REGULAR BUSINESS MEETING
TUESDAY, JUNE 23, 2015

ITEMS DISCUSSED

1. CALL TO ORDER/ROLL CALL/ PLEDGE OF ALLEGIANCE
2. ACCEPTANCE OR MODIFICATION OF AGENDA/CONFLICT OF INTEREST DISCLOSURE
3. PUBLIC COMMENT
4. CITY MANAGER'S REPORT
5. PRESENTATION: APPOINTMENTS TO CITY BOARDS, COMMISSIONS AND COMMITTEES, AB 15-119
6. UNFINISHED BUSINESS
   A. SELECT PUBLIC SAFETY FACILITY PROJECT FUNDING MECHANISM, AB 14-008
   B. 2015-2018 WESTNET DRUG TASK FORCE INTERLOCAL AGREEMENT, AB 15-114 [MOVED FROM 8D]
7. NEW BUSINESS
   A. CITY MANAGER 2015 GOALS, AB 15-118
8. CONSENT AGENDA
   A. ACCOUNTS PAYABLE VOUCHERS AND PAYROLL APPROVAL
   B. REGULAR BUSINESS MEETING MINUTES, JUNE 9, 2015
   C. REGULAR STUDY SESSION MINUTES, JUNE 16, 2015
   D. ~~2015-2018 WESTNET DRUG TASK FORCE INTERLOCAL AGREEMENT, AB 15-114~~ [MOVED TO 6B]
   E. ORDINANCE NO. 2015-21, HUMAN SERVICES FUNDING ADVISORY COMMITTEE, AB 15-040 [MOVED TO ITEM 6A]
9. COUNCIL DISCUSSION
   A. DISCUSS HUMAN SERVICES FUNDING ADVISORY COMMITTEE
10. COMMITTEE REPORTS
11. REVIEW UPCOMING COUNCIL MEETING AGENDAS
12. FOR THE GOOD OF THE ORDER
13. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED)
    A. RESOLUTION NO. 2015-07, GOVERNANCE MANUAL AMENDMENTS, AB 15-101
14. ADJOURNMENT

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE 7:01:17 PM
Mayor Blair called the meeting to order at 7:01 PM with Councilmembers Blossom, Roth, Scott, Tollefson and Townsend present. Councilmember Bonkowski had an excused absence. Everyone stood for the Pledge of Allegiance. City Clerk Lassoff monitored the recording of the meeting and prepared the minutes.

2. ACCEPTANCE OR MODIFICATION OF AGENDA/CONFLICT OF INTEREST DISCLOSURE 7:02:08 PM
Councilmember Tollefson requested item 8 D be removed from the agenda. Following brief comments, it was added to item 6B.

MOTION: *I move to accept the agenda as modified.*
ROTH/SCOTT *- The motion carried 6-0.*

There were no conflicts of interest disclosed.

3. PUBLIC COMMENT 7:04:25 PM
Dave Henry commented on the branding process.

Liz Murray commented on the City's decision to build a public safety facility adjacent to City Hall.

Robert Dashiell, 3670 NE Tolo Road, commented on the SSWM rate structure mentioned in the City Manager's 2015 Goals. He wondered by there was just one citizen being appointed to Environmental Technical Advisory Committee.

4. CITY MANAGER'S REPORT 7:15:29 PM
City Manager Schulze gave a brief update from his weekly report.

5. PRESENTATION: APPOINTMENTS TO CITY BOARDS, COMMISSIONS AND COMMITTEES, AB 15-119 7:19:48 PM

Historic Preservation Commission

MOTION: *I move that the City Council confirm the appointment of Francis Jacobson to the Historic Preservation Commission, Position 1, to complete a three-year term expiring June 30, 2017.*
BLOSSOM/TOLLEFSON *– The motion carried 6-0.*

MOTION: *I move that the City Council confirm the reappointment of Maria Montgomery to the Historic Preservation Commission, Position 3 for a three-year term expiring June 30, 2018.*
BLOSSOM/ROTH *– The motion carried 6-0.*

Environmental Technical Advisory Committee

MOTION: *I move that the City Council confirm the appointment of Charlie Kratzer to the Environmental Technical Advisory Committee, Position 3, for a three-year term expiring June 30, 2018.*
TOWNSEND/ROTH *– The motion carried 6-0.*

Ethics Board

MOTION: *I move City Council confirm the appointment of Ingrid Billies to the Ethics Board, Position 1, to complete a three-year term expiring June 30, 2017.*
ROTH/BLOSSOM *– The motion carried 6-0.*

MOTION: *I move that the City Council confirm the appointment of Joe Deets to the Ethics Board, Position 2, to complete a three-year term expiring June 30, 2017.*
ROTH/TOWNSEND *– The motion carried 6-0.*

MOTION: *I move that the City Council confirm the appointment of Judith Tingley to the Ethics Board, Position 3, to complete a three-year term expiring June 30, 2018.*
ROTH/TOWNSEND *– The motion carried 6-0.*

Planning Commission

MOTION: *I move that the City Council confirm the reappointment of Maradel Gale to the Planning Commission, Position 3, for a one-year term expiring June 30, 2016.*
TOWNSEND/ROTH *– The motion carried 6-0.*

MOTION: *I move that the City Council confirm the reappointment of Jon Quitslund to the Planning Commission, Position 7, for a three-year term expiring June 30, 2018.*
TOWNSEND/TOLLEFSON *– The motion carried 6-0.*

Public Water Access Committee

MOTION: *I move that the City Council confirm the following appointments to the Public Water Access Committee: Marci Burkel to Position 1 for a two-year term expiring June 30, 2017, Samantha Everett to Position 2 for a two-year term expiring June 30, 2017; John Brownlow for Position 3 for a two-year term expiring June 30, 2017, William McCoy for Position 4 for a two-year term expiring June 30, 2017, Fred Grimm for Position 5 for a three-year term expiring June 30, 2018, Roger van Gelder for Position 6 for a one-year term expiring June 30, 2016; Elise Wright for Position 7 for a one-year term expiring June 30, 2016, Bitsy Ostenson for Position 8 for a one-year term expiring June 30, 2016, Frank Ostrander for Position 9 for a one-year term expiring June 30, 2016; Thomas Hudson for Position 10 for a one-year term expiring June 30, 2016 and Greg for Position 11 for a one-year term expiring June 30, 2016.*
BLAIR/BLOSSOM *– The motion carried 6-0.*

Utility Advisory Committee

MOTION: *I move that the City Council confirm the following: the reappointment of Nancy Nolan to the Utility Advisory Committee Position 3 for a three-year term expiring June 30, 2018, Jim Thrash to the Utility Advisory Committee Position 4 for a three-year term expiring June 30, 2018, the reappointment of Jeff Kanter to the Utility Advisory Committee Position 6 to complete a three-year term expiring June 30, 2016 and the appointment of Steven Leach to the Utility Advisory Committee Position 7 to complete a three-year term expiring June 30, 2016.*
TOLLEFSON/ROTH *– The motion carried 6-0.*

Non-Motorized Transportation Advisory Committee

MOTION: *I move the City Council confirm the appointment of John Grinter to a three-year term, Position 3, expiring June, 2018 and I move Don Willott to be reappointed to Position 4 for a three-year term expiring June, 2018.*
ROTH/SCOTT *– The motion carried 6-0.*

6. UNFINISHED BUSINESS

A. SELECT PUBLIC SAFETY FACILITY PROJECT FUNDING MECHANISM, AB 14-008 7:32:59 PM

At the June 9, 2015 Study Session, the City Council identified the location immediately north of City Hall as the preferred site. During the June 16, 2015 Council meeting, the City Council confirmed their intent to consider sizing a bond issue for the full amount of the estimated project cost, while recognizing that potential future surplus property sales may generate funds for project at some point. They also were given a briefing on near-term forecasts of the City's fiscal capacity, with detail on expenditures, revenues, debt service, fund balance as well as updated estimates for the annual debt service and taxpayer impact from selected sample levels of bond issuance.

The City Council has previously discussed the possibility of seeking a ballot proposition for voter-approved bonds on the November 4, 2015 ballot. To participate in the November ballot, the City is required to consider and approve a ballot ordinance and then provide notification to Kitsap County in early August. This timing would require Council consideration of a ballot ordinance during the two City Council meetings scheduled in July, 2015.

To support the Council discussion of funding options, Finance staff provided memorandum detailing near-term forecasts for City expenditures, debt service, fund balance, and fiscal capacity.

There was a brief discussion regarding the feasibility of folding into the bond a conceptual master plan for a municipal campus design along with the construction of the public safety and municipal court facility building.

There was consensus that there is interest in 1) receiving a draft ordinance specifying the project title and the amount of money that will be the bond issue for the November ballot that would focus on the public safety facility making sure that as we get into budget deliberations that we also pay attention to and think about making a provision for a master plan.

Council was interested in receiving a draft ordinance which included a project title and amount for the public safety facility. Council was also interested in a thoughtful master plan to further improve the civic core.

7:56:11 PM ***MOTION:*** *I move the City Council direct the City Manager to develop a ballot proposition ordinance for the public safety facility project as discussed by the Council tonight for City Council consideration at the Council meeting on July 7.*
TOLLEFSON/BLOSSOM *– The motion carried 6-0.*

D. 2015-2018 WESTNET DRUG TASK FORCE INTERLOCAL AGREEMENT, AB 15-114 7:57:05 PM

Councilmember Tollefson explained that the City has received some public comment that he thought required further study and asked that the item be rescheduled.

MOTION: *I would like to move that we reschedule this item for discussion at the next most convenient meeting.*
TOLLEFSON/SCOTT *– The motion carried 6-0.*

7. CITY MANAGER 2015 GOALS 7:58:41 PM

City Council amended the bullet entitled Revise the SSWM Rate Structure to read Review the SSWM Utility.

> ***MOTION:*** *I move the City Council accept the City Manager's Goals as revised this evening for 2015.*
> ***TOLLEFSON/ROTH*** *– The motion carried 6-0.*

8. CONSENT AGENDA 8:03:38 PM

A. ACCOUNTS PAYABLE VOUCHERS AND PAYROLL APPROVAL
Accounts Payable Manual Check Numbers 338774-338780, and Regular Check Run Numbers 338781-338901 for a total of $509,969.59. Retainage Release Check Number 133 for a total of $7,514.93. Payroll Direct Deposit Check Numbers 033350-033465, Void Check Numbers 107143-107150, Regular Run Check Numbers 107151-107158, Vendor Check Numbers 107159-157170 and an Federal Tax Electronic Transfer for a total of $460,053.54.

B. REGULAR BUSINESS MEETING MINUTES, JUNE 9, 2015

C. REGULAR STUDY SESSION MINUTES, JUNE 16, 2015

D. ~~2015-2018 WESTNET DRUG TASK FORCE INTERLOCAL AGREEMENT, AB 15-114~~ [MOVED TO 6B]

E. ORDINANCE NO. 2015-21, HUMAN SERVICES FUNDING ADVISORY COMMITTEE, AB 15-040

> ***MOTION:*** *I move the City Council approve consent agenda items A through C and E as presented.*
> ***SCOTT/TOLLEFSON*** *– The motion carried 6-0.*

9. COUNCIL DISCUSSION

A. DISCUSS HUMAN SERVICES FUNDING ADVISORY COMMITTEE 8:04:24 PM

Deputy Mayor Scott volunteered to serve as the liaison as did Councilmember Blossom as the second member. Mayor Blair will serve on the interview panel. *A motion to that effect was made by Councilmember Tollefson, which was seconded by Councilmember Roth and approved 6-0.*

10. COMMITTEE REPORTS 8:08:48 PM

Councilmember Tollefson shared a previous discussion he had with the UAC Chair and planning staff regarding some aspects of the Comprehensive Plan update process that would benefit greatly from review and input from the Utility Advisory Committee but it's not part of their current workplan. He then offered a motion.

> ***MOTION:*** *I would like to move that the City Council amend the UAC work plan to include a provision that it provide input to the City's Comprehensive Plan Update process in coordination with the City staff.*
> ***TOLLEFSON/BLOSSOM*** *– The motion carried 6-0.*

Mayor Blair indicated that the contract with McClure Consulting would be concluding on June 30. She shared next steps in finding a firm to serve as the new consulting team working with the Kitsap Regional Coordinating Council.

11. REVIEW UPCOMING COUNCIL MEETING AGENDAS 8:13:18 PM

City Manager Schulze reviewed the July 7 agenda. An executive session was added as was the WestNET Interlocal Agreement. He then reviewed upcoming calendar items.

12. FOR THE GOOD OF THE ORDER 8:20:11 PM

Councilmember Townsend wondered whether a discussion on public power facility could be added to the July 7 agenda. Mayor Blair shared that Joan Marston (sp) and Chanie Peters (sp), have accepted one-year appointments to the Kitsap County Consolidated Grants Review Committee.

Deputy Mayor Scott reminded everyone of the LGBT celebration at the Harbor Pub following the meeting.

13. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED)

A. RESOLUTION NO. 2015-07, GOVERNANCE MANUAL AMENDMENTS, AB 15-101

Council discussed proposed changes to the Governance Manual following their May 5, 2015 meeting,

The redlined version did not show non-substantive changes—changes to grammar, wording, or organization but rather is intended to highlight substantive changes for the Council's consideration.

Based on the discussion at the May 5 meeting, the Introduction and Section 1 have been simplified and revised. The simplification eliminates redundancies. The substantive revision is to eliminate the "no public use or reliance" section. The subcommittee heard from several Councilmembers at the meeting, and in public comments, that the public (including our citizen committees) should use and rely upon the Manual. It is intended to accurately reflect the laws and rules all should follow in City government. The Manual retains language allowing the Council (acting as a body, not as individual Councilmembers) to waive, modify, or suspend provisions of the manual.

The other significant changes in this version, also based on Council discussion at the May 5 meeting, are in Sections 4.7 and 4.8, the open public meetings and public records sections - clean this section up a bit; include general references to means of electronic communications in order to capture evolving technologies; and state that the City will provide any Councilmember who so desires with a City computer and mobile phone, but that if a Councilmember chooses to use a personal device, he or she must follow the policies set forth in the Manual to maintain and provide public records to the City.

It has been proposed that Exhibits A ("Simplified Summary of Parliamentary Procedure"), B ("Current List of City Commissions, Committees and Boards"), and C ("Illustration of Scalable Public Process Planning System") be deleted. The first and third have not been very useful, and the second was not kept current.

City Manager Schulze indicated he would look into language in the Revised Code of Washington (RCW) regarding Section 5.3 – duties of the Mayor regarding public danger and emergencies.

MOTION: *I move that the City Council approve Resolution No. 2015-07.*
TOWNSEND /TOLLEFSON *– The motion carried 6-0.*

14. ADJOURNMENT 8:34:38 PM

Mayor Blair adjourned the meeting at 8:34 PM.

for Anne S. Blair, Mayor

Rosalind D. Lassoff, City Clerk