



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
Work Study Session
Tuesday, July 21, 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/81994912407>

Zoom Meeting ID: 819 9491 2407

Zoom Call-In: 1 253 215 8782

- 1. Call to Order**
 - A. Pledge of Allegiance
- 2. Business Items**
 - A. Approval of Amendment No. 1 to Interlocal Agreement C025-25 with Kitsap County (Ryan)
 - B. Adoption of Resolution Authorizing Execution of a Request and Agreement for Work Under Interlocal Agreement C025-25 with Kitsap County (Ryan)
- 3. Discussion Items**

(No Action to Be Taken.)

 - A. Council Ad-hoc Committee Update
 - B. Council Vacancy Interview Questions
- 4. Good of the Order**
- 5. 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
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Business Items: 2.A. Approval of Amendment No. 1 to Interlocal Agreement C025-25 with Kitsap County (Ryan)
Meeting Date: July 21, 2026
Presenter: Denis Ryan, Public Works Director

Summary and Background:

The City of Port Orchard and Kitsap County are parties to Interlocal Agreement C025-25, an agreement for Goods and Services originally executed on March 12, 2025. Amendment No. 1 has been prepared to update Attachment A of the agreement. The updated Attachment A replaces the prior version, removes the previous cost cap associated with the Interlocal agreement, and provides an updated Request and Agreement for Work, Equipment, and/or Materials form used by both agencies.

The amendment does not modify the general terms, financial obligations, or scope of the original agreement. All other provisions of the Interlocal Agreement remain in full force and effect. The amendment will become effective June 23, 2026 upon approval and execution by both parties.

Relationship to Comprehensive Plan:

Recommendation: Staff recommends that the City Council approve Amendment No. 1 to Interlocal Agreement C025-25 with Kitsap County and authorize the Mayor to execute the amendment.

Motion for Consideration: I move to approve Amendment No. 1 to Interlocal Agreement C025-25 with Kitsap County and authorize the Mayor to execute the amendment.

Has item been presented to Committee/Work Study? No
If so, which one:

Fiscal Impact: There is no direct fiscal impact associated with approving Amendment No. 1. The amendment updates Attachment A only and does not alter the cost-sharing, reimbursement, or administrative provisions already established in the original interlocal agreement.

Alternatives:

Do not approve and provide direction to staff.

Attachments:

1. DRAFT C025-25 Amendment No.1

Amendment No. 1 to Contract No.25-25
CITY OF PORT ORCHARD INTERLOCAL AGREEMENT WITH
KITSAP COUNTY

THIS AMENDMENT No. 1 to Contract No. C025-25 ("Amendment") is entered into between the City of Port Orchard, a Washington municipal corporation ("City" or "Port Orchard") and Kitsap County a Washington County. City and County are each a "Party" and together "Parties" to this Amendment.

RECITALS:

WHEREAS, on the 3/12/2025, the City executed a Interlocal Agreement for Goods and Services with Kitsap County; and

WHEREAS, the Agreement needs to be amended to update attachment A.

NOW, THEREFORE, in consideration of the mutual benefits accruing, it is agreed by and between the parties thereto as follows:

FIRST AMENDMENT TO AGREEMENT:

1. **Amendment.** Attachment A of the Agreement is hereby updated as the attached hereto.
2. **Severability.** The provisions of this Amendment are declared to be severable. If any provision of this Amendment is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.
3. **Entire Agreement.** The written provisions and terms of this Amendment shall supersede all prior verbal statements of any officer or other representative of the parties, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, this Amendment. The entire agreement between the Parties with respect to the subject matter hereunder is contained in the Agreement and exhibits thereto, any prior executed amendments and this Amendment. Should any language in any of the Exhibits to the Agreement or prior amendments conflict with any language contained in this Amendment, then this Amendment shall prevail. Except as modified by this Amendment, all other provisions of the original Agreement and any amendments thereto not inconsistent with this Amendment shall remain in full force and effect.
4. **Effective date.** This Amendment shall be effective as of Jun 23rd, 2026.

DATED this 23rd day of June, 2026.

CITY OF PORT ORCHARD, WASHINGTON

KITSAP COUNTY, WASHINGTON

Robert Putaansuu, Mayor

Signature

ATTEST/AUTHENTICATED:

Printed Name and Title

Brandy Wallace, MMC, City Clerk

APPROVED AS TO FORM:

Charlotte A. Archer, City Attorney

ATTACHMENT "A"

REQUEST AND AGREEMENT FOR WORK, EQUIPMENT, AND/OR MATERIALS

The undersigned hereby request that the following described work, and/or service, and/or equipment rental be performed or provided by:

Kitsap County Public Works
(Provider)

City of Port Orchard
(Requester)

It is understood that this work, and or equipment rental is at the convenience of the Provider and that the undersigned agency will reimburse all costs, unless otherwise indicated.

DESCRIPTION OF WORK, SERVICES OR EQUIPMENT RENTAL REQUESTED:

Estimate Attached No

Project Completion Date: _____

Total Cost Not to Exceed: _____

The undersigned certifies that sufficient budgeted funds are available to cover the cost of the requested work and/or services, and that payment to the Provider will be made promptly unless otherwise indicated in this Agreement.

REQUESTING AGENCY: _____

Address: _____

Phone: _____

Requested by: _____
Name/Print Title/Print

ACTION OF THE PROVIDER

APPROVED BY: _____ DATE: _____
Provider



City of Port Orchard

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

Business Items: 2.B. Adoption of Resolution Authorizing Execution of a Request and Agreement for Work Under Interlocal Agreement C025-25 with Kitsap County (Ryan)

Meeting Date: July 21, 2026

Presenter: Denis Ryan, Public Works Director

Summary and Background:

The City of Port Orchard and Kitsap County are parties to Interlocal Agreement C025-25 for Goods and Services. Under this agreement, the City may request work, materials, and equipment services from Kitsap County Public Works. The City has prepared a Request and Agreement for Work for pavement restoration at ten (10) locations within City limits. The proposed project consists of approximately 1,221 tons of asphalt and 16.5 working days of pavement repair activities across multiple streets including Beach Drive, Horstman Road, John Clauson Way, Harrison Avenue, Kitsap/Rockwell, Kendall, Melcher, Ramsey, Salmonberry, and Cathie Avenue.

Kitsap County has provided cost estimates totaling \$308,523, with a not-to-exceed amount of \$350,000 identified in the Request and Agreement form. The work is anticipated to be completed no later than September 4, 2026.

Adoption of the proposed resolution will authorize the City to proceed with the Request and Agreement for Work under the existing interlocal agreement, allowing Kitsap County Public Works to perform the pavement restoration in coordination with City staff.

Relationship to Comprehensive Plan: 8 - Transportation

Recommendation: Staff recommends that the City Council adopt the resolution authorizing the City of Port Orchard to proceed with the Request and Agreement for Work under Interlocal Agreement C025-25 for 2026 pavement restoration and authorize the Mayor to execute the agreement.

Motion for Consideration:

Has item been presented to Committee/Work Study? No

If so, which one:

Fiscal Impact:

Alternatives:

Attachments:

1. RESOLUTION - Kitsap County Paving
2. Port Orchard Pavement Repair Estimate Summary
3. REQUEST AND AGREEMENT FOR WORK, EQUIPMENT, AND/OR MATERIALS Form
4. 2026 Pavement Restoration for Council

RESOLUTION NO. ____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT ORCHARD,
WASHINGTON, AUTHORIZING THE CITY TO PROCEED WITH A REQUEST
AND AGREEMENT FOR WORK UNDER INTERLOCAL AGREEMENT C025-25
WITH KITSAP COUNTY FOR 2026 PAVEMENT RESTORATION WORK.**

WHEREAS, the City of Port Orchard and Kitsap County are parties to Interlocal Agreement C025-25, which allows the City to request work, materials, and equipment services from Kitsap County Public Works; and

WHEREAS, the City has identified pavement restoration needs at ten (10) locations within City limits, including Beach Drive, Horstman Road, John Clauson Way, Harrison Avenue, Kitsap/Rockwell, Kendall Street, Melcher Street, Ramsey Road, Salmonberry Road, and Cathie Avenue, as further detailed in the Request and Agreement for Work;

WHEREAS, Kitsap County Public Works has estimated the total cost of the work at \$308,523, with the Request and Agreement establishing a project not-to-exceed cost of \$350,000 and an anticipated completion date of September 4, 2026;

WHEREAS, the City has determined that sufficient budgeted funds are available to cover the cost of the requested work and that authorizing this work will support the City's transportation infrastructure maintenance goals;

WHEREAS, the Request and Agreement for Work, Equipment, and/or Materials is made pursuant to and consistent with Interlocal Agreement C025-25. Now, therefore,

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

THAT: 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: The City Council hereby authorizes the City of Port Orchard to proceed with the Request and Agreement for Work under Interlocal Agreement C025-25 for 2026 pavement restoration work and authorizes the Mayor to execute the agreement with Kitsap County Public Works.

THAT: The Resolution shall take full force and effect upon passage and signatures hereon.

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 21ST day of JULY, 2026.

Robert Putaansuu, Mayor

ATTEST:

Brandy Wallace, MMC, City Clerk

City of Port Orchard

	Cost Estimate	Alternate	Asphalt Tons		Days	Notes
Beach Drive	\$19,834		70 Tons		1	FDP (Base repair as needed)
Cathie Ave	\$21,282		80 Tons		1	FDP (Base repair as needed)
Harrison St	\$18,281		70 Tons		1	Mill and Fill (Base repair as needed)
Horstman Rd	\$106,935		Pave 180 Tons	FDP 195 Tons	5	FDP- 4' - Full Lane (Base repair as needed)
John Clauson Way	\$21,796		100 Tons		1	Mill and Fill/ FDP (Base repair as needed)
Kitsap/Rockwell	\$16,719		70 Tons		2	Profile Mill and Pave (Base repair as needed)
Ramsey Rd	\$7,673		18 Tons		0.5	Mill and Fill (Base repair as needed)
Salmonberry Rd	\$15,625		45 Tons		1	FDP (Base repair as needed)
Kendall St	\$46,896		275 Tons		2	Paving Prep-FDP, Mill Takeoffs and approaches
Melcher St	\$33,482		118 Tons		2	Paving Prep-FDP, Mill Takeoffs and approaches
Total	\$308,523				16.5	

ATTACHMENT "A"

REQUEST AND AGREEMENT FOR WORK, EQUIPMENT, AND/OR MATERIALS

The undersigned hereby requests that the following described work, and/or service, and/or equipment rental be performed or provided by:

Kitsap County Public Works
(Provider)

City of Port Orchard
(Requester)

It is understood that this work, and or equipment rental is at the convenience of the Provider and that the undersigned agency will reimburse all costs, unless otherwise indicated.

DESCRIPTION OF WORK, SERVICES OR EQUIPMENT RENTAL REQUESTED:

Pavement repairs at ten (10) locations in the City of Port Orchard, see attachment with locations. Approximately 1,221 tons of asphalt and 16.5 days of work.

Estimate Attached: *YES*

Project Completion Date: *September 4th, 2026*

Total Cost Not to Exceed: *\$350,000*

The undersigned certifies that sufficient budgeted funds are available to cover the cost of the requested work and/or services, and that payment to the Provider will be made promptly unless otherwise indicated in this Agreement.

REQUESTING AGENCY: *City of Port Orchard*

Address: *216 Prospect Street, Port Orchard WA 98366*

Phone: *360-876-4991*

Requested by: Denis Ryan
Name/Print

Public Works Director
Title/Print

ACTION OF THE PROVIDER

APPROVED BY: _____ DATE: _____

John Clauson Way
\$21,796

~1 day, 100 tons of asphalt,
Mill & Fill / FDP
(base repair as needed)

Harrison Ave
\$18,281
~1 day, 70 tons of asphalt,
Mill & Fill (base repair as needed)

Beach Drive
\$19,834
~1 day, 70 tons of asphalt,
FDP (base repair as needed)

Horstman Rd
\$106,935
~5 days, 180 tons of paved asphalt,
195 tons of FDP asphalt,
FDP- 4' - full lane
(base repair as needed)

Kitsap/Rockwell
\$16,719
~2 days, 70 tons of asphalt,
Profile Mill & Pave
(base repair as needed)

Kendall St
\$46,896
~2 days, 275 tons of asphalt,
Paving Prep-FDP,
Mill takeoffs & approaches

Melcher St
\$33,482
~2 days, 118 tons of asphalt,
Paving Prep-FDP,
Mill takeoffs & approaches

Cathie Ave
\$21,282
~1 day, 80 tons of asphalt,
FDP (base repair as needed)

Salmonberry Rd
\$15,625
~1 day, 45 tons of asphalt,
FDP (base repair as needed)

Ramsey Rd
\$7,673
~0.5 day, 18 tons of asphalt,
Mill & Fill (base repair as needed)



2026 Pavement Restoration Kitsap County

Estimated Cost: \$308,523
Estimated Time: ~16.5 days

-  **Project Road**
-  **Port Orchard City Limits**

