



Meeting Location:
216 Prospect Street
Port Orchard, WA 98366

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

**City Council
Special Meeting
Thursday, June 18, 2026
5:00 PM**

Remote Access

Link: <https://us02web.zoom.us/j/84743274415?pwd=MHbF60Wh0PXWR2MSmoMs5GgXiiFKdr.1>

Zoom Meeting ID: 847 4327 4415

Zoom Call-In: 1 253 215 8782

1. Call to Order

A. Pledge of Allegiance

2. Executive Session

Pursuant to RCW 42.30.110(1)(i)

3. Action Item

A. Discussion and possible action on a public statement regarding the resignation of former Councilmember Fenton, and providing direction on the process to fill the vacancy.

4. 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.

To subscribe to our general news & public notices click the link: <http://portorchardwa.gov/subscribe>.

For current City Council member and contact information, please visit <https://portorchardwa.gov/departments/city-council/>.

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

City of Port Orchard, WA
Wednesday, June 17, 2026

Title 1. General Provisions

Chapter 1.06. CITY CLASSIFICATION

§ 1.06.010. Adoption of optional municipal code.

The city of Port Orchard, Washington, hereby adopts the classification of noncharter code city retaining the mayor-council plan of government under which the city of Port Orchard is presently operated, as provided in Chapter **35A.12** RCW, endowed with all the applicable rights, powers, privileges, duties and obligations of a noncharter code city as the same now exists, or may be provided hereafter, including any and all supplements, amendments or other modifications of said title hereafter at any time enacted.
(Ord. 037-17 § 1)

§ 1.06.020. Effective date.

The city clerk, as authorized and directed, forwarded to the Secretary of State a certified copy of the ordinance codified herein for filing pursuant to RCW **35A.02.040**, as amended, on July 17, 2017, and upon which filing the city of Port Orchard thereafter became classified as a noncharter city as herein provided commencing on July 21, 2017.
(Ord. 037-17 § 1)

§ 1.06.030. City council positions.

The city council shall continue to hold office until their successors are elected and qualified at the next biennial municipal election to be conducted as provided in Chapter **35A.29** RCW. For the four existing city council positions, which terms will expire December 31, 2017, three shall be elected for four-year terms and one shall be elected for a two-year term in the 2017 municipal elections. The three existing city council positions, which terms expire December 31, 2019, shall be elected for new four-year terms in the 2019 municipal elections. Thereafter the requisite number of city council positions shall be filled by election biennially as the terms of their predecessors expire and shall serve for terms of two or four years. The positions to be filled on the city council shall be designated by consecutive numbers and shall be dealt with as separate offices for all election purposes as provided by Chapter **35A.29** RCW.
(Ord. 037-17 § 1)

§ 1.06.040. City council position vacancies.

- (1) Council positions may become vacant if the person who is elected or appointed to that position fails to qualify as provided by law, fails to enter upon the duties of that office at the time fixed by law without a justifiable reason, or as provided in RCW **35A.12.060** or **42.12.010**. In the event a vacancy or vacancies shall occur on the city council, such position(s) shall be filled until a successor to such position(s) can be elected for the remainder of the unexpired term(s) at the next municipal election. Such election process shall comply with the requirements of RCW **35A.12.050** and Chapter **42.12** RCW. In addition, the city council shall establish a process commensurate with the time available which includes, at a minimum, public notification by posting and publication in the

city's legal newspaper, the establishment of an application process with a clearly stated deadline for the submission of letters of interest, the development of questionnaires to assist the city council in its process, a public interview process conducted by the city council and nominations and selection by the city council during an open public meeting. All portions of this process shall be open to the public unless the city council in its discretion elects to discuss the qualifications of a candidate for public office in executive session as provided for by RCW **42.30.110(h)**.

- (2) In the event that a council member shall resign or otherwise become ineligible to hold office after the date when the council position has been filled by election but prior to the date on which the newly elected council member is eligible to take office, the city council may in its sole discretion elect to dispense with the procedures established in subsection **(1)** of this section and appoint the newly elected successor to fill the vacancy for the remainder of the unexpired term.
- (3) In addition, a council position shall become vacant if the council member fails to attend three consecutive regular meetings of the council without being excused by the council, pursuant to RCW **35A.12.060**.

(Ord. 037-17 § 1)

§ 1.06.050. Existing city laws and regulations.

All ordinances, resolutions and orders adopted under the second class city classification, where not in conflict with state law, shall continue in force until repealed or amended by the city council under the newly adopted optional municipal code classification of noncharter code city under the mayor-council form of government.

(Ord. 037-17 § 1)

The motion passed 6 to 1. Councilmember Lucarelli abstained.

F. Discussion: Appointment of a 2016 Vacant Council Position

Discussion was held on what kind of process the Council wanted to use to fill the vacant council position in 2016.

Council Direction:

- City Clerk Rinearson will advertise as soon as possible in the Kitsap Sun and Port Orchard Independent. The solicitation will include the time commitment and who is eligible to be appointed.
- Interested parties must submit the following items by January 4 to City Hall: a letter of interest stating qualifications, a resume, and answer the four questions provided by Mayor Pro-Tem Ashby in her December 8, 2015 email.
- The full Council will interview all applicants on January 7, and use January 12 for follow up interviews.

8. COMMITTEE REPORTS

Councilmember Lucarelli reported Chimes & Lights was incredible despite the rain. She thanked everyone who helped and sponsored the event. A recap meeting will be held in February.

Councilmember Ashby reported KRCC met December 1, and approved the budget and work plans for 2016. The next meeting is January 5, 2016. KRCC and PRSC Transpol are this next Thursday. She noted the December Economic Development/Tourism and Public Properties Committees are cancelled.

Councilmember Childs reported KEDA's 4th quarter meeting is in the Commissioners Chambers this Thursday, with a holiday reception at Kitsap Bank afterwards.

9. MAYOR'S REPORT

Mayor Matthes reported the Housing Kitsap board meeting and retreat was last Friday.

10. REPORT OF DEPARTMENT DIRECTORS

Development Director Bond reported wayfinding sign package is completed and up on the web. Bid specifications are ready to go next year.

City Clerk Rinearson reported staff will mail the parking renewal notices tomorrow morning since the fee resolution was passed tonight. She read a letter from Officer Ernst regarding K9 Officer Amber. A notice has been sent regarding the tour of holiday lights.

Supplemental Questions

Port Orchard City Council Position No. 5

Submittal Deadline: Thursday, July 9, 2026, 4:30 p.m.

Please respond to the following supplemental questions regarding your interest in the position of Councilmember for the City of Port Orchard.

1. Why are you interested in serving on the City Council and what do you hope to accomplish?
2. Describe the strengths and experience you would bring to the Council.
3. What do you think are the most pressing issues currently before the Council and why?
4. Describe your community involvement; include your role and dates of service.

2026 Council Vacancy Interview Questions

1. What is your passion? With the Council having three scheduled meetings and any number of committee meetings in a month, how much time would you be able to commit to this appointment if selected?
2. What skill do you possess or accomplishment that you have done in the past that will directly benefit the citizens of Port Orchard when you become a council member?
3. How would you balance a major capital project/need against good fiscal management?
4. What do you believe is the most pressing issue before the city council and what do you believe the solution is?
5. If you followed the Council meetings, what are some of the issues you think the council handled well and what are some you would handle differently?
6. Keeping the public updated on city issues is important. What suggestions do you have on how the Council could do a better job?



**CITY OF PORT ORCHARD
COUNCILMEMBER POSITION No. 5**

The Port Orchard City Council is seeking to fill vacant Council Position No. 5. The position will be filled by appointment of the City Council. The appointee will serve for approximately 17 months, until the November 2027 General Election results are certified.

To be considered, applicants must be a resident and registered voter of the City of Port Orchard. State law prohibits anyone convicted of a felony from holding elective public office.

To be considered, applicants must include all required documents and be received by the City Clerk's office at the Port Orchard City Hall, 216 Prospect Street, **no later than 4:30 p.m. on Thursday, July 9, 2026**. Postmarks are not accepted.

The required items are:

- Letter of interest stating qualifications
- Personal resume
- Completed supplemental questions

The City Council will review the documents submitted by interested residents. Councilmembers have tentatively reserved Tuesday, July 14, 2026, for applicant interviews.

For further information or if you have special needs, please contact City Clerk Brandy Wallace at (360) 876-7030, or bwallace@portorchardwa.gov.

Correspondence should be addressed to:

Port Orchard City Council
Councilmember Recruitment
Attn: City Clerk
216 Prospect Street
Port Orchard, WA 98366

-NOTICE-

Residency and other minimum requirements apply to this position.

Appointment to the Port Orchard City Council will require your attendance at numerous regularly scheduled and special meetings that occur in the evening, on weekends, and during the weekday. City Council meetings are usually held on the second, third, and fourth Tuesday of every month in the evenings, starting at 6:30 p.m. to approximately 9:00 p.m. or later. Councilmembers also serve on Council Committees, represent the Council on numerous regional and intergovernmental boards and commissions, and attend various community functions. Councilmember activity usually requires a minimum of 10-15 hours per week per person, sometimes more.

The current annual compensation for Port Orchard Council Position No. 5 is \$13,000, paid bi-weekly.

Once the letter of interest, resume, and supplemental answers received from all applicants who meet the minimum requirements of State law, the documents will be posted on the City's website for public viewing.