosed copy of this letter where indicated and return it to us. Please let us know if you have any questions or comments regarding our relationship. If you have any questions, I am happy to work through them with you.

Legal Fees

You will be billed for our services on an hourly basis unless otherwise agreed in writing. Our present Member billing rate for municipal legal counsel services, which is subject to change, is \$395.00 per hour. Associate attorney billing rate for municipal legal counsel services is \$325 per hour. We are unable to provide a flat or fixed monthly rate for services at this time, as we do not know the extent of services required and, thus, propose to bill on a time expended basis.

Advance Fee Deposit To Commence Representation

We have waived the requirement of an advance fee deposit for our services.

Supervising Attorney and Assistance

As supervising attorney, I will be responsible for seeing that the work is carried out in an efficient and economical manner. I may be assisted by other attorneys and legal assistants in our office. They are all bound to you by the same duties of loyalty and confidentiality that bind me.

Scope of Services

Based upon our discussion of your business matters, you have requested that we provide municipal legal counsel services on an as-needed basis.

Other Matters

The provisions of this letter and the attached Standard Terms of Engagement shall apply to any other work or matter for which you engage us. This letter also constitutes your personal guarantee of fees due to us for work performed.

We appreciate your expression of confidence in Ogden Murphy Wallace, P.L.L.C. and assure you that we will do our best to provide you with high quality legal services. If you have any questions or concerns during the course of our relationship, we encourage you to raise them with our Managing Member, Jessica Jensen, or me. We look forward to working with you.

Very truly yours,

OGDEN MURPHY WALLACE, P.L.L.C.



Emily Romanenko

THE FOREGOING LETTER AND THE ENCLOSED STANDARD TERMS OF ENGAGEMENT ARE UNDERSTOOD AND AGREED:

By: _____

Title: _____

OGDEN MURPHY WALLACE, P.L.L.C.

STANDARD TERMS OF ENGAGEMENT

General Rates

The usual basis for determining our fees is the time expended by attorneys, paralegals and legal assistants of the firm. The rates for our services may change from time to time without notice, usually in September. Our current rate schedule is always available upon request. Whenever it is appropriate, we will use associate attorneys, law clerks or legal assistants in our office.

Other Factors in Rates

Although time expended and costs incurred are usually the sole basis for determining our fees, by mutual agreement billings to you for legal services may, in some instances, be based on a more comprehensive evaluation of the reasonable value of the firm's services. The firm is committed to charging reasonable fees for its services. In certain situations, factors other than the amount of time required will have a significant bearing on the reasonable value of the services performed. Such factors include: the novelty and complexity of the questions involved; the skill required to provide proper legal representation; familiarity with the specific areas of law involved; the preclusion of other engagements caused by your work; the magnitude of the matter; the results achieved; customary fees for similar legal services; time limitations imposed by you or by circumstances; and the extent to which office forms and procedures have produced a high quality product efficiently. There may be some activity that we can do on a contingent or other basis; however, we will handle matters on a contingency or other basis only when and to the extent specifically agreed in writing in advance of the work.

In circumstances where our fees will be based on or include factors other than our normal hourly charges and costs, we will notify you promptly and prior to proceeding. Any basic document fee that we may charge you has been and will be set in light of these various factors.

Billing Fees and Costs

We will bill you on a regular basis, normally each month, for all the time spent on your project and for other costs incurred relating to our work or on your behalf. The activities for which our time will be billed will conference time, whether in person or on the telephone; document preparation and revision; negotiations; correspondence; staff or attorney supervision; factual and legal research and analysis; travel on your behalf; and other matters directly pertinent to and related to your business and/or litigation matters handled by our firm. Typical of the costs for which you will be billed include filing fees; delivery fees; computer assisted legal research; copying; imaging; telephone conference charges; charges of outside experts and consultants; and travel.

Payment; Interest

You agree to make payment within thirty (30) days of receipt of our invoices. Outstanding balances that are not paid within thirty (30) days of receipt will accrue interest at the rate of one percent monthly from the date of invoice until paid.

We impose a surcharge on credit cards only. The surcharge is not greater than our costs of acceptance. We impose an effective rate charge of 3% (three percent) on the transaction amounts on Visa, MC, Discover, and AMEX payments. We do not surcharge Gift Cards, Pre-Paid cards, or Visa, MC, Discover, and AMEX debit cards.

Trust Deposits

All trust deposits from you will be held in a client trust account. By court rule in Washington, funds deposited to a trust account are subject to IOLTA (Interest on Lawyers Trust Account) participation in a pooled trust account. The exception is when the deposit is large enough to earn interest in excess of bank and administrative costs, and you request that it be held in a separate account, in which case the interest earned will be added to the deposit for your benefit and will be taxable income to you. IOLTA funds are used to support law-related charitable and educational activities.

Termination

You may terminate our representation at any time, with or without cause, by notifying us. Upon such action, all fees and expenses incurred before the termination are due to the firm. If such termination occurs, your original papers will be returned to you promptly upon receipt of payment for outstanding fees and costs. If you wish to have a paper or electronic copy of your file at the conclusion of our representation, we will provide it to you at the current copy rate per page then in effect.

Estimates

You may, from time to time, ask us for estimates of our fees and expenses either in whole or in part. We are hesitant to give estimates because of their potential inaccuracy. However, if you require it, and if we do provide you with such estimates, they will be based upon our professional judgment, but always with a clear understanding that it is not a maximum or fixed fee quotation. We cannot guarantee that the actual fees and expenses will be at or below the estimates because of factors outside the control of the firm.

Confidentiality and Electronic Communications

Ogden Murphy Wallace is committed to maintaining the security of our system and the communications with our clients. Unless you otherwise instruct us in writing, we intend to use various communications devices in the normal course (which may include wired or wireless devices, e-mail, cellular telephones, voice over Internet, texting, and electronic data/document web sites) to communicate with and send or make available documents to you and others. Though encryption is a security tool that we utilize, not all communications are encrypted. By signing this letter, you consent to the usage of a variety of communication methods even if such methods are not encrypted.

It is important for us to maintain open communication with each other throughout the engagement. We will regularly keep you informed of the status of the matter and will promptly notify you of any major case developments. We will consult with you whenever appropriate.

You agree to communicate with and provide us with complete and accurate information as needed to further the case. Further, you will timely notify us of any changes in the structure of your organization,

changes to the personal information or residence of any individuals related to this matter, or any extended periods of time when you will be unavailable.

Services as Registered Agent

If you have asked us to serve as your business's registered agent, please note that this type of work is a "law-related service," which under the Rules of Professional Conduct is not prohibited as unauthorized practice of law when provided by a nonlawyer. The protections of the client-lawyer relationship do not exist in that circumstance. If we receive service of a lawsuit against you or your business in our capacity as registered agent, we will not be providing a defense to you or your business in that matter unless we specifically agree to do so.

Dispute Resolution

If you disagree with the amount of our fee, please take up the question with your principal attorney contact or with the firm's managing member. Typically, such disagreements are resolved to the satisfaction of both sides with little inconvenience or formality. Any disputes relating to these Terms of Engagement or the accompanying engagement letter (collectively this "agreement") or the amount of legal fees related thereto, will be submitted to arbitration through the American Arbitration Association (the "AAA") in Seattle, Washington, according to its then-effective rules, and to Ogden Murphy Wallace, P.L.L.C. and you agree to be bound by the results of such arbitration. Please be aware that by agreeing to arbitration, you are waiving the right to a trial by jury and your right to appeal. Although the arbitrator will be authorized to award any damages or relief that a court of law having jurisdiction over the dispute could award, the arbitrator will be bound by the AAA rules and not by state or federal court rules, and discovery will be limited to what is allowed under the AAA rules. The grounds for appeal of an arbitration award are limited as compared to a court judgment or jury verdict. Arbitration fees and expenses shall be borne equally by the parties. In the event of non-payment such that we must pursue collection of your account, you agree to pay the costs of collecting the debt, including court costs and fees, and a reasonable attorney's fee.

The law of the state of Washington will apply to any such dispute.

Withdrawal

We reserve the right to withdraw from representing you if, for any reason, our fees are not timely paid in accordance with this agreement, or for any other appropriate reason, as determined by the firm in accordance with applicable law and the Rules of Professional Conduct.

Client Documents

During the engagement, we will maintain certain documents relevant to this representation. At the conclusion of this engagement, we will retain your original documents for a period of ten years unless you request that they be returned to you. If you have not requested possession of the file or any of its contents at the end of ten years, the file may be destroyed in accordance with our record retention program.

We may store some or all of your electronic files on a variety of platforms, including third-party cloud-based servers. You specifically consent to the use of these services for document storage and management, and to the conversion of all paper documents in your file to electronic form. You recognize

that technology is ever evolving and that electronic communications cannot be fully protected from unauthorized interception. You acknowledge that our email system may be unencrypted, and you covenant and agree to proactively notify us in writing if you require that any of your deliverables or emails be sent to you with encryption. We caution you not to send or access any email or other electronic message to or from us, respectively, via any public or semi-public network, or network or devices owned or controlled by any third party. Nonetheless, for efficiency purposes, you authorize us to transmit information, including information of a confidential nature, to you (or your designated representative) by email to any address which you may provide to us for such purposes, including responding to the sending address of any such message that we may receive from you. In addition, you authorize our use of third-party cloud, back-up, client management, timekeeping, and file-sharing services, including, but not limited to, ShareFile, Dropbox, DocuSign, Carpe Diem, Mimecast, and SurePoint, in the course of our representation. You acknowledge that we may be bound by certain third party terms and conditions related to the use of such services and that our use of such services is not without risks (and you agree to assume such risks).

Please note that if we represent you in a matter in litigation, you have an obligation to preserve all documents that may be relevant to this matter.

Disclaimer

You acknowledge that we have made no guarantees regarding the disposition, outcome, or results of your legal or business matters, and all expressions we have made relevant thereto are only our opinions as lawyers based upon the information available to us at the time. Our beginning work on your behalf will constitute your acceptance of this agreement unless we receive a written objection from you within ten (10) days of the date of the accompanying engagement letter.

Independent Advice

Since the Engagement Agreement is legally binding and affects your legal rights, you may wish to seek the advice of independent counsel prior to executing it.

Conclusion

Thank you for retaining our firm. We look forward to working with you.

CITY COUNCIL ADVISORY COMMITTEE MEETING DATES

STANDING COMMITTEE	Date & Time	Location
Economic Development and Tourism	May 12, 2026; 9:30am; 2nd Monday of the month	Remote Access
Utilities	May 12, 2026; 4:30pm; 2nd Tuesday of the month	Remote Access
Finance	May 19, 2026; 4:30pm; 3rd Tuesday of the month	Remote Access
Transportation	April 28; 2026; 4:45pm 4 th Tuesday of the month	Remote Access
Land Use	May 20, 2026; 4:45pm; 3rd Wednesday of the month	Remote Access
Lodging Tax Advisory	TBD; 2026	City Hall
Sewer Advisory	June 16, 2026; 3:30pm	1333 Lloyd Parkway
Outside Agency Committees	Varies	Varies
Ad-hoc Review of POMC 2.04	TBD; 2026	City Hall

*Dates subject to change

MAYOR

Robert (Rob) Putaansuu
Mayor
 Administrative Official

CITY COUNCIL

Scott Diener
Councilmember Position 3
 Land Use Committee
 Transportation Committee

Mark Trenary
Councilmember Position 1
 Finance Committee, **Chair**
 Transportation Committee
 KRCC-alt
 KEDA-alt

Jay Rosapepe
Councilmember Position At-Large
 Utilities/Sewer Advisory Committee, **Chair**
 Land Use Committee, **Chair**
 Kitsap Public Health District
 PSRC-alt
 Kitsap Transit

John Morrissey
Councilmember Position 2
Mayor Pro-Tem
 Finance Committee
 E/D & Tourism Committee, **Chair**
 Lodging Tax, **Chair**
 Kitsap Economic Development Alliance

Eric Worden
Councilmember Position 4
 Transportation Committee, **Chair**
 Finance Committee

Heidi Fenton
Councilmember Position 5
 Utilities/Sewer Advisory Committee
 E/D & Tourism Committee
 KRCC
 911-alt

Shirah Dedman
Councilmember Position 6
 E/D & Tourism Committee
 Utilities/Sewer Advisory Committee
 Land Use Committee

DEPARTMENT DIRECTORS

Tim Drury
Municipal Court Judge

Debbie Lund, CEBS SPHR SHRM-SCP
Human Resources Director

Noah Crocker, M.B.A.
Finance Director

Brandy Wallace, MMC, CPRO
City Clerk

Matt Brown
Police Chief

Nicholas Bond, AICP
Community Development Director

Denis Ryan, CPWP-M, CPRP
Public Works Director