SPECIAL CITY COUNCIL MEETING/RETREAT
JANUARY 6, 2013

ITEMS DISCUSSED

1. CONVENE/CALL TO ORDER/ACCEPT AGENDA
2. ELECTION OF 2013 MAYOR AND MAYOR PRO TEM
3. REVIEW COUNCIL STRATEGIC VISIONING GOALS FROM SGR RETREAT
4. 2013 ANNUAL GOALS AND WORKPLAN
5. BREAK/ LUNCH
6. 2013 LEGISLATIVE GOALS AND WORKPLAN
7. GOVERNANCE CALENDAR
8. COBI REPRESENTATIVES ON REGIONAL BOARDS/AGENCIES
9. ADJOURNMENT

1. CONVENE/CALL TO ORDER/ACCEPT AGENDA 10:38 AM

Mayor Lester called the meeting to order at 10:38 am. A quorum was present consisting of Councilmembers Blair, Blossom, Bonkowski, Ward, and Mayor Lester. Councilmember Hytopoulos arrived at 10:43 am. City Clerk Lassoff monitored the recording of the meeting and prepared the minutes.

Councilmember Bonkowski proposed the lunch break be reduced to 10 minutes.

Councilmember Blair moved to accept the agenda, which was seconded by Councilmember Bonkowski.

Councilmember Scales wanted to make sure the police management study would be discussed to which Councilmember Bonkowski replied it was listed in the strategic visioning goals from the SGR retreat.

The agenda was accepted, 6-0. Councilmember Hytopoulos had not yet arrived.

2. ELECTION OF 2013 MAYOR AND MAYOR PRO TEM 10:41AM

> ***MOTION:*** *I nominate Steve Bonkowski as Mayor for 2013.*
> ***WARD/BLAIR***

Councilmember Scales believed a vote should be taken when all Councilmembers were present. Following brief comments, Councilmember Hytopoulos arrived. Council discussed the mayor's role and stipend. Councilmember Bonkowski shared what his goals would be if elected. Comments were made regarding discussing items openly in a public forum, making sure that rules/procedures are followed, and that things are done fairly and openly.

The motion to nominate Councilmember Steve Bonkowski as Mayor for 2013 carried unanimously, 7-0.

Council discussed changing the mayor pro tem rotation.

> ***MOTION:*** *I move that we nominate Anne for one year.*
> ***HYTOPOULOS/SCALES*** *– Motion not voted on.*

Councilmembers Blair, Lester, and Ward showed interest in serving as mayor pro tem. There was consensus that the term be for a four-month rotation.

> ***MOTION:*** *I nominate Dave.*
> ***BLOSSOM/SCALES*** *– Motion carried unanimously, 7-0.*

Mayor-Elect Bonkowski chaired the remainder of the meeting.

3. REVIEW COUNCIL STRATEGIC VISIONING GOALS FROM SGR RETREAT 11:06 AM
Mayor-Elect Bonkowski thought it would be worthwhile to review each goal and then prioritize them. Council concurred.

City Communications and Public Relations Plan and Implementation
Councilmember Ward wondered if it was feasible to have a communications position as well as an interim volunteer coordinator. City Manager Schulze explained how the lack of experience from an intern would require a great deal of staff oversight and assistance. Councilmember Lester explained the specifics of the goal. Councilmember Hytopoulos thought improving the City's website would go a long way in communicating better with the community. Councilmembers Lester and Blair shared their experiences as attendees at a conference on media and communicating with citizens. Councilmember Ward suggested combining items 3 and 4. Mayor-Elect Bonkowski suggested rather than getting into too much detail now, that Council should hear from the city manager. Councilmember Hytopoulos said this goal was not budgeted and suggested Council should just agree that they were still committed to the goal. Councilmember Ward thought it would be worthwhile to get the community survey results first to help drive website redevelopment. Councilmember Blair suggested discussing the idea during the legislative strategies discussion. Councilmember Lester explained the goal was viable stating the Council adopted a budget, in part, with the understanding that potential budget amendments could come forward.

Economic Development
Councilmember Lester felt there were other elements of economic investment which could be listed.

Allocation of Washington State Funds
Councilmember Blair wanted to know more about the development of Waterfront Park since the allocation had two elements (road ends and Waterfront Park) which are not yet accomplished. Mayor-Elect Bonkowski understood those to be more of a work plan item. The item was removed from the list.

Budget Process
Councilmember Hytopoulos suggested moving item 1to the City's communications goal. Councilmember Lester showed support for following through with providing a framework for the annual budget calendar. Councilmember Blair suggested moving the goal titled improve the budget CIP process up to budget process. City Manager Schulze suggested that the City should submit for the distinguished budget presentation award from the Government Finance Officers Association. Mayor-Elect Bonkowski commented on items 1 through 5. Councilmember Hytopoulos stated a strategic plan was very important. Mayor-Elect Bonkowski wondered whether it would be appropriate to form ad hoc committees to flush out each goal for their appropriateness. Councilmember Hytopoulos said the Council should get away from increasing the number of ad hoc committees and would rather follow the city manager's lead. Councilmember Blair felt the Council needed a budget as well as strategic planning goal. City Manager Schulze commented on the criteria laid out in the budget presentation award process.

Improve the Budget CIP Process
Councilmember Lester thought there was room to improve the CIP process and did not see the City meeting priority projects or capturing opportunities. Following a brief discussion, this goal was moved into the budget process as item 6. Council discussed collaborating with others agencies and districts for opportunities.

Governance Processes and Council Manager Form of Government
Councilmember Hytopoulos thought it would be helpful to have a neutral party educate Council on the governance process and the Council/Manager form of government. Councilmember Blossom noted professional development activities have been budgeted. Councilmember Blair said it was imperative that there be a city manager evaluation process in place before June. City Manager Schulze noted he was due for a 360-degree evaluation for his ICMA credentials, which could be done in concert with the formal evaluation process or in addition too. Mayor- Elect Bonkowski recalled how the process was two-fold.

MOTION: *I move that we schedule a retreat with SGR for education on council/manager form of government issues to set up a permanent evaluation for our city manager.*
HYTOPOULOS/BLAIR

Councilmember Lester suggested there might be other organizations that could assist with the process. Councilmember Blossom noted that SGR was very familiar with the City.

The motion carried unanimously, 7-0.

The remaining goals remained on the list.

Transportation Plan and Related Funding
Councilmember Lester felt Council was close to completing item 1 regarding a motor vehicle tax. The remaining goals stayed on the list.

Discuss the Future of the Water Utility
Councilmember Blair asked the Council consider changing the word discuss to determine. There was consensus to do so.

Public Safety Management Study and Action Plan
Council shared their views on conducting a management study.

At 12:11 pm, a brief recess was taken. The retreat resumed at 12:19 pm.

4. 2013 ANNUAL GOALS AND WORKPLAN 12:19 PM
City Manager Schulze distributed a copy of the strategic plan from the City of Albany, Oregon. He explained how a strategic plan is created and shared different ideas. Councilmember Blair suggested using an electronically based approach. Brief comments were made regarding how to use the process in conjunction with the comprehensive plan update.

City Manager Schulze discussed how the cost of service fed into the strategic plan. He then gave a PowerPoint© presentation highlighting his quarterly goals and fielded questions. Councilmember Scales asked that an assessment be done on whether setting the municipal court judge's salary at .67 percent is the proper amount. Councilmember Blair shared her concern regarding extending the SMP update timeline. Councilmember Lester suggested making sure that everyone that should have a business licenses does. Councilmember Blair wondered if there was any room for the unexpected or taking a deep breath given that the plate was full already. Councilmember Hytopoulos shared her concern regarding creating a process for citizens to request zoning code amendments. Councilmember Lester said there needed to be a community conversation regarding the design of the City dock. Councilmember Blossom commented on increased development fees. Councilmember Blair commented on downtown development standards. City Manager Schulze shared his interpretation of the sign code. Council briefly discussed review of the sign code, code interpretation, and enforcement. Councilmember Ward commented on the Suzuki property. Mayor-Elect Bonkowski suggested moving up the 2014 strategic planning process. Councilmember Scales proposed doing strategic planning in conjunction with the biennial budget process.

5. BREAK/LUNCH 1:49 PM
At 1:49 pm, the meeting recessed for lunch and reconvened at 2:12 pm.

6. 2013 LEGISLATIVE GOALS AND WORKPLAN 2:12 PM
Council reviewed the strategic goals discussed earlier to see which objective needed to be emphasized beyond what has been presented.

City Communications and Public Relations Plan and Implementation
Councilmember Hytopoulos hoped there would be support for regular communications in addition to the website. Councilmember Blair asked that the communication be interactive. Councilmember Lester suggested having a community meeting before beginning negotiations with Comcast. Mayor-Elect Bonkowski wondered what the frequency of the city manager's newsletter would be to which City Manager Schulze replied weekly. Councilmember Blair suggested finding someone with professional communications expertise. Councilmember Lester suggested an ad hoc committee be formed to review the relevance of the existing communications plan. City Manager Schulze said he would share various plans he has prepared. Mayor-Elect Bonkowski added this goal to a future study session.

Economic Development
Councilmember Blair suggested adding LTAC funding as an element of economic development to the Council's work plan. Mayor-Elect Bonkowski removed the increase connectivity goal as it was in process. Councilmember Lester asked that the City look further into becoming a fiber optics provider. Councilmember Blair suggested developing a work plan as the problem that needs to be solved. Mayor-Elect Bonkowski removed item 2 and item 3 was renamed to developing economic development plan. Following brief comments, Mayor-Elect Bonkowski explained the following topics were added to future study sessions: City magazine, City Dock, communications plan and economic development.

Budget Process
Councilmember Lester commented on the budget calendar and asked that the Council give input prior to receiving the budget.

Councilmember Scales wanted to determine upfront what the Council's decision was on Waterfront Park. Councilmember Lester recused herself from the discussion due to a potential conflict of interest. Following a lengthy discussion, the topic was added to a future study session. Councilmembers shared their views on whether or not to transfer Waterfront Park to the Parks District. Mayor-Elect Bonkowski said he would work with the city manager to bring back additional information. Brief comments were made regarding the ad hoc committee. There was consensus that the City collaborate with the Parks District, not transfer ownership, and see whether there are reasons to continue the discussion.

There were no further comments on the budget process.

Governance Processes and Council/Manager Form of Government
There was a brief discussion regarding utilizing a third party review of Council processes and roles on a quarterly basis and developing a formal evaluation process for the city manager. Item 6 regarding streamlining the agenda process was removed. Council discussed the standing committee format, making study sessions less structured and giving policy direction upfront. City Manager Schulze explained the position statement process. It was suggested that an annotated agenda be developed, particularly for study sessions, showing the policy points being discussed, whether to staff, record and have minutes taken at ad hoc and committee/commission meetings, purchasing lapel microphones (added as item d), quarterly review of standing committees and potential seating changes at the dais.

Transportation Plan and Related Funding
Council noted that items 1 through 3 were already discussed. There were brief comments regarding increased transportation funding and the impacts on staff. Councilmember Lester would like to see coordination and integration with Puget Sound Energy as well as local districts such as fire, school, etc.

Discuss the Future of the Water Utility
Councilmember Blair requested changing the word discuss to determine earlier in the meeting,

Public Safety Management Study and Action Plan
Councilmember Blair supported funding a management study. Councilmember Hytopoulos agreed stating it would send a message to the community that the City was listening and doing something about it. Councilmember Blair added the study would not be a duplication but rather a companion piece to what is being done with the sheriff's association and the hiring of a new police chief. There was Council consensus to move forward with and budget for the management study.

7. GOVERNANCE CALENDAR 4:06 PM
Following a brief discussion, a retreat with SGR was scheduled for Wednesday, February 20, 2013 at 7:00 pm. Council discussed taking some time off in July and August to provide vacation opportunities. Council also scheduled a retreat on Sunday, June 2, 2013 at 11:00 am to discuss 2014 strategic planning.

8. COBI REPRESENTATIVES ON REGIONAL BOARDS/AGENCIES 4:16 PM
The following appointments were made:

CENCOM/DEM Boards – Councilmember Ward
Kitsap Public Health District Board – Councilmember Blossom
Housing Kitsap Board – Councilmember Lester
KRCC Board – tbd
KRCC Executive Board – Councilmember Lester
KRCC TransPOL – Mayor-Elect Bonkowski and Councilmember Lester
Kitsap Transit – Councilmember Blair
Kitsap Public Facilities District – Councilmember Blair
Puget Sound Regional Council – tba
Puget Sound Regional Council Transportation Policy Board – Councilmember Lester (Alternate)
Puget Sound Partnership – Councilmember Blair

Community Forestry Commission – Councilmember Ward
Harbor Commission – Councilmember Ward
Historic Preservation Commission – Councilmember Blair

Planning Commission – Mayor-Elect Bonkowski
Non-Motorized Transportation Advisory Committee – Councilmembers Lester and Blair
Road Ends Committee – Councilmember Blair
Utility Advisory Committee – Councilmember Blossom
Lodging Tax Advisory Committee – Mayor-Elect Bonkowski and Councilmember Blair

Friends of the Farm – Councilmember Hytopoulos

Councilmember Blair noted she would be introducing a resolution regarding a Kitsap County one-tenth of one percent sales tax for mental health services next week.

9. ADJOURNMENT 4:28 PM
The special meeting/retreat adjourned at 4:28 pm.

on behalf of
Steven Bonkowski, Mayor

Rosalind D. Lassoff
Rosalind D. Lassoff, City Clerk