



CITY COUNCIL 345 6th Street, Suite 100, Bremerton, WA 98337 ☐ Phone (360) 473-5280

WEDNESDAY, FEBRUARY 26, 2025
CITY COUNCIL STUDY SESSION AGENDA
Starting at 5:00 PM in Council Conference Room 603

*Council Conference Room 603 will be open to the public to attend the Study Session in-person, but there will be no opportunities for input. However, public questions or comments may be submitted at any time to City.Council@ci.bremerton.wa.us. Please remember that the content of the Agenda Bill items is subject to change; and no action at the Study Session is anticipated. If approved by the Council, these items will be placed on the **March 5, 2025** City Council Meeting Agenda, or as indicated...*

- *Members of the public may click the link below to join the webinar:
<https://bremertonwa-gov.zoom.us/j/87318266756?pwd=ZWIMVnVYbFBHYjY5U1RJUmFreDFXUT09>*
- *Or One tap mobile:
US: +12532050468,,87318266756#,,, *857582# or +12532158782,,87318266756#,,, *857582#*
- *Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833
Webinar ID: 873 1826 6756; Passcode: 857582*

A. INFORMATION ONLY PRESENTATION

1. Overview of the 2024 Wastewater Comprehensive Plan Update – Managing Engineer Bill Davis

B. AGENDA BILL BRIEFINGS

1. Confirm Appointment of Ana Doebling to the Planning Commission
2. Confirm Appointment of Daniel Cole to the Bremerton Kitsap Access Television Citizen's Advisory Committee
3. Confirm Reappointment of Kirstie Haertel to the Citizen's Commission on Council Salaries
4. Confirm Appointment of Quinn Dennehy to the Citizen's Commission on Council Salaries
5. Confirm Appointment of John Brennan to the Citizen's Commission on Council Salaries
6. The Interlocal Purchasing System (TIPS) Agreement with Region 8 Education Center
7. Ordinance to amend BMC Chapter 1.06 entitled "Public Records"
8. Review and Approval of the Director of Public Works & Utilities Job Description
9. Review and Approval of the Legislative Office Manager Job Description
10. 2025-2026 City Council Goals & Priorities
11. Resolution to repeal Resolution No. 3366; and adopt updated Council Rules & Procedures
12. Acceptance of the Lodging Tax Advisory Committee's 2025 Funding Recommendations

Continued on next page...



Americans with Disabilities Act accommodations provided upon request. Those requiring special accommodations should contact the City Clerk's Office at (360) 473-5323 at least 24 hours prior to the meeting.

C. GENERAL COUNCIL BUSINESS

1. Public Works Committee Briefing (*Last Meeting 2/18/25*) – Chair Jane Rebelowski
2. AWC Action Days Conference Briefing (*2/19-2/20/25*) – Council Members Jennifer Chamberlin, Jeff Coughlin, and Anna Mockler
3. Audit Committee Briefing (*Last Meeting 2/24/25*) – Chair Anna Mockler
4. Finance, Investment & Parking Committee Briefing (*Last Meeting 2/25/25*) – Chair Jeff Coughlin
5. Regional and Other Committee/Board Briefings
6. Other General Council Business (*As necessary, and as time allows...*)

D. ADJOURNMENT OF STUDY SESSION

INFORMATION ONLY ITEM
CITY OF BREMERTON
CITY COUNCIL

A1

SUBJECT: Overview of 2024 Wastewater
Comprehensive Plan Update

Study Session Date: February 26, 2025

Council Meeting Date: March 5, 2025

Presenter: Bill Davis

Phone: (360) 473-2312

SUMMARY: WAC 173-240-050 requires government agencies and sewer districts responsible for the management of sewer systems to prepare a general sewer plan and update it regularly. The City updates their plan, referred to as the Wastewater Comprehensive Plan Update (WWCP Update), every 10 years. The City hired Kennedy Jenks Consultants to update the plan, with an anticipated plan adoption by the Bremerton City Council during the 2nd half of 2025. The plan describes the existing wastewater infrastructure and evaluates the impact of projected flows to develop a 20-year capital plan, which describes any required capital improvements and how they will be funded. When implemented, the plan ensures that aging infrastructure is replaced or rehabilitated and accommodates future growth by eliminating capacity restrictions and extending sewer infrastructure where appropriate. This plan also includes an alternatives analysis of the Crosstown Pipeline and a feasibility analysis for providing future sewer service at Puget Sound Industrial Center (PSIC). A 30-day public comment period starting on February 27 will allow the general public an opportunity to review and comment on the plan, which will be posted on the City's project website.

HANDOUTS: PowerPoint presentation

Wastewater Comprehensive Plan Update



Presentation at Bremerton City Council Study Session

February 26, 2025

OVERVIEW

- ❖ WAC 173-240-050 requires an update to the general sewer plan every 10 years. The last update was in 2014
- ❖ Includes a 20-year forecast (until 2044) of improvements and programs to accommodate growth and replacement
- ❖ Kennedy Jenks Consultants was hired to support the effort
- ❖ The scope included PSIC and Crosstown Pipeline evaluations.
- ❖ The plan must be reviewed and approved by the Dept. of Ecology
- ❖ The City Council adopts the plan by ordinance once approved by Ecology



CONTENT OF PLAN

❖ Key sections of the plan include:

- Regulatory and compliance requirements (Section 2)
- Existing sewer service area and system description (Section 3)
- Risk analysis and vulnerability assessment (Section 4)
- Detailed treatment plant and collection system evaluation (Section 5 – 7)
- Capital Improvement Plan and Fiscal Impact (Section 8)
- Operations and Maintenance (Section 9)
- Appendices
 - Basin plans from 2014 (includes planning for UGAs)
 - Interagency agreements
 - Modeling results
 - Crosstown Pipeline Redundancy Memorandum
 - PSIC Sewer Feasibility Memorandum



SCHEDULE

| Task/Milestone | Date |
|---|------------------------------|
| Started work | September 2023 |
| Risk analysis workshops | November 2023 – April 2024 |
| Plan development | April 2024 – February 2025 |
| Draft due to City | February 18, 2025 |
| Public comment | February 27 – March 29, 2025 |
| Ecology draft review (allow 4 months) | March – June 2025 |
| SEPA review | March – April 2025 |
| Finalize plan and Ecology approval | July 2025 |
| Presentation to City Council for adoption | July/August 2025 |



KEY CAPITAL PROJECTS OVER THE NEXT 20 YEARS

| Project | Proposed Dates | Estimated Cost* | Anticipated Funding |
|--|----------------|-----------------|---------------------|
| Oyster Bay Sewer Basin Upgrades | 2025 - 2028 | \$6M | Loan |
| WWTP Outfall Improvements | 2030 - 2033 | \$24M | Loan |
| Crosstown Pipeline Redundancy | 2031-2033 | \$20M | Grant or Loan |
| New Aeration Basins and Grit System Upgrades | 2033-2036 | \$69M | Loan |
| PSIC Sewer | 2036-2040 | \$67M | Private |

* Costs shown are based on present day costs with no escalation



CIP AND FISCAL IMPACT

- ❖ Chapter 8 discusses the capital improvement program and the fiscal impact of implementing this program
- ❖ Provides a 20-year forecast for all projects and programs, including descriptions, costs, and budget years
- ❖ Financial plan (Section 8.5)
 - Costs are escalated at 4% annually to forecast \$430M of expenditures over the next 20 years
 - Funding occurs through customer rates, facility charges, low-cost loans, grants, and private funding
 - Rate increase is 3.5% through 2029 and 8.4% from 2030 through 2034



PSIC SEWER FEASIBILITY

- ❖ Evaluation of options to provide sewer to PSIC
- ❖ Currently only the Port of Bremerton is served by a treatment system
- ❖ Considered three alternatives:
 - ❖ Alt 1 and Alt 2: Combination of taking flow to Mason County, pump stations and new treatment plant at PSIC
 - ❖ Alt 3: Pump all flow to Bremerton
- ❖ Tech memo is included as Appendix H



CROSSTOWN PIPELINE REDUNDANCY

- ❖ Crosstown Pipeline (CTP) carries all the flow from East Bremerton and much of West Bremerton, including the Navy, to the WWTP
- ❖ Currently no way to take CTP out-of-service to maintain or evaluate it. No redundancy and constructed in the mid-1980s
- ❖ Three alternatives were considered
- ❖ Tech memo is included as Appendix G

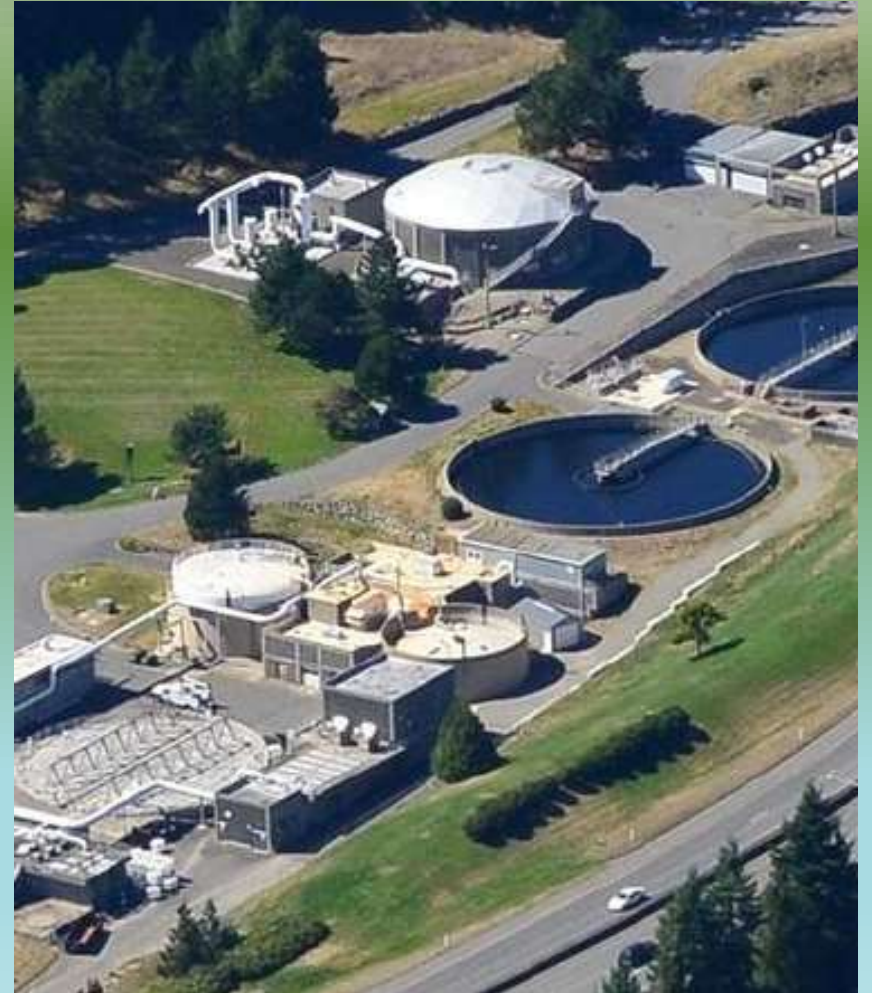


OTHER ITEMS

- ❖ Public comment period to start February 27, 2025
 - ❖ www.BremertonWA.gov/WWCP
- ❖ Sewer modeling software purchase. Same model used by the consultant, to allow for ongoing evaluation of our system
- ❖ Unknowns of the Puget Sound Nutrient General Permit
- ❖ Uncertainty about the funding sources for Crosstown Pipeline and PSIC Improvements



COMMENTS OR QUESTIONS?



AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B1

SUBJECT: Confirm Appointment of
Ana Doehring to the Planning Commission

| | |
|-----------------------|-------------------|
| Study Session Date: | February 26, 2025 |
| COUNCIL MEETING Date: | March 5, 2025 |
| Department: | Executive |
| Presenter: | Mayor Wheeler |
| Phone: | (360) 473-5266 |

SUMMARY: Mayor Wheeler is seeking confirmation for the appointment of Ana Doehring to Position 7 of the Planning Commission. This appointment is proposed for the remainder of the current term (December 31, 2025). This appointment is proposed to fill the vacancy left due to a resignation of a Commissioner that moved outside of City limits.

The selection of Mrs. Doehring to serve on the Commission was arrived at after a wide advertisement seeking volunteers and interview invitation of all candidates that were City residents.

ATTACHMENTS: Volunteer Application.

FISCAL IMPACTS (Include Budgeted Amount): None.

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to confirm the appointment of Ana Doehring to Position 7 of the Planning Commission with term date of December 31, 2025.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

From: [Andrea Spencer](#)
To: [Sharon Schwartz](#)
Subject: Fw: Online Form Submittal: Application for City Boards / Commissions / Committee
Date: Monday, February 10, 2025 8:36:07 AM

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, February 9, 2025 2:41 AM
To: WebMaster <WebMaster@ci.bremerton.wa.us>; Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>; Jennifer Hayes <Jennifer.Hayes@ci.bremerton.wa.us>; AJ Engelgau-Williams <AJ.Engelgau-Williams@ci.bremerton.wa.us>; Brian Hauschel <Brian.Hauschel@ci.bremerton.wa.us>; Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>; Jennifer Hayes <Jennifer.Hayes@ci.bremerton.wa.us>; Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>; Jennifer Hayes <Jennifer.Hayes@ci.bremerton.wa.us>; Andrea Spencer <Andrea.Spencer@ci.bremerton.wa.us>; Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>; Jennifer Hayes <Jennifer.Hayes@ci.bremerton.wa.us>; Brian Hauschel <Brian.Hauschel@ci.bremerton.wa.us>; Colette Berna <Colette.Berna@ci.bremerton.wa.us>
Subject: Online Form Submittal: Application for City Boards / Commissions / Committee

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Application for City Boards / Commissions / Committee

| | |
|-------------|----------------------|
| Date | 2/9/2025 |
| First Name | Ana |
| Middle Name | Field not completed. |
| Last Name | Doehring |
| Home Phone | |
| Address1 | |
| Address2 | Field not completed. |
| City | Bremerton |
| State | WA |
| Zip | 98310 |
| Occupation | Investor |

True Key Consulting & Logistics

Employer

| | |
|---|---|
| Work Address1 | [REDACTED] |
| Work Address2 | <i>Field not completed.</i> |
| City | Bremerton |
| State | WA |
| Zip | 98310 |
| Work Phone | [REDACTED] |
| Fax | <i>Field not completed.</i> |
| Email | [REDACTED] |
| Education | Bachelor of Science in Logistics Chain Supply Chain Management |
| Local References | Christopher Doebling - [REDACTED] Latoya Sterns - [REDACTED] |
| I am interested in serving: | Arts Commission, Bremerton Housing Authority, Design Review Board, Parks and Recreation Commission, Planning Commission (18 years or older), Tree Committee |
| Is this an application for reappointment? | No |
| How long have you lived in Bremerton | Since 2019 |

Why are you applying for this appointment?

I hope this message finds you well. I am writing to express my interest in serving on one of Bremerton's committees. As a dedicated professional with a background in real estate, logistics, veteran affairs, business consulting and military sexual assault advocacy , I am eager to contribute my skills and expertise to initiatives that support the growth and development of our community.

With experience in military leadership, strategic planning, procurement, or community engagement, I believe I can bring valuable insights the art commission, design review board, parks and recreation, planning commission and tree committee. Additionally, as a military veteran and business owner, I am committed to fostering efficiency, sustainability, and collaboration in local initiatives.

I would appreciate the opportunity to learn more about the available committees and how I can best serve. Please let me know the next steps in the application process. Thank you for your time and consideration. I look forward to your response.

Which of your personal and / or professional interests prompted you to apply for this appointment?

Procurement Consulting, Real Estate, Investing

Have you ever served on any other Bremerton board, commission, committee or task force? If yes, please list.

No

Please list your qualifications for this appointment (include skills, activities, training, education):

WA REAL ESTATE BROKER, BS LOGISTIC SUPPLY CHAIN MANAGEMENT, MILITARY VOLUNTEER SERVICE, MILITARY SEXUAL ASSAULT ADVOCACY

What are your community interests (committee, organizations, special activities)?

art commission, design review board, parks and recreation, planning commission and tree committee

Please list any accommodations you need to perform volunteer duties:

None, limited disability

We welcome your willingness to serve Bremerton.

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. Prior to release, the following information may be redacted pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

Updated 3/24/2020

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AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B2

SUBJECT:

Confirm Appointment of Daniel Cole to the
Bremerton Kitsap Access Television
Citizen's Advisory Committee

Study Session Date: February 26, 2025

COUNCIL MEETING Date: March 5, 2025

Department: Executive

Presenter: Mayor Wheeler

Phone: (360) 473-5266

SUMMARY: The Mayor is seeking confirmation for the appointment of Daniel Cole to the Bremerton Kitsap Access Television (BKAT) Citizen's Advisory Committee for the position of Community Member (resident of the City)--City of Bremerton. The term expires December 31, 2026.

ATTACHMENTS: Application to the committee.

FISCAL IMPACTS (Include Budgeted Amount): None

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to confirm the appointment of Daniel Cole to the Bremerton Kitsap Access Television (BKAT) Citizen's Advisory Committee for the term expiring December 31, 2026.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

From: noreply@civicplus.com
Sent: Thursday, January 16, 2025 12:01 PM
To: WebMaster; Greg Wheeler; Jennifer Hayes; Gunnar Fridriksson; Ryan Nash; Greg Wheeler; Jennifer Hayes; Andrea Spencer; Greg Wheeler; Jennifer Hayes; Brian Hauschel; Colette Berna; Greg Wheeler; Jennifer Hayes; Colleen Miko
Subject: Online Form Submittal: Application for City Boards / Commissions / Committee

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Application for City Boards / Commissions / Committee

| | |
|---------------|-----------------------------|
| Date | 1/16/2025 |
| First Name | Daniel |
| Middle Name | Scott |
| Last Name | Cole |
| Home Phone | |
| Address1 | |
| Address2 | <i>Field not completed.</i> |
| City | Bremerton |
| State | Washington |
| Zip | 98312 |
| Occupation | Parking Enforcement Officer |
| Employer | Impark |
| Work Address1 | 646 5th st #2 |
| Work Address2 | <i>Field not completed.</i> |
| City | Bremerton |
| State | WA |
| Zip | 98337 |
| Work Phone | <i>Field not completed.</i> |

| | |
|--|---|
| Fax | <i>Field not completed.</i> |
| Email | <i>Field not completed.</i> |
| Education | Highschool Diploma, Some College |
| Local References | <i>Field not completed.</i> |
| I am interested in serving: | ADA Committee, Audit Committee , Bremerton Housing Authority, Citizen's Commission on Council Salaries, Community Development Block Grant Advisory Board, Complete Streets Committee , Design Review Board, Parks and Recreation Commission, Planning Commission (18 years or older), Public Access Citizens Advisory Committee (Bremerton Kitsap Access Television/BKAT) |
| Is this an application for reappointment? | No |
| How long have you lived in Bremerton | 2 years |
| Why are you applying for this appointment? | I want to have a say in some aspects of my community. |
| Which of your personal and / or professional interests prompted you to apply for this appointment? | I work and live here and I want to have a say! |
| Have you ever served on any other Bremerton board, commission, committee or task force? If yes, please list. | No |
| Please list your qualifications for this appointment (include skills, activities, training, education): | Eagle Scout |
| What are your community interests (committee, organizations, special activities)? | Local Festivals, Farmers Market |

Please list any accommodations you need to perform volunteer duties:

N/A

We welcome your willingness to serve Bremerton.

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. Prior to release, the following information may be redacted pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

Updated 3/24/2020

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AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B3

SUBJECT: Confirm Reappointment of
Kirstie Haertel to the Citizen's Commission
on Council Salaries

| | |
|-----------------------|-------------------|
| Study Session Date: | February 26, 2025 |
| COUNCIL MEETING Date: | March 5, 2025 |
| Department: | Executive |
| Presenter: | Mayor Wheeler |
| Phone: | (360) 473-5266 |

SUMMARY: The Mayor is seeking confirmation of the reappointment of Kirstie Haertel to the Bremerton Citizen's Commission on Council Salaries. This is a three-year term which will expire on December 31, 2027.

ATTACHMENTS: Application to the committee attached.

FISCAL IMPACTS (Include Budgeted Amount): None.

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to confirm the reappointment of Kirstie Haertel to the Bremerton Citizen's Commission on Council Salaries with a term beginning April 6, 2025 and expiring December 31, 2027.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

From: noreply@civicplus.com
Sent: Monday, March 22, 2021 12:13 PM
To: WebMaster; Greg Wheeler; Jennifer Hayes
Subject: Online Form Submittal: Application for City Boards / Commissions / Committee

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Application for City Boards / Commissions / Committee

| | |
|---------------|-----------------------------|
| Date | 3/22/2021 |
| First Name | Kirstie |
| Middle Name | <i>Field not completed.</i> |
| Last Name | Haertel |
| Home Phone | |
| Address1 | |
| Address2 | <i>Field not completed.</i> |
| City | Bremerton |
| State | Wa |
| Zip | 98310 |
| Occupation | Culture Resource Manager |
| Employer | National Park Service |
| Work Address1 | |
| Work Address2 | <i>Field not completed.</i> |
| City | Seattle |
| State | Wa |
| Zip | 90104 |
| Work Phone | |
| Fax | <i>Field not completed.</i> |

| | |
|--|--|
| Email | <div></div> |
| Education | MA museum studies MA Archeology/Anthropology |
| Local References | Deborah McDaniel Paul Kuralt Jean Foster |
| I am interested in serving: | Audit Committee , Civil Service Commission (18 years or older), Community Development Block Grant Advisory Board, Design Review Board, Parks and Recreation Commission, Planning Commission (18 years or older), Public Access Citizens Advisory Committee, Tree Committee |
| Is this an application for reappointment? | No |
| How long have you lived in Bremerton | 17 years |
| Why are you applying for this appointment? | I am interested in serving Bremerton by providing my experience with community planning. |
| Which of your personal and / or professional interests prompted you to apply for this appointment? | My interest in planning combined with my desire in finding approaches to address community needs & responsible growth. |
| Have you ever served on any other Bremerton board, commission, committee or task force? If yes, please list. | No |
| Please list your qualifications for this appointment (include skills, activities, training, education): | Project management, community outreach, logistics, preservation planning, assessing facility investment |
| What are your community interests (committee, organizations, special activities)? | Parks, planning, schools, investments |

Please list any accommodations you need to perform volunteer duties: None

We welcome your willingness to serve Bremerton.

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. Prior to release, the following information may be redacted pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

Updated 7/17/2020

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AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B4

SUBJECT: Confirm Appointment of
Quinn Dennehy to the Citizen's Commission
on Council Salaries

| | |
|-----------------------|-------------------|
| Study Session Date: | February 26, 2025 |
| COUNCIL MEETING Date: | March 5, 2025 |
| Department: | Executive |
| Presenter: | Mayor Wheeler |
| Phone: | (360) 473-5266 |

SUMMARY: The Mayor is seeking confirmation of the appointment of Quinn Dennehy to the Bremerton Citizen's Commission on Council Salaries. This is a term which will expire on December 31, 2026.

ATTACHMENTS: Application to the committee attached.

FISCAL IMPACTS (Include Budgeted Amount): None.

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to confirm the appointment of Quinn Dennehy to the Bremerton Citizen's Commission on Council Salaries with a term beginning April 6, 2025 and expiring December 31, 2026.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

From: noreply@civicplus.com
Sent: Thursday, January 16, 2025 10:30 AM
To: WebMaster; Greg Wheeler; Jennifer Hayes
Subject: Online Form Submittal: Application for City Boards / Commissions / Committee

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Application for City Boards / Commissions / Committee

| | |
|---------------|-----------------------------|
| Date | 1/16/2025 |
| First Name | Quinn |
| Middle Name | <i>Field not completed.</i> |
| Last Name | Dennehy |
| Home Phone | ██████████ |
| Address1 | ██████████████████ |
| Address2 | <i>Field not completed.</i> |
| City | Bremerton |
| State | WA |
| Zip | 98337 |
| Occupation | Attorney/EEO Investigator |
| Employer | City of Seattle |
| Work Address1 | ██████████████████ |
| Work Address2 | <i>Field not completed.</i> |
| City | Bremerton |
| State | WA |
| Zip | 98337 |
| Work Phone | ██████████ |
| Fax | <i>Field not completed.</i> |

| | |
|--|---|
| Email | ████████████████████ |
| Education | B.A. Major in Sociology & Theatre Arts/with minor in Business Administration- Loyola University New Orleans J.D. - Seattle University School of Law Ed.M. Masters in Education Policy and Management - Harvard Graduate School of Education |
| Local References | Jeff Coughlin - ████████████████████ Michael Goodnow- ████████████████████ |
| I am interested in serving: | Citizen's Commission on Council Salaries |
| Is this an application for reappointment? | No |
| How long have you lived in Bremerton | Almost 8 years. |
| Why are you applying for this appointment? | I think I have skills and knowledge to offer the commission. |
| Which of your personal and / or professional interests prompted you to apply for this appointment? | Public Policy. |
| Have you ever served on any other Bremerton board, commission, committee or task force? If yes, please list. | City Council, Race Equity Advisory Committee, Audit Committee, Public Safety Committee. |
| Please list your qualifications for this appointment (include skills, activities, training, education): | Knowledge of City processes and personnel. |
| What are your community interests (committee, organizations, special activities)? | Law, policy, public safety, race equity, affordable housing, governmental efficiency. |

Please list any accommodations you need to perform volunteer duties: None.

We welcome your willingness to serve Bremerton.

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. Prior to release, the following information may be redacted pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

Updated 3/24/2020

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AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B5

SUBJECT: Confirm Appointment of John Brennan to the Citizen's Commission on Council Salaries

| | |
|-----------------------|-------------------|
| Study Session Date: | February 26, 2025 |
| COUNCIL MEETING Date: | March 5, 2025 |
| Department: | Executive |
| Presenter: | Mayor Wheeler |
| Phone: | (360) 473-5266 |

SUMMARY: The Mayor is seeking confirmation of the appointment of John Brennan to the Bremerton Citizen's Commission on Council Salaries. This is a term which will expire on December 31, 2025.

ATTACHMENTS: Application to the committee attached.

FISCAL IMPACTS (Include Budgeted Amount): None.

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to confirm the appointment of John Brennan to the Bremerton Citizen's Commission on Council Salaries with a term beginning March 6 and expiring December 31, 2025.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

From: noreply@civicplus.com
Sent: Thursday, January 16, 2025 1:15 PM
To: WebMaster; Greg Wheeler; Jennifer Hayes; Cynthia Davis; Brian Hauschel; Greg Wheeler; Jennifer Hayes; Greg Wheeler; Jennifer Hayes; Brian Hauschel; Colette Berna
Subject: Online Form Submittal: Application for City Boards / Commissions / Committee

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Application for City Boards / Commissions / Committee

| | |
|---------------|-----------------------------|
| Date | 1/16/2025 |
| First Name | John |
| Middle Name | <i>Field not completed.</i> |
| Last Name | Brennan |
| Home Phone | |
| Address1 | |
| Address2 | |
| City | Bremerton |
| State | WA |
| Zip | 98310 |
| Occupation | Attorney |
| Employer | Kitsap Law Group |
| Work Address1 | |
| Work Address2 | |
| City | Silverdale |
| State | WA |
| Zip | 98383 |
| Work Phone | |
| Fax | <i>Field not completed.</i> |

| | |
|--|---|
| Email | <div></div> |
| Education | J.D., University of Oregon School of Law B.A., The George Washington University |
| Local References | James Docter Josh Farley |
| I am interested in serving: | Arts Commission, Audit Committee , Citizen's Commission on Council Salaries, Parks and Recreation Commission |
| Is this an application for reappointment? | No |
| How long have you lived in Bremerton | 11 years |
| Why are you applying for this appointment? | Looking to get involved and give back to local community. |
| Which of your personal and / or professional interests prompted you to apply for this appointment? | Interest in government function and efficiency, as well as public works, parks, and other public spaces. |
| Have you ever served on any other Bremerton board, commission, committee or task force? If yes, please list. | No |
| Please list your qualifications for this appointment (include skills, activities, training, education): | I have been a practicing attorney for over 11 years, including seven and a half working in Bremerton Municipal Court. I have experience prior to law school in public affairs working on political campaigns during and after undergrad, and as a Congressional intern while in undergrad. As part of my work, I am familiar with the public records process. |
| What are your community interests (committee, organizations, special activities)? | Government function and efficiency, recreational areas, public art. |
| Please list any accommodations you | None. |

need to perform
volunteer duties:

We welcome your willingness to serve Bremerton.

Pursuant to the Washington Public Disclosure Act, (RCW 42.56), this form constitutes a public record and is subject to public release upon request. Prior to release, the following information may be redacted pursuant to RCW 42.56.250(3): Residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, driver's license numbers, identicard numbers, and emergency contact information of employees or volunteers of a public agency, and the names, dates of birth, residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic mail addresses, social security numbers, and emergency contact information of dependents of employees or volunteers of a public agency.

Applicants are considered for appointment without regard to race, color, religion, gender, national origin, sexual orientation, age, genetic information, marital or veteran status, or the presence of any disability.

Updated 3/24/2020

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AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B6

SUBJECT:

The Interlocal Purchasing System (TIPS)
Agreement with Region 8 Education Center

Study Session Date: February 26, 2025

COUNCIL MEETING Date: March 5, 2025

Department: PW&U

Presenter: Matt Donleycott

Phone: 360-473-2316

SUMMARY: This interlocal purchasing agreement provides the City of Bremerton access to the cooperative purchasing services managed by the Region 8 Education Service Center in Pittsburg, Texas. It allows the City of Bremerton to purchase via the public procurement provided under this purchasing cooperative and provides expediated purchasing options for supplies, goods and personal services.

ATTACHMENTS: 1) about TIPS, and benefits; 2) Interlocal Agreement

FISCAL IMPACTS (Include Budgeted Amount): n/a

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to approve The Interlocal Purchasing System Agreement "TIPS" with Region 8 Education Service Center and authorize the Mayor to finalize and execute the agreement with substantially the same terms and conditions as presented.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action



MEMBERSHIP
B E N E F I T S

ABOUT TIPS

Purchasing Cooperative

TIPS is a national purchasing cooperative offering competitively solicited contracts to education government and nonprofit agencies, saving them both time and money. TIPS provides a proven, streamlined process that eliminates the purchasing stress for Members.



www.tips-usa.com

866-839-8477



TIPS MEMBERS

are able to save time and money without the delay and expense because TIPS completes the competitive bid process for you

BENEFITS

Full-Line Contract Solutions

- Choose the products & services desired

Leveraging Relationships

- Select the Vendor desired to purchase from & work with
- TIPS is always available to assist in the process & confirm pricing

Quality Pricing

- Avoid low-bids and low-quality awards.
- Receive national volume, ceiling-based, discounted pricing
- Submit your own RFQ and specs through our Member Portal in one easy step

WHO CAN JOIN

The benefits of using TIPS are available to Education, Government and Non-Profit Agencies



TIPS is the purchasing cooperative of Region 8 Education Service Center, the **Lead Public Agency**.



TIPS has the **legislative authority** to establish contracts for government and education agencies **nationwide**.



Membership is **FREE** with no purchasing obligation or liability. Members gain immediate access to our competitively procured contracts with **quality vendors**.



INTERLOCAL AGREEMENT
Region 8 Education Service Center

CITY OF BREMERTON

PUBLIC ENTITY (TIPS MEMBER)

Control Number (TIPS will Assign)

and

Region 8 Education Service Center
Pittsburg, Texas

225 - 950
Region 8 Texas County-District Number

The Texas Education Code §8.002 permits Regional Education Service Centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university financial operations. Region 8 Education Service Center is an Education Service Center which is defined as a “political subdivision” in Texas Education Code 8.009 and falls under the definition of “Unit of State Government” in Chapter 2260 of the Texas Government Code.¹ Pursuant to Section 791 of the Texas Government Code (The Interlocal Cooperation Act) to increase the efficiency and effectiveness of local governments, Region 8 Education Service Center may enter into an interlocal agreement with any political subdivision or local government of this state or any other state to provide purchasing functions and services.²

Vision:

TIPS will continue to become the premier purchasing cooperative in North America through the qualifying and procurement of quality vendors and through serving all public entities and qualifying non-profits.

Purpose:

The purpose of this Agreement shall be to improve procurement process efficiencies and assist in achieving best value for the participating public entities through cooperative purchasing.

Duration:

This Agreement is effective immediately and shall be in effect for one (1) year and automatically renews for an additional year annually. The Agreement may be terminated without cause immediately if the public entity Member provides written notice of termination to Region 8 Education Service Center or if Region 8 Education Service Center provides the public entity Member Sixty (60) days prior written notice of termination.

Statement of Services to be Performed:

Region 8 Education Service Center, by this Agreement, agrees to provide cooperative purchasing services to the above-named public entity through a program known as The Interlocal Purchasing System (“TIPS”) Program.

Role of the TIPS Purchasing Cooperative:

- Provide for the organizational structure of the program.
- Provide staff for efficient operation of the program.
- Promote marketing of the TIPS Program.
- Coordinate the Solicitation Process for all Vendor Awarded Contracts.
- Provide members with procedures for placing orders through TIPS PO System.

¹ Tex. Edu. Code Sec. 8.009; Tex. Gov. Code Sec. 2260.001.

² Tex. Gov. Code Chapter 791, The Interlocal Cooperation Act.

- Maintain filing system for Due Diligence Documentation.
- Collect fees from vendors as the method of financing this undertaking and supporting the operational costs of TIPS.

Role of the Public Entity:

- Commit to participate in the program by an authorized signature on membership forms.
- Designate and keep current a Primary Contact and Secondary Contact for entity.
- Commit to purchase products and services from TIPS Vendors when in the best interest of the entity.
- Submit Purchase Orders and/or Vendor Contracts through the TIPS PO System by emailing the pdf document to tipspo@tips-usa.com.
- Accept shipments of products ordered from Awarded Vendors.
- Process Payments to Awarded Vendors in a timely manner.
- Report all TIPS purchases to TIPS through TIPS authorized methods.
- Determine when a TIPS purchase is legal and appropriate under Federal, State, and Local law and policy before proceeding with a TIPS purchase.

General Provisions:

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

No joint agency or joint real property ownership is created by this Agreement.

This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of RESC 8 are located which is Camp County, Texas.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from legally appropriated and budgeted available funds for the current fiscal year of each such entity.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation. The site of the mediation shall be in Camp County, Texas or a site mutually agreed by the parties. The selection of the mediator shall be mutually agreed. The cost of mediation shall be shared equally.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by electronic means and the terms and conditions agreed to are binding upon the Parties.

Authorization:

Region 8 Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered into an Agreement to provide cooperative purchasing opportunities to entities as outlined above through awarded vendor agreements procured by public solicitation in accordance with applicable Texas statutes.

This Interlocal Agreement process was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the respective state.

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Membership Entity-**Region 8 Education Service Center**

By: _____
Authorized Signature

By: _____
Authorized Signature

Title: _____

Title: Executive Director, Texas Region 8 ESC

Date _____

Date _____

Public Entity Contact Information

Primary Purchasing Person's Name

Primary Person's Email Address

Entity Address

City

State

Zip

Secondary Person's Name

Secondary Person's Email Address

Entity Phone Number

Entity Fax Number

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B7

SUBJECT:

Ordinance to amend BMC Chapter 1.06
entitled "Public Records"

Study Session Date: February 26, 2025

COUNCIL MEETING Date: March 5, 2025

Department: Legal

Presenter: Kylie Finnell

Phone: (360) 473-2345

SUMMARY: The proposed ordinance modifies the provisions of Bremerton Municipal Code 1.06 relating to Public Records. The modifications will update the language in BMC 1.06.060 regarding fees for records and follow the guidelines as written in RCW 42.56.120. This amendment will also clean up language in the chapter.

ATTACHMENTS: Ordinance No. _____

FISCAL IMPACTS (Include Budgeted Amount): none

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to approve Ordinance No. _____ amending BMC Chapter 1.06 relating to public records.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

ORDINANCE NO. _____

AN ORDINANCE of the City Council of the City of Bremerton, Washington, amending Chapter 1.06 of the Bremerton Municipal Code relating to disclosure of public records.

WHEREAS, the City Council desires to modify the provisions of Bremerton Municipal Code Chapter 1.06 in order to be more responsive to changes in the law relating to Public Records; NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF BREMERTON, WASHINGTON,
DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Chapter 1.06 of the Bremerton Municipal Code entitled "Public Records" is hereby amended to read as follows:

**Chapter 1.06
PUBLIC RECORDS**

1.06.010 AUTHORITY AND PURPOSE.

(a) The Washington State Public Records Act (the Act) requires public agencies such as Bremerton to make nonexempt "public records" available for inspection and copying in accordance with published rules. The Act defines "public records" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by the agency.

(b) The city clerk is hereby authorized to establish and publish Bremerton Public Records Act Rules to provide the public with full access to public records consistent with the Act.

1.06.020 PUBLIC RECORDS OFFICER.

The City Clerk, or his or her designee, shall be the public records officer for the City and is authorized to establish and implement policies and procedures for responding to requests for public records.

1.06.030 SCOPE OF RULES AUTHORIZED.

As required by law or to the extent deemed necessary or appropriate, the Bremerton Public Records Act rules will contain:

(a) A description of Bremerton city services, the public records officer's contact information, the hours and location for inspection of public records and the public records officer's responsibilities under the Public Records Act;

(b) The procedure for making, responding to, inspecting and copying records requests; protecting records from damage or disorganization; preventing excess interference with Bremerton's other essential functions; protecting the rights of others; providing "fullest assistance" to requestors and timely action on public records requests;

- (c) For informational purposes, a list of laws in addition to the Act that exempts or prohibits the disclosure of public records held by Bremerton;
- (d) Definitions as necessary or appropriate related to the Act.

1.06.040 AUTHORITY TO AMEND RULES.

The City Clerk shall have the authority to amend the Bremerton Public Records Act rules as necessary or appropriate to conform to laws or, as appropriate, to enhance services to the public, protect privacy, and/or increase efficiency in administering the Act to the fullest extent permitted by law.

1.06.050 AUTHORITY TO PUBLISH RULES.

The public records officer shall make the Bremerton Public Records Act rules readily available to the public in electronic and paper mediums.

1.06.060 COSTS OF PROVIDING PUBLIC RECORDS.

(a) Fees for Records. The fees for the costs of duplication and production of copies, whether photocopying or other form of duplication, including, but not limited to, electronic copies of records, shall be as established in Chapter 3.01 BMC, Rates ~~and Fees Table M~~Table A. ~~If the requested record is an eight and one half (8 1/2) by fourteen (14) inch page or smaller, the first fifty (50) pages responsive to a request are free of charge.~~ In addition to these fees, each department may:

(1) Establish fees for records that do not fall into one (1) of the categories set forth in Chapter 3.01 BMC, Rates ~~and Fees~~ Table MA. The department's fee schedule shall be available for inspection upon request.

1.06.070 INTERPRETATION OF RULES.

The Act and the rules will be liberally construed consistent with the Act's intent and case law, including in favor of disclosure as provided by law.

1.06.080 REVIEW OF DENIAL OF REQUEST.

The Bremerton Public Records Act rules shall provide for obtaining internal administrative review of denials, in whole or part, of public records requests.

1.06.090 OPT OUT OF INDEX OF RECORDS.

(a) Findings.

(1) RCW 42.56.070 requires all cities and public agencies to maintain and make available a current index of all public records.

(2) RCW 42.56.070(4)(a) provides that if maintaining such an index would be unduly burdensome, or would interfere with agency operation, a City need not maintain such an index but it must issue and publish a formal order specifying the reasons why and the extent to which compliance would be unduly burdensome.

(3) The City of Bremerton is comprised of departments, their divisions and subdivisions, which maintain separate databases and/or record-keeping systems for the indexing of records and information.

(4) Because the City has records which are diverse, complex and stored in multiple locations and in multiple computer systems and databases, it is unduly burdensome, if not physically impossible, to maintain a central index of records.

(5) The City of Bremerton will make available for inspection and/or copying all nonexempt public records, including any indexes that are maintained by the City pursuant to the Public **DisclosureRecords** Act, Chapter 42.56 RCW.

(b) Order Regarding Public Records. Based upon the findings set forth in subsection (a) of this section, and pursuant to RCW 42.56.070(4)(a), the City Council orders the following:

(1) The City of Bremerton is not required to maintain a current index of public records due to findings of the City Council that the requirement is unduly burdensome and such a list is nearly impossible to create and/or maintain; and

(2) Pursuant to Chapter 42.56 RCW, the City of Bremerton shall make available for public inspection and/or copying all public records and any indexes of public records maintained by the City to the extent not exempt from inspection and/or copying pursuant to Chapter 42.56 RCW or other applicable law.

SECTION 2. Severability. If any one or more sections, subsections, or sentences of this ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

SECTION 3. Effective Date. This ordinance shall take effect and be in force ten (10) days from and after its passage, approval and publication as provided by law.

PASSED by the City Council the _____ day of _____, 2025

ERIC YOUNGER, Council President

Approved this _____ day of _____, 2025

GREG WHEELER, Mayor

ATTEST:

APPROVED AS TO FORM:

ANGELA HOOVER, City Clerk

KYLIE FINNELL, City Attorney

PUBLISHED the _____ day of _____, 2025

EFFECTIVE the _____ day of _____, 2025

ORDINANCE NO. _____

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AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B8

SUBJECT:

Review and Approval of the Director of
Public Works & Utilities Job Description

Study Session Date: February 26, 2025

COUNCIL MEETING Date: March 5, 2025

Department: Legal/HR

Presenter: Charlotte Nelson/Kylie
Finnell

Phone: (360) 473-5926

SUMMARY: City Council review and approval of the Director of Public Works & Utilities job description.

ATTACHMENTS: Director of Public Works & Utilities Job Description

FISCAL IMPACTS (Include Budgeted Amount):

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to approve the Director of Public Works & Utilities job description as presented.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

Director of Public Works & Utilities**ESSENTIAL FUNCTION**

Under general policy direction of the Mayor, serves as department head responsible ~~for providing and to managing the eight divisions of the department which include Administration, Engineering, Streets, Utility Maintenance, Wastewater Treatment, Water Resources, Forestry and Internal Services (Facilities, Inventory and Equipment Services) engineering public works and utility services~~ in conformance with applicable statutes, regulations and administrative policies. Plans, organizes, directs, and integrates all functions and responsibilities of the department within Public Works including capital construction, maintenance, asset management, regulatory compliance and ~~engineering; urban infrastructure upgrades; water, sewer, and wastewater systems; maintenance of roadways and traffic signals; and environmental~~ stewardship to preserve and improve the quality of life of the City's residents~~quality~~. The Director is responsible for managing a large team of over 140 full-time equivalent employees with a multi-faceted annual budget of \$100 million across 10 funds.

DISTINGUISHING CHARACTERISTICS

The Director of Public Works & Utilities is a senior management position and part of a top administrative team, responsible for integrating all public services provided by the City for its citizens. Advancement to Director ~~of Public Works~~ is by way of appointment and compliance with the qualifications of the position.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

~~**Engineering and Project Management:** Provides information, data and advice needed to develop and implement public works and utility management strategies and capital improvement plans. Directs the engineering and construction of public works and utility infrastructure improvements; City-wide capital projects; review and approval of street and utility design plans for private developers. Assures the maintenance of all City records on permits, maps, blueprints, overlays and sketches pertinent to programs and projects.~~

~~**Transportation, Operations and Maintenance:** Directs the planning, design, installation and construction of signs and street lights, signs and markings, pavement maintenance and electronic equipment maintenance and repair. Directs the planning, design, construction, maintenance and operations of the City's fleet, properties, facilities, streets, water, wastewater and stormwater programs.~~

~~**Oversight of the Department:** Ensure the efficient and effective function and execution of the responsibilities of all divisions, including:~~

- ~~• **Administration:** Policy development, budget development and oversight, customer response program management, and interdepartmental coordination.~~
- ~~• **Engineering:** Capital program delivery including planning, design, construction management, inspection and securing and administering grants and loans for all utility and transportation projects. Also, right-of-way and utility permitting and inspection for private development projects.~~

Director of Public Works & Utilities

- **Streets:** Operations, maintenance and construction for the City's streets and associated street assets.
- **Utility Maintenance:** Operations, maintenance, construction and code compliance for the Water, Wastewater and Stormwater Utilities.
- **Wastewater Treatment:** Operations, maintenance and construction for the City's wastewater treatment plants and pump stations.
- **Water Resources:** Operations, maintenance, regulatory compliance, water quality and delivery for the City's dam, water production wells, treatment facilities, pump stations and reservoirs.
- **Forestry:** Management of the City's watershed and utility lands including operations and maintenance of all associated assets and annual timber harvest. Also responsible to manage the biosolids application program.
- **Internal Services:** Management of (1) Facilities - operations, maintenance, and construction at all City facilities with the exception of Parks facilities, (2) Inventory – maintain inventory of all materials, equipment, small tools and PPE for all divisions in the department, and (3) Equipment Services – purchase, maintain and dispose of all city vehicles and fleet equipment.

Department Operations: Directs and implements changes to department services and funding levels, operating policies, standards, procedures and rules. Monitors budget and service contract compliance control systems. Establishes work methods, selects operating systems, equipment and procedures. Prepares reports on department activity and operations.

Program Budgeting: Describes and quantifies program activity, trends and resources; establishes goals and objectives; justifies and presents funding requirements for short and long range resource allocation levels for personnel, services and supplies, ~~capital~~ equipment, ~~and~~ facilities acquisition, maintenance and repair for the department as a whole and for capital improvement projects.

Department Organization: Establishes the internal organizational structure of the department; assigns duties to positions, arranges for classification of positions, and obtains budget authority for funding positions. Serves as appointing authority for all employees of the department. Supervises and/or directs the supervision, selection, training, evaluation, discipline and discharge of department personnel.

General City Management: Responds to inquiries from officials, staff, outside agencies and the public. Participates in policy development of budget priorities, contract negotiation strategies, capital improvement programs, etc. Participates in the activities of civic, community and public works organizations. Performs other assigned work which is consistent with the responsibilities assigned to the classification and necessary to the operations of the department and/or City.

Directs and participates in the development of the Public Works and Utilities budget. Administers approved budgets, assigning responsibility for day-to-day budget implementation. Forecasts additional funds needed for staffing, equipment, materials, and supplies.

Director of Public Works & Utilities

Oversees selection, supervision, and evaluation of assigned staff. Assigns work and ensures appropriate levels of training for staff at all levels. Initiates, recommends, and administers personnel actions, personally handling sensitive personnel matters.

Maintains confidentiality of work-related issues, client records, and City information.

Other Duties

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS and ABILITIES (Entry Requirements)**Knowledge of:**

- Principles, practices, methods and technical support functions of public works improvements design, construction, inspection and projects management;
- Current professional standards applicable to public works and utility services;
- Fundamental intent and basic provisions of municipal, state and federal financing mechanisms for public works and municipal utility projects and operations;
- Techniques used for gathering, evaluating and summarizing municipal public works and utility department service and cost information in preparing budgets and rate structures;
- Management, personnel and ethical practices as they apply to municipal public works and utility operations.

Ability to:

- Apply professional engineering and management principles and practices to specific public works and municipal utility program operations;
- Interpret and apply the intent and specific provisions of municipal code, policies and regulatory provisions to particular conditions as they relate to departmental functions and determine a course of action;
- Evaluate, plan and establish a proper sequence of action for multiple functional units and personnel to accomplish goals;
- Provide verbal and written directives, information and advice to a wide variety of people and officials;
- Persuasively and ethically communicate ideas and assert a point of view in complex or controversial situations;
- Operate or learn to operate modern office microcomputer and telecommunications equipment and systems;
- Exhibit and instill in subordinates a high public service priority in contacts with the public and others encountered in the work;
- Apply the principles of equal employment opportunity, affirmative action and the Americans with Disabilities Act principles in managing personnel and service functions;
- Implement public works and municipal utility systems and operations which protect the environment and the public health and safety.
- Ability to speak in public sufficient to train, explain, present and promote assigned programs.
- Ability to write reports, manuals, information bulletins, memoranda, etc., sufficient to clearly communicate to a diverse audience.

Director of Public Works & Utilities

- Ability to plan, develop, and implement programs geared to identified needs.
- Demonstrates an ability to be influential and persuasive in terms of aligning diversity, equity and inclusion programs with strategic goals and objectives.

Skills:

- Demonstrates skill and ability in partnering, collaborating, and influencing others.

QUALIFYING EDUCATION and EXPERIENCE (Minimum Requirements)

~~Combined training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the work required (with reasonable accommodation, if necessary). In the public works profession, combined training and experience which would qualify for competing in a selection process is:~~ Graduation from an accredited college or university with a bachelor's degree, in civil engineering or a closely related field, and ten (10) years of full-time paid experience in public works, at least four (4) of which involved public works infrastructure construction project planning and management, and at least three (3) with supervisory responsibility.

REQUIRED LICENSES AND CERTIFICATIONS

A valid Washington State driver's license is required and must be obtained prior to date of appointment or another date set by the City.

Professional Engineer's License is preferred.

An equivalent combination of experience, education, and training sufficient to successfully perform the essential duties of the position as listed above must be demonstrated by the applicant.

PHYSICAL REQUIREMENTS

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform the job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, or using specialized equipment. The working conditions described here are representative of those that must be met (with or without accommodation) by an employee to successfully perform the essential functions of this job.

- Reaching. Extending hand(s) and arm(s) in any direction.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Director of Public Works & Utilities

- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Public presentations and evening meeting are required on a frequent basis. Normal air-conditioned office situation. The noise level in the work environment is usually quiet.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Occupational Group: Executive Management. In addition to the essential function of administrative head of an office or department, a person in executive management actively participates in: 1) evaluating the costs and effects of all existing operations and services; 2) devising strategies, advising, supporting and coordinating the activity of elected officials considering issues which involve conflicting or competing internal and external needs and resources; and 3) implementing City-wide service and operational changes.

Fair Labor Standards Act: The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Executive Employees exemptions.

Representation: This position is excluded from bargaining unit representation.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by Mayoral appointment pursuant to the Bremerton City Charter Article IV Section 21 which states in relevant part: "The Mayor shall be the administrator of the City...and shall make all appointments of administrative heads with confirmation by the City Council." Removal is at the will of the Mayor.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B9

SUBJECT:

Review and Approval of the Legislative
Office Manager Job Description

Study Session Date: February 26, 2025

COUNCIL MEETING Date: March 5, 2025

Department: City Council

Presenter: Council President

Phone: (360) 473-5280

SUMMARY: City Council review and approval of the Legislative Office Manager job description.

ATTACHMENTS: Legislative Office Manager Job Description

FISCAL IMPACTS (Include Budgeted Amount):

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to approve the Legislative Office Manager job description as presented.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

LEGISLATIVE OFFICE MANAGER

GENERAL FUNCTION

The Legislative Office Manager is responsible for providing necessary administrative and operational assistance for the legislative branch of the City to assure efficient administration of the City Council Office and effective information flow to its residents. Provides highly responsible, complex, and confidential administrative support to the City Council. This includes managing the daily Council Office operations, facilitating communication among Council Members, the Administration, and the public; and organizing and maintaining the Council Meeting Schedule. The Legislative Office Manager serves as Supervisor to the Legislative Assistant, prepares the Council Department Budget, conducts research, and corresponds on Council-related matters. Performs work within the intent of City of Bremerton policies, ordinances, and directives.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Manage the Legislative Department. Provide management and oversight to the City Council Office; maintain control over current projects and responsibilities. Work independently without daily supervision to identify and solve problems and make daily office decisions.

Respond to ~~P~~ublic and ~~S~~taff ~~I~~nquiries and ~~C~~ontacts. Receive and respond to a variety of inquiries, concerns, and complaints from residents and individuals with a business interest in the City. Screen and refer calls as appropriate. Act as liaison between the Council and Mayor's Office, City employees, and the public. Assist in the resolution of problems and concerns through explanation of City or departmental practices and policies. Provide research as required; and follows up on all relevant issues.

Manage Complex Council Meeting and Study Session Schedule. Coordinate with Department Directors and Managers to develop and maintain the Council Meeting schedule. Organize and coordinate logistical elements of all Council meetings, study sessions, workshops, budget sessions, district meetings, committee meetings, events, and appointments.

Prepare and Issue Council Meeting Agendas; ~~O~~versee ~~C~~ompliance ~~on~~-with ~~A~~genda ~~B~~ills and Council ~~P~~ackets. Prepare council meeting agendas and notices for all meetings, including special meetings, study sessions, workshops, and budget sessions; review agenda bills and attachments for completeness, work with departments to ensure council receives all necessary attachments and information for their deliberations in a timely fashion. Work with Council and staff to meet deadlines.

Public Notices; Communication; and Media Relations. Prepare public notices and press releases and process ~~es~~ them for legal publication in accordance with the Open Public Meetings Act. Maintain a good working relationship with members of the media.

Supervise the Legislative Assistant by assigning and monitoring the progress of work and delegated assignments. Allocate responsibilities to encourage continuous improvement,

LEGISLATIVE OFFICE MANAGER

potential, and career growth. Maintain open communication. Assist with adjustments when necessary to effectively meet deadlines while coping with constant interruption and/or during times of high pressure.

Answers telephones and responds to emails exercising discretion, using considerable judgment, and applying experience in disseminating information to speak for the Council office and make decisions in response to residents' inquiries, complaints, and concerns. Explains policies and procedures to the public, City employees, and various outside agencies; takes messages or refers callers to appropriate personnel or departments; and initiates follow-up actions.

Schedule requested items and prepare meeting agendas for all City Council meetings. Prepare and publish public notices for all meetings, and notify all interested and affected parties, including City staff and the press.

Organize meeting agenda packets for Council President's signature and prepare final Council meeting agenda.

Attend weekly Council meetings in person and special meetings as needed to record and document the proceedings; transcribe, compose, edit, publish, and distribute approved official minutes. Provide follow-up to residents' questions or concerns.

Analyze, organize and prepare office procedures. Establish and maintain a variety of public and confidential information, files, records, and reports; research, collect, compile and analyze data as required.

Compose correspondence, reports, e-mail, and memos, including material of a confidential nature; reference appropriate staff, policies, rules, and regulations, independently and at the request of Council on a variety of matters; review and edit material as needed.

Perform research to include contacts with agencies such as Municipal Research & Services Center and the Association of Washington Cities in addressing Council or resident concerns and situations, consulting with or referring issues to the Council President or appropriate Department Heads as necessary.

Act as Deputy Clerk for Parliamentary duties at Council Meetings when necessary.

Maintains filing system for the City Council Office, in compliance with the State Records Act.

Manage the Council calendar and schedule; and arrange appointments, meetings, and conferences. Make travel arrangements for the Council Members. Schedule and coordinate City Budget Workshops and Joint Mayor and Council Planning (Retreat) Workshops, including arrangements for meals and dinners.

Deal tactfully and courteously with the public, coworkers, and other City employees, occasionally in difficult customer service situations.

LEGISLATIVE OFFICE MANAGER

Determine the need for; and type; of informational materials (i.e. flyers, news releases, notices) in support of events, activities, and meetings, including Council District Meeting.

Prepare the Council budget for Council approval; monitor and control budget accounts, ensure proper budget codes and approvals for expenditures; prepare and process requisitions, purchase orders, and council reimbursements; and maintain financial records and documents.

Prepare and forward Council department payroll records and personnel related forms and documents.

Maintain effective, professional relationships with elected officials and staff.

Maintain confidentiality of work-related issues, where appropriate.

~~Show~~ Demonstrate initiative in performing job functions.

Other Duties

- **Regular in-person attendance is an essential requirement (only situational telework is authorized)**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS, and ABILITIES (Entry Requirements)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Knowledge ~~and~~ Skills:

- Supervisory practices, performance management, policies, and procedures, including effective team leadership and organizational oversight. Principles and practices of modern public administration and office management techniques.
- Research, summarize, take accurate notes and minutes. Prepare brief reports.
- Computer skills including proficiency in Word, Excel, Microsoft Outlook, Zoom, and Microsoft Teams.
- Screen email directed to city council address; redistribute to Council, staff, others per Council guidance.
- City operations, policies, functions, regulations, procedures, and codes.
- City Council functions, priorities, organization, policies and procedures.
- Knowledge of the Open Public Meetings Act ~~&-and~~ Public Records Act requirements.
- Correct and proper English, grammar, spelling, punctuation, and vocabulary, both speaking and writing.
- Record management techniques for paper and e-documents, including knowledge of State records retention schedule.
- Budget preparation and control.
- Basic accounting and record-keeping techniques.

LEGISLATIVE OFFICE MANAGER

Ability to:

- Provide complex administrative support to multiple-supervisors.
- Exercise independent judgment in relieving City Council Members of administrative detail.
- Establish, schedule, and revise priorities of work and office activities.
- Establish and maintain cooperative and effective working relationships.
- Meet schedules and timelines.
- Handle stressful situations, multiple interruptions, and adjustments to priorities throughout the day.
- Maintain calendars and make travel arrangements.
- Analyze situations accurately and adopt effective courses of action; to effectively deal with practical problems.
- Maintain strict confidentiality
- Deal effectively with a wide variety of people including elected officials, constituents, appointed officials of various governmental entities, private sector executives and managers, members of academia, and the general public.
- Ability to effectively operate windows-based computer, including Microsoft Word, spreadsheets, database, and specialized software applications related to assigned duties.

QUALIFYING EDUCATION and EXPERIENCE ~~(Minimum Requirements)~~

Four (4) years administrative office experience with at least two (2) years specialized experience in municipal/local government. Education at the college level may be substituted for specialized experience at the discretion of the Council. Valid Washington State Driver's license.

An equivalent combination of experience, education, and training sufficient to successfully perform the essential duties of the position as listed above must be demonstrated by the applicant.

PHYSICAL REQUIREMENTS

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform the job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, or using specialized equipment. The working conditions described here are representative of those that must be met (with or without accommodation) by an employee to successfully perform the essential functions of this job.

- Reaching. Extending hand(s) and arm(s) in any direction.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

LEGISLATIVE OFFICE MANAGER

- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Public presentations and evening meeting are required on a frequent basis. Normal air-conditioned office situation. The noise level in the work environment is usually quiet.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Work is performed in an office environment with frequent interruptions. While performing the duties of the job, the employee may be exposed to individuals who are irate or hostile. Employee may be exposed to noise from basic office equipment operation, from outside sources, and neighboring offices. Some travel will be required. Required to work in office, including Council meetings and occasionally weekends.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Professional Employees exemptions.

Representation: The classification is exempt from the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the City Council. Removal is by action of the City Council in conformance with procedures established by the City.

LEGISLATIVE OFFICE MANAGER

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B11

SUBJECT:

2025-2026 City Council Goals & Priorities

Study Session Date: February 26, 2025

COUNCIL MEETING Date: March 5, 2025

Department: City Council

Presenter: Council President
Eric Younger

Phone: (360) 473-5280

SUMMARY:

The City Council holds an annual strategic Joint Planning Session with the Mayor and Department Directors to monitor progress and determine goals and priorities for the year.

Through dedication, tenacity, and the will to serve the Bremerton community, the City Council ensures every plan is connected to a relevant City goal or priority to help them stay focused and move forward to do the best they can for the people who live here.

A follow-up discussion was held at the February 12 Study Session. This is a final opportunity for adjustments, prior to adoption.

ATTACHMENTS:

2025-2026 City Council Goals & Priorities

FISCAL IMPACTS (Include Budgeted Amount):

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION: Move to approve the 2025-2026 City Council Goals & Priorities as established based on input at the Joint Planning Session on February 8, 2025.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action



2025 – 2026 City Council Goals & Priorities

As established by input at the Joint Planning Session on February 8, 2025

Community & Employee Engagement

1. Increase public engagement
 - i. Develop Community Outreach Policy
 - ii. Public outreach pre-budget season
 - iii. Re-establish outreach program with Bremerton High School and Schools within Bremerton City Limits

Economic Development

2. Continue work with the Greater Kitsap Chamber, Kitsap Economic Development Alliance, Downtown Bremerton Association, etc. to promote economic development initiatives
3. Promote economic development initiatives
 - i. Main Street Certification
 - ii. Historic preservation policy
 - iii. Chronically vacant building policy development
 - iv. Incentives & funding to include but not limited to commercial areas
 - a. Wheaton Way Corridor
 - b. Charleston District
 - c. Harrison Heights
4. Develop Annexation Strategy in collaboration with Kitsap County
5. Update Lodging Tax Advisory Committee Policies and Procedures

Housing Equity

6. Ensure rental housing standards are met
7. Surplus city-owned parcels for affordable housing projects
8. Support creative humane housing solutions for wide variety of housing types
 - i. Support community partners in development of low-barrier hybrid shelter and low-income housing
 - ii. Continue to evaluate and adopt regulations that foster the development of housing for low income and support creation of “missing middle” housing
 - iii. Review Multi-Family Tax Exemption Policy
 - iv. Develop policies and ordinances that address displacement impacts to low-income residents in all housing types, including manufactured homes and mobile home parks.

Parks and Environmental Stewardship

9. Develop policies that encourage environmental stewardship
10. Continue support of Kitsap Lake Water Quality Program
11. Support sustainable funding for Parks operation
12. Manage the watershed for Water Quality
 - i. Update Utility Lands Management Plan

Public Safety and Support

13. Increase public safety funding
14. Communicate impact of current public safety policies and programs

Transportation and Multimodal Support

15. Increase residential street maintenance funding
16. Establish ranking system for scoring transportation projects in collaboration with Public Works
17. Prioritize multimodal connectivity
 - i. Trail network throughout Bremerton
 - ii. Development of Jarstad Park to Kitsap Lake Trail
 - iii. Warren Ave bridge
 - iv. Develop data-based traffic-calming policy prioritizing pedestrians and cyclists
18. Prioritize Council initiated Public Works Policies
19. Update the Complete Streets Ordinance

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

B11

SUBJECT:

Resolution to repeal Resolution No. 3366;
and adopt updated Council Rules &
Procedures

Study Session Date: February 26, 2025

COUNCIL MEETING Date: March 5, 2025

Department: City Council

Presenter: Council President
Eric Younger

Phone: (360) 473-5280

SUMMARY:

The Council Rules & Procedures were last updated by Resolution No. 3366 on October 18, 2023.

Discussion at the Joint Planning Session held on February 8, 2025 included a suggestion to rename the Finance, Investment & Parking Committee to include Parks. The revised Council Rules & Procedures reflect this change.

ATTACHMENTS:

1) Resolution No. _____ with Exhibit A Council Rules & Procedures

FISCAL IMPACTS (Include Budgeted Amount): None.

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to approve Resolution No. _____ to repeal Resolution No. 3366; and adopt new Bremerton City Council Rules & Procedures.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

RESOLUTION NO.

A RESOLUTION of the City Council of the City of Bremerton, Washington, repealing Resolution No. 3366 and adopting new Rules & Procedures for the City Council to conduct its business.

WHEREAS, the City Council adopted Resolution No. 3366 on October 18, 2023, which adopted Rules & Procedures for the City Council to conduct its business; and

WHEREAS, the City Council desires to update the Rules & Procedures for the City Council;
NOW THEREFORE,

THE CITY COUNCIL OF THE CITY OF BREMERTON, WASHINGTON, DOES
HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Resolution No. 3366 is hereby repealed in its entirety.

SECTION 2. The Bremerton City Council Rules & Procedures attached hereto as Exhibit A are hereby adopted and shall become effective upon passage of this resolution.

SECTION 3. Severability. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

SECTION 4. Effective Date. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council of the City of Bremerton, Washington this _____ day of _____, 2025.

ERIC YOUNGER, Council President

APPROVED AS TO FORM:

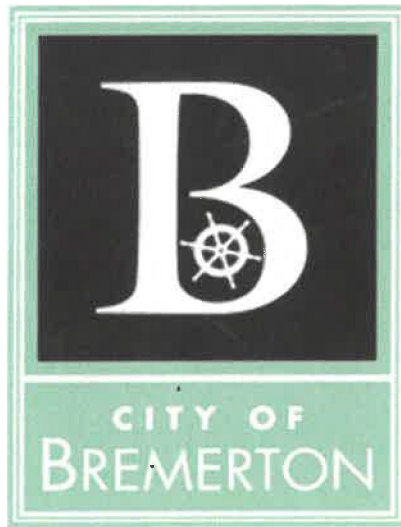
ATTEST:

KYLIE FINNELL, City Attorney

ANGELA HOOVER, City Clerk

Bremerton City Council

Rules & Procedures



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RULE 1 - MEETINGS

1. Regular Meetings: The City Council shall meet in accordance with Rule 5, except as follows:

- (a) There shall be no regular meeting of the City Council during the week of Thanksgiving.
- (b) If at any time any regular meeting of the City Council falls on a legal holiday, then pursuant to RCW 42.30.070 such regular meeting shall be held on the next business day.
 - i. Upon a motion, and majority vote, the Council may recess from a meeting to a certain time and place set forth in the motion.
 - ii. Meetings may be relocated to accommodate special needs or circumstances.

2. Special Meetings: Special Meetings or any change in the time or location of a regular meeting shall be called by the Council President, or a majority of the members of the City Council, by delivering personally or by mail or e-mail, written notice to each member of the Council; and to each local newspaper of general circulation, and to each local radio or television station which has on file with the City a written request to be notified of such Special Meeting or of all Special Meetings. The notice must be delivered personally or by mail, or e-mail at least twenty-four hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the Special Meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings. Written notice may be dispensed with:

- (a) If a member, prior to the convening of the meeting, files waiver of notice with the City Clerk, either written or by e-mail; or
- (b) If a member is actually present at the time the meeting convenes; or
- (c) If the Special Meeting is called to deal with an emergency involving injury or damage to persons or property, or the likelihood of such, where these requirements would increase the likelihood of such injury or damage. (RCW 42.30.080).

3. Quorum: Four Council Members shall constitute a quorum for the transaction of business and in the absence of a quorum the members present may adjourn the meeting to a later date.

4. Open Public Meetings Act: All Council meetings shall be conducted in conformity with the Open Public Meetings Act (RCW 42.30).

5. Appearance of Fairness/Conflict of Interest: In all its dealings, the Council and its individual members shall be governed by RCW 42.36 (Appearance of Fairness Doctrine); RCW 42.20 (Misconduct of Public Officers) and RCW 42.52 (Ethics in Public Service) and Chapter 2.96 BMC (Code of Ethics).

6. Executive Sessions: The Council may hold Executive Sessions during a regular or Special Meeting to consider matters allowed under RCW 42.30.110 as it now exists or is hereafter amended including:

- (a) consideration of acquisition or sale of real property if public knowledge would adversely affect the price;
- (b) discussion with legal counsel of City enforcement actions or potential or pending litigation in which the City is, or is likely to become, a party;
- (c) to receive and evaluate complaints against a public employee, unless the employee requests the consideration to be held in an open meeting;
- (d) evaluate the performance of an employee or qualifications of an applicant for City employment, so long *as* the final decision to hire and terms of employment, and decisions to terminate or discipline, are taken in an open meeting;
- (e) to review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs; and
- (f) to evaluate the qualifications of a candidate for appointment to elective office.

See RCW 42.30.110 for complete itemization of Executive Session topics.

Before convening in Executive Session, the presiding officer shall announce the purpose of the session and the anticipated length of such session, and whether further action is anticipated. Should the session require more time, a public announcement shall be made that the session will be extended. The Council will return to the open meeting, as applicable, for Adjournment of the meeting. Confidential discussions during Executive Sessions shall not be disclosed by any Council Member or City official in attendance to any person unless confidentiality is waived by a majority of the Council. Violation of confidentiality may result in a censure motion by the Council during a regular meeting.

7. Remote Appearance: Council Members may appear remotely at a Council Meeting under limited circumstances. Remote appearances are for the benefit of the City of Bremerton and not for the benefit of an individual Council Member. Remote appearances may occur as follows:

- (a) The Council President may approve a Council Member's remote appearance at a Council Meeting when one or more of the following circumstances exists:
 - i. Due to fire, flood, earthquake, or other emergency, there is a need for action by a governing body to meet the emergency; or
 - ii. A vote of the council of the whole is required for action; or
 - iii. A unanimous vote of the whole council is required for passage of a measure; or
 - iv. On a case-by-case basis.

(b) In the event that subsection 7(a) of Rule 1 of the Bremerton City Council Rules & Procedures has been satisfied and more than one Council Member is absent, reasonable efforts shall be given to provide all absent members an opportunity to appear remotely. In no event shall the Council President approve a Council Member's remote appearance unless satisfactory equipment is available. Satisfactory equipment shall at a minimum, mean equipment that allows all participants and attendees to hear each other simultaneously and allows the remote Council Members to participate to the same extent as if they were present.

(c) During any meeting that a Council Member is attending remotely, the Council President or presiding Council Member shall state for the record that a particular Council Member is attending remotely and the reasons for such attendance.

(d) Council members appearing remotely may participate and vote during the meeting as if they were physically present at the meeting.

(e) Council Members appearing remotely shall comply with all rules and procedures as if they were physically present at the meeting.

RULE 2 - PRESIDING OFFICER - DUTIES

1. Conduct of Meeting: The presiding officer at all meetings of the Council will be the President of the Council, or in the absence of the President, the Vice President of the Council, who shall conduct the business and deliberations of the Council under these rules. Reference herein to Council President shall also apply to the Council Member acting in the Council President's place as presiding officer. The *President/mayor pro tempore* and Vice President shall be elected by a majority of the Council Members at the start of the first meeting of each year, or at the next Council Meeting following a vacancy. If both the President and Vice President are absent and a quorum is present, the Chair of the **Parks, Finance, Investment, & Parking Committee** shall act as Presiding Officer. If the Chair of that Committee is unavailable, the Chair of the **Public Works Committee** shall act as presiding officer.

The Council President shall:

- (a) Preserve order and decorum during meetings; and
- (b) Observe and enforce all rules adopted by the Council for its government; and
- (c) Decide all questions on order, in accordance with these rules, subject to a challenge as provided in Rule 6 Subsection 4, below; and
- (d) Recognize members of the Council in the order in which they request the floor except priority may be given to Committee Chairs to which the item under discussion originated. No member shall be recognized and given the floor to speak on the same matter more than once until all other members of the Council have had an opportunity to be recognized and be heard; and
- (e) The presiding officer, as a member of the Council, shall have only those rights, and shall be governed in all matters and issues by the same rules and restrictions as other Council Members.

2. Check Register: The Council President shall be assigned the responsibility for signing off on the Check Register, following Council approval.

3. Council Committees: The Council President shall make all committee assignments, as well as Intergovernmental Representative assignments. To the degree possible, assignments will be consistent with special skills, interests, and time constraints. Assignments will be made to the following:

- (a) Standing Committees:
 - i. **Parks, Finance, Investment & Parking Committee** to serve as directed by the Council President; and
 - ii. Public Works Committee to serve as directed by the Council President; and
 - iii. Public Safety Committee to serve as directed by the Council

President; and

- iv. Audit Committee per the City Charter and Chapter 2.18 BMC; and
- v. Lodging Tax Advisory Committee per Chapter 67.28 RCW and Chapter 3.64 BMC.

The above listed standing committees may be restructured or reorganized as authorized and approved by the City Council without formal amendment of these rules and procedures.

(b) Special and Ad Hoc Committees - May be established for a specific purpose or a specific time frame to serve as authorized by the Council President.

(c) Intergovernmental Committees, Commissions, and Boards - Established committees, e.g., Kitsap Regional Coordinating Council.

RULE 3 - COUNCIL MEMBERS

1. **Comments:** Council members shall address all comments to the Council President, except when a member moves to adopt a resolution, or when a member seconds a motion.
2. **Leaving Place:** No member shall leave his or her place while a question is being put or a count is being taken.
3. **Voting:** A vote on any matter shall be taken by roll call and any member may abstain from voting.
4. **Questioning:** Any member of the Council, including the Council President, shall have the right to question any individual, or staff member, on matters germane to the issue before the Council. Such questioning shall not be conducted so as to ridicule or denigrate the individual being questioned.
5. **Information Requests:** A Council member may seek clarification or additional information before voting on an issue. If such request delays consideration to another date, approval of a majority of the Council is required.

RULE 4 - AGENDA CONTROL

1. **Administration Initiated Legislation:** Consideration of any subject, matter, or communication by the Council may be initiated by the Mayor in accordance with the Agenda Bill Policy. The Council President may reject any agenda item not complying with the policy, or allow items to be added with exceptions granted on a case-by-case basis. Upon presentation at a Study Session, the Council as a whole may (a) decline further consideration, (b) request information or changes before further consideration, or (c) place the item on a Regular Business meeting agenda with or without requested changes.
2. **Council Initiated Legislation:** To promote the orderly development and consideration of proposed

legislation and the efficient use of staff and Council time, Council will initiate legislation as follows: at the joint request of two or more Council Members, they may seek legal advice from the City Attorney for them to draft an outline of their proposed legislation for consideration at a Council Study Session. Upon submission to the Legislative Office Manager, the Council President shall place the item on the next feasible Study Session agenda. Following Council discussion at Study Session, the City Attorney will prepare a draft ordinance or resolution if a request is made by three or more Council Members, and the item does not violate State law or the City Charter. Once the legislation has been prepared, the Council President shall place it on the next feasible Study Session. Upon presentation at a Study Session, the Council as a whole may (a) decline further consideration, (b) request information or changes before further consideration, or (c) place the item on a Regular Business meeting agenda with or without requested changes.

3. Removing Items: At the Briefing, or at any time prior to the start of a meeting, any item may be removed from the Agenda for any reason upon the request of any Council Member. However, two Council Members may demand the item be reinstated to the Agenda. The item shall be brought before the Council as regular business on the Agenda and only tabled, continued, or rejected by majority vote.

RULE 5 - REGULAR COUNCIL MEETINGS - ITEMS OF BUSINESS

1. Regular Business Meeting: A Council Briefing to discuss the Agenda and/or General Council Business may be held at 5:00 PM in the Council Conference Room unless a different location is designated. The Council Meeting shall meet in the designated First Floor Meeting Chambers, unless a different location is so designated, on the 1st and 3rd Wednesday of each month at 5:30 PM or at such other day and time as designated by ordinance. The Council Meeting may consist of the following items with the sequence and any other items added or removed as determined by the Council President:

- (a) Call to Order
 - Pledge of Allegiance (*for special occasions*)
- (b) Mayor's Report (*per §19(5) of City Charter*)
- (c) Consent Agenda
- (d) Public Recognition (*may continue after General Business*)
- (e) Public Hearings
- (f) General Business
- (g) Council Member Reports (*5 minutes per Councilmember*)
- (h) Adjournment

2. Study Session: The Study Session shall meet in the designated Council Conference Room, unless a different location is so designated, on the 2nd and 4th Wednesday of each month at 5:00 PM or at such other day and time as designated by ordinance. The Study Session shall consist of the following items with the sequence and any other added items as determined by the Council President:

- (a) Briefings on Agenda Items
- (b) Other General Council Business as authorized by the Council President
- (c) Adjournment

3. Executive Session/Recess: The agenda may be interrupted for a stated time to adjourn to Executive Session or recess at the prerogative of the Council President, unless overruled by Council majority.

4. Consent Agenda Items: Any Council member may request a Consent Agenda Item be moved to the regular agenda, for which no second is required.

5. Agenda Rearrangement: The Council President may rearrange, change the sequence, or add to or remove items from the Agendas outlined in Rule 5, Subsections (1) and (2) above.

6. Regular Council Meetings Televised: The Regular Council meetings shall be televised unless otherwise directed by Council.

RULE 6 - DEBATES

1. Interruption: No member, including the Council President, shall interrupt or argue with any other member while such member has the floor.

2. Courtesy: All speakers, including Council Members, during comments, discussion, or debate of any issue, shall address their comments to the Council President with courtesy and proper deportment. Comments shall not contain personalities, derogatory remarks, or insinuations toward any member of the Council, Staff, or Public, but shall be confined to facts that are germane and relevant to the issue.

3. Transgression: Upon transgression of these rules, the Council President shall call such person to order, in which case that person shall be silent except to continue in order. If the Council President transgresses these rules, or fails to call a transgressor to order, any other member of the Council may, under a point of order, call the transgressor to order.

4. Challenge to Ruling: Any member of the Council shall have the right to challenge any action or ruling of the Council President, or member, as the case may be, in which case the decision of the majority of the members of the Council present, including the Council President, shall govern.

RULE 7 - PARLIAMENTARY PROCEDURE

Procedure Guide: Robert's Rules of Order shall be used as a guide to govern the conduct of business of the City Council while in Legislative session. However, the Council President shall have the authority to make a final ruling on all issues of procedure, subject to Rule 6, Subsection 4 of these Rules.

RULE 8 - ORDINANCES - RESOLUTIONS

- 1. Actions:** Any action of the Council shall be by ordinance, resolution or motion and shall be conducted only in open public meetings unless otherwise provided by law. Such action shall be deemed approved by an affirmative vote of a majority of those Council members present, unless otherwise provided by law. Any such action shall contain only a single subject matter and may not be amended to include a different subject.
- 2. Submittal:** No ordinance shall be submitted to the Council for consideration until approved as to form and legality by the City Attorney and copies have been furnished to Council Members and the City Clerk. No such ordinance shall contain any interlineations or marginal notes.
- 3. Presentations:** Reading of ordinances and resolutions at all Council meetings shall be deemed sufficient by the reading of a brief synopsis of the title of the ordinance or the purpose of the resolution. The full text of an ordinance or resolution under consideration by the Council will be provided to any member of the public upon request.
- 4. Reading of Ordinances:** Every ordinance shall have one reading except that, upon a request of a Council Member, an ordinance shall have two or more readings unless otherwise directed by the Council.

RULE 9 - MISCELLANEOUS

- 1. Agenda:** By direction of the Council President, the Legislative Office Manager shall prepare the Agenda for each session of the Council in regular order in accordance with these rules, which order shall not be departed from, except as provided in these rules. Such Agenda shall include all resolutions, ordinances and matters requested by any Council Member, or the Mayor, with no items deleted from the Agenda except as provided in Rule 4 of these rules.
- 2. Public Comment on Agenda Items:** Any person is provided an opportunity to comment on any Agenda item at the time the item is discussed and prior to a vote by the Council. Public Comment may also be accepted when an amending motion is made by a member of Council and seconded, at the discretion of the Council President. Such remarks must be confined to those that are germane and relevant to the item being discussed and shall be subject to a time limit. If numerous speakers are addressing the issue, the Council President may further restrict speaker time. Written comments shall, to all intents and purposes, be considered the same as oral comments.
- 3. Public Recognition:** Any member of the public is provided an opportunity to address the Council and the Mayor on issues not on the Agenda. No member of the public shall engage in discussion or comment which a) is obscene, indecent, or libelous; b) promotes the sale of products or services; c) promotes any lottery or contest which offers prizes dependent in whole or in part upon lot or chance. It is suggested that questions from the public posed to the Council that cannot be answered at the Council meeting should be put in writing in order to receive a written response from the appropriate party or parties within a reasonable time. Letters addressed to City officials will not be read in Public Recognition unless an exception is granted by Council President based upon exceptional circumstances. Argumentative Rebuttal is not permitted during Public Recognition.

4. Ballot Issues: During the election period, beginning on the deadline for elective office or ballot issues, or from the time an individual announces candidacy, whichever comes first, through the November General Election, all announcements or advertising concerning candidates are prohibited. Discussion of ballot issues is prohibited after the issue has qualified for the ballot. Meetings for political parties may be announced, with the exception of fundraising events (e.g., dinners, drawings, etc.) or meetings where the title of the function expresses support or opposition for any candidate, political party, or issue.

5. Public Hearings: The Council President may allocate the time allotted to Public Hearing equally among the members of the public who wish to speak.

6. Complaints: Personal complaints, especially those of a derogatory nature against any official or employee of the City shall not be discussed at a Council meeting. Citizens wishing to make such complaints shall be instructed that the same should be first processed and handled through the Mayor's office. Then, if the citizen feels appropriate action has not been taken, it shall be proper for the complaint to be communicated in writing to the members of the Council. Complaints against a Council Member shall be submitted to the Council President. If the complaint is against the Council President, the complaint shall be submitted to the Vice-President. Acceptance by the Council of a written complaint shall not, however, give rise to public discussion thereon. The City Attorney should be consulted regarding confidentiality, rights to privacy and other legal concerns.

7. Amendments to Rules & Procedures: Amendments to these rules shall be made by resolution of the Council.

8. The City Clerk: The City Clerk, or duly authorized representative, shall attend all business meetings of the City Council and maintain a permanent journal of its proceedings. All votes shall be recorded by calling the names of each member on a positional rotation basis with Council President's vote called last.

9. Maintain Record: All of the regular and special meetings of the City Council and each and every part thereof shall be recorded electronically. These records shall be maintained for a period in conformance with Chapter 40.14 RCW.

10. Prepare Minutes: Subsequent to each meeting, the Legislative Office Manager shall prepare brief and concise action minutes of all Council meetings and submit the same to the Council for approval. Such minutes shall contain an accurate resume of official Council actions, with reference to all matters before it.

11. Verbatim Transcript: No member of the Council, nor any member of the administrative staff of the City, shall be empowered or authorized to require the Legislative Office Manager to insert in said official minutes any verbatim transcript of all or any part of the proceedings. Verbatim transcripts shall be made a part of the minutes only when authorized by a majority vote of the entire Council, made at the meeting wherein such verbatim request is made.

12. Non-Compliance with rules and Waiver: Failure of a Council member to challenge the non-compliance of Council proceedings with any rule or procedure herein, prior to the vote or other action taken on the item under consideration, shall constitute a waiver and such non-compliance shall not affect the outcome of any action taken by the Council unless such compliance is required by law.

13. Council Comments: No Council Member may advertise or promote a private business or enterprise during Council meetings except that Council Members may make announcements to welcome a new business or announce special events regarding a private business or enterprise.

RULE 10 - COUNCIL EXPENSE REIMBURSEMENT

Members of the City Council shall observe the Expense Reimbursement Claim Policies that have been established by ordinance or resolution. Reimbursement for travel by any member of the Council outside the State of Washington shall be made only with the prior approval of the majority of the Council. All Council Member expenses shall be subject to approval by the Council President.

RULE 11 - QUASI-JUDICIAL HEARINGS

1. Quasi-Judicial Body: In hearing matters requiring application of law and determination of facts which predominantly affect particular parties rather than the public generally or a class or group, the Council sits as a Quasi-Judicial body. It will conduct the hearing in accordance with Rule 11 and 12.

(a) Council President convenes hearing.

(b) Item is introduced by City Clerk.

(c) Council President inquires:

i. "All Council Members should now give consideration as to whether they have: 1) a demonstrated bias or prejudice for or against any party to the proceedings; 2) a direct or indirect monetary interest in the outcome of the proceedings; 3) a prejudgment of the issue prior to hearing the facts on the record; or 4) *ex parte* contact with any individual, excluding administrative staff, with regard to an issue prior to the hearing. If any Council member should answer in the affirmative, then the Council member should state the reason for their answer at this time so that the Chair may inquire of the City Attorney as to whether a violation of the Appearance of Fairness Doctrine or a Conflict of Interest exists."

ii. "If any member of the public believes any Council member should excuse themselves due to a conflict with the Appearance of Fairness doctrine, or for another concern, please state the reasons now."

(d) Council President calls upon Administrative Staff to present the recommendation or decision of the Administrative Hearing Examiner, or other applicable commission or board, to provide a general background and to answer Council questions.

(e*) Council President designates the length of argument to afford a fair hearing of the issues. Correspondence is read and testimony taken from proponents, then opponents and those neutral. Council may ask questions of those testifying.

(f*) Limited questioning of opposing witnesses on technical matters by either side may be allowed in the discretion of the Council President. The City Attorney will advise the Council President when such questioning may be a lawful requirement of the hearing.

(g*) President closes the public testimony portion of the hearing. Council deliberates and may ask questions of the presenters.

(h) A decision by motion is made. The Council may accept, reject, or modify a recommendation or decision based upon its application of code criteria and appropriate findings.

(i) No motion to rescind or reconsider the initial quasi-judicial decision may be brought by any Council member following close of the meeting.

* Not applicable to closed record hearing.

RULE 12 - CLOSED RECORD HEARINGS

1. Hearing Procedure:

(a) Closed record hearings on land use applications shall be conducted in accordance with this rule. The provisions of Rule 11 are applicable to closed record hearings except as otherwise noted therein. After the appearance of fairness inquiry, the President or staff will announce that the decision will be based on materials received in evidence at the previous open record hearing of the Administrative Hearing Examiner or other applicable commission or board; minutes of the prior hearing; and the recommendation or decision from the open record hearing.

(b) The Council may consider the following limited evidence not set forth in the record:

i. The Council may take official notice of information such as any law, ordinance, resolution, rule or other fact generally known and verifiable from reliable sources.

ii. Council Members may view the area in dispute, but shall note the time, manner and circumstances of such view on the record.

iii. Council deliberates and may ask questions of the staff.

iv. A motion incorporating the decision is made. The Council may accept, reject, or modify the Administrative Hearing Examiner's recommendation based upon its application of code criteria and appropriate findings.

Dated this 5th day of March, 2025

Eric Younger
2025 City Council President

AGENDA BILL
CITY OF BREMERTON
CITY COUNCIL

SUBJECT:

Acceptance of the Lodging Tax
Advisory Committee's
2025 Funding Recommendations

| | |
|-----------------------|-----------------------------------|
| Study Session Date: | February 26, 2025 |
| COUNCIL MEETING Date: | March 5, 2025 |
| Department: | City Council |
| Presenter: | Jennifer Chamberlin LTAC Chair |
| Phone: | (360) 473-5280 |

SUMMARY:

The Lodging Tax Advisory Committee (LTAC) received 18 requests for funding totaling \$1,077,865.

Direction provided by City Council when considering these requests included support of long-time community events, kick-starting new events, tourism-based organizations and venues, and municipal projects. Also, criteria provided by the City Council when evaluating the requests included consideration of economic impact, events or activities that draw tourists from 50 miles or more away, events or activities that focused on Bremerton's community, and requests that demonstrated collaboration with other community organizations.

Following the application process, interviews with the applicants were held on December 12, 2024 and January 10, 2025, followed by deliberations on February 7. The LTAC is now presenting for the Council's consideration Funding Recommendations for all of the applicants with a total proposed allocation of \$400,000 (Exhibit A). Also already included in the City's 2025 Budget are continued annual commitments to the Kitsap Conference Center for \$250,000 and \$150,000 for the Admiral Theatre, for a grand total of \$800,000 for Fiscal Year 2025.

ATTACHMENTS: 1) Summary of Requests & Recommendations 2) Exhibit A – LTAC Funding Recommendations for 2025 **Added 2/22/25 1:00 PM**

FISCAL IMPACTS (Include Budgeted Amount): RCW 67.28 specifies that the LTAC's recommendations may either be accepted or rejected. If any individual recommendation is rejected by City Council, then the proposed change must be submitted to the LTAC for review and comment, allowing for up to 45 days before final action on the funding is taken.

Funding may only be allocated to the list of eligible applicants provided by the LTAC.

A delay in funding could potentially impact event planning in progress by organizations.

STUDY SESSION ACTION: ☐ Consent Agenda ☐ General Business ☐ Public Hearing

RECOMMENDED MOTION:

Move to accept the Lodging Tax Advisory Committee's 2025 Funding Recommendations per Exhibit A.

COUNCIL ACTION: ☐ Approve ☐ Deny ☐ Table ☐ Continue ☐ No Action

2025 FUNDING REQUESTS & LTAC RECOMMENDATIONS

| Applicants | Requests | Recommendations |
|---------------------------------------|--------------------|------------------|
| Collective Visions Gallery | \$10,000 | \$5,000 |
| Bremerton Rotary | \$50,000 | \$14,000 |
| Bremerton Symphony | \$25,000 | \$17,000 |
| Puget Sound Navy Museum | \$7,500 | \$6,000 |
| Sunny Jack Events | \$150,000 | \$60,000 |
| Kitsap History Museum | \$60,910 | \$24,000 |
| Enoch Arts | \$19,000 | \$5,000 |
| Bremerton Historic Ships | \$55,000 | \$50,000 |
| Visit Kitsap | \$129,450 | \$40,000 |
| WayzGoose Kitsap | \$16,000 | \$7,500 |
| Kitsap Bazaar | \$10,000 | \$3,500 |
| Greater Kitsap Chamber of Commerce | \$202,505 | \$50,000 |
| Bremerton Roxy Foundation | \$25,000 | \$20,000 |
| WA State Science & Engineering Fair | \$47,500 | \$35,500 |
| Kitsap Building Association | \$75,000 | \$15,500 |
| Downtown Bremerton Association | \$125,000 | \$30,500 |
| New Life Community Development Agency | \$25,000 | \$5,000 |
| City of Bremerton - Quincy Square | \$45,000 | \$11,500 |
| Total of Requests Received | \$1,077,865 | \$400,000 |

EXHIBIT A

LODGING TAX ADVISORY COMMITTEE 2025 FUNDING RECOMMENDATIONS

| Organization | Role in Tourism & Location | Proposed Event/Project Highlights | Proposed Use of Funding | Requests | Recommendations |
|---------------------------------------|---|--|---|----------|-----------------|
| Kitsap Bazaar <i>New Applicant</i> | Community Events Locations in Bremerton TBD | Sasquatch Festival (April - June TBD) | Event Operations | 10,000 | \$3,500 |
| | | PNW Holiday Market (Nov - Dec TBD) | | | |
| | | Potential collaboration with other festivals and markets or off season | | | |
| | | Estimated 1,000 Visitors/Event Estimated 300 for Overnight Stays | | | |
| Collective Visions Gallery | Venue & Arts Events Council District 3 - Pacific Avenue | Juried Art Show (Jan - Feb) | Event Marketing & Operations Venue Operations during Event | 10,000 | \$5,000 |
| | | Events during First Friday Artwalk | | | |
| | | Considering collaboration with DBA & Arts Commission | | | |
| | | Estimated 2,000+ Visitors/Year Estimated 400 for Overnight Stays | | | |
| Enoch Arts <i>New Applicant</i> | Venue & Arts Events Council District 2 - Lebo Boulevard | 6 Productions (Feb-Nov) | Event Marketing & Operations | 19,000 | \$5,000 |
| | | Each Production includes 12 Shows | | | |
| | | Collaborates with Symphony & Kitsap Children's Museum | | | |
| | | Estimated 2,100 Visitors/Year Estimated 100 for Overnight Stays | | | |
| New Life CDA <i>New Applicant</i> | Venue & Community Events Council District 3 - Marvin Williams Center | STEM Expo, College Fair, Cancer Awareness, Halloween Party, Family Christmas (Year Round) | Event Marketing & Operations | 25,000 | \$5,000 |
| | | Colloborates with Fred Hutch, UW, Virginia Mason & Numerous Cultural Organizations | | | |
| | | Estimated 300-500 Visitors/Event Estimated 75-125 for Overnight Stays | | | |
| | | | | | |

EXHIBIT A

LODGING TAX ADVISORY COMMITTEE 2025 FUNDING RECOMMENDATIONS

| Organization | Role in Tourism & Location | Proposed Event/Project Highlights | Proposed Use of Funding | Requests | Recommendations |
|---|---|--|--|----------|-----------------|
| Puget Sound Navy Museum | Venue & Community Events Council District 3 - Harborside | Exhibits & Events (Year Round) | Event Marketing | 7,500 | \$6,000 |
| | | Collaborates with DBA, Chamber, Navy League | | | |
| | | Estimated 30,062 Visitors for Overnight Stays | | | |
| WayzGoose Kitsap | Community & Arts Event Council District 3 - Marvin Williams Center | Arts Festival (June) & Artist Panel (Nov) | Event Marketing | 16,000 | \$7,500 |
| | | Estimated 500 Visitors | | | |
| | | Estimated 100 for Overnight Stays | | | |
| City of Bremerton - Quincy Square <i>New Applicant</i> | Venue & Arts/Culture Events Council District 3 - 4th Street | Operations Management Team & Event Support (June - Dec) | Event Marketing & Operations Venue Operations | 45,000 | \$11,500 |
| | | Collaborates with DBA, Chamber, Rotary | | | |
| | | Estimated 3-4 Events/Month Estimated up to 3,000 Visitors/Event New Venue with Overnight Stays TBD | | | |
| Kitsap Building Association <i>New Applicant</i> | 3-Day Event Kitsap County Fairgrounds | Peninsula Home & Remodel Expo & includes Events Wildlife & Reptile Show, Car & Motorcycle Show, Construction in Motion, Made in WA, Lego Build (May) | Event Operations | 75,000 | \$15,500 |
| | | Collaborates with Habitat for Humanity & West Sound Tech | | | |
| | | Estimated 10,500+ Visitors Estimated 1,200 for Overnight Stays | | | |
| Bremerton Symphony | Arts Events Council District 3 - Roxy Theatre Council District 4 - OC & BHS PAC | Performances (Jan, Mar, May, Dec) Other Events throughout Kitsap | Event Marketing | 25,000 | \$17,000 |
| | | Estimated 5,000 Visitors/Year Estimated 1,200 for Overnight Stays | | | |
| | | | | | |

EXHIBIT A

LODGING TAX ADVISORY COMMITTEE 2025 FUNDING RECOMMENDATIONS

| Organization | Role in Tourism & Location | Proposed Event/Project Highlights | Proposed Use of Funding | Requests | Recommendations |
|--------------------------------|---|---|--|----------|-----------------|
| Bremerton Rotary | 3-Day Event Council District 3 - Downtown & Boardwalk | Blackberry Festival (Aug - Sept) | Event Marketing & Operations | 50,000 | \$14,000 |
| | | Estimated 40,000 Visitors | | | |
| | | Estimated 667+ for Overnight Stays | | | |
| Bremerton Roxy Foundation | Venue & Community Events Council District 3 - Roxy Theatre | Events & Concerts (Year Round) | Event Marketing Venue Operations | 25,000 | \$20,000 |
| | | Quincy Square Groundbreaking (May) | | | |
| | | West Sound Film Fest (Aug) New Year's Eve (Dec) | | | |
| Kitsap History Museum | Venue & Community Events Council District 3 - 4th Street | Estimated 8,000 Visitors/Year | Event Marketing & Operations Venue Operations | 60,910 | \$24,000 |
| | | Estimated 350+ for Overnight Stays | | | |
| | | History Uncorked & Eat Your Way | | | |
| Downtown Bremerton Association | Community Events Destination Marketing Council District 3 - Downtown & Boardwalk Council District 5 - Charleston Council District 7 - Airport | Quincy Square Exhibit | Event Marketing & Operations | 125,000 | \$30,500 |
| | | History/Cultural Exhibits & Events (Year Round) | | | |
| | | Collaborates with DBA, OC, KRL, Kitsap Children's Museum, Heavy Jeans, Zine Fest, Roxy Theatre, WayzGoose Kitsap, Marvin Williams Center, PSNS... and with Chamber, Visit Kitsap, Love Kitsap | | | |
| Downtown Bremerton Association | Community Events Destination Marketing Council District 3 - Downtown & Boardwalk Council District 5 - Charleston Council District 7 - Airport | Estimated 10,000 Visitors/Year | Event Marketing & Operations | 125,000 | \$30,500 |
| | | Estimated 1,300 for Overnight Stays | | | |
| | | St. Patrick's Day Parade, Femmes & Them's, Rock the Dock, Trick or Treat Street, Winterfest (Year Round) | | | |
| Downtown Bremerton Association | Community Events Destination Marketing Council District 3 - Downtown & Boardwalk Council District 5 - Charleston Council District 7 - Airport | Supports Air Show, Bridge Blast, Blackberry Festival, Taste of Kitsap, Magic in Manette, and KrampusNacht | Event Marketing & Operations | 125,000 | \$30,500 |
| | | Collaborates with History Museum, Sunny Jack Events, Chamber, Visit Kitsap, Historic Ships, Rotary, Manette Business Association, Charleston Business District, Port of Bremerton... | | | |
| | | Estimated 55,000 Visitors/Year | | | |
| Downtown Bremerton Association | Community Events Destination Marketing Council District 3 - Downtown & Boardwalk Council District 5 - Charleston Council District 7 - Airport | Estimated 6,200 for Overnight Stays | Event Marketing & Operations | 125,000 | \$30,500 |
| | | | | | |
| | | | | | |

EXHIBIT A

LODGING TAX ADVISORY COMMITTEE 2025 FUNDING RECOMMENDATIONS

| Organization | Role in Tourism & Location | Proposed Event/Project Highlights | Proposed Use of Funding | Requests | Recommendations |
|--------------------------------------|--|---|------------------------------|----------|-----------------|
| WA State Science & Engineering Fair | 2-Day Event Council District 4 - BHS PAC | WSSEF (Mar) | Event Marketing & Operations | 47,500 | \$35,500 |
| | | STEM focus, Family oriented | Venue Operations | | |
| | | Collaborates with Historic Ships & Kitsap Create | | | |
| | | Estimated 3,000 Visitors Estimated 1,500 for Overnight Stays | | | |
| Visit Kitsap Peninsula | Destination Marketing | Tourism Promotion, Videos, Events, Trade Shows | Event Marketing | 129,450 | \$40,000 |
| | | Continuing Expanded Outreach beyond WA | | | |
| | | Collaborates with Greater Kitsap Chamber | | | |
| | | Estimated 25,000-30,000 Visitors Estimated 8,000 for Overnight Stays | | | |
| Greater Kitsap Chamber of Commerce | Destination Marketing Council District 3 - Pacific Avenue | Armed Forces Festival (May) | Event Marketing & Operations | 202,505 | \$50,000 |
| | | Visitor Center Community Support (Year Round) | Visitor Center Operations | | |
| | | Includes Hotel Concierge, Cruise Line Promotion, Air Show, Creative District, Visitor Center Guide | | | |
| | | Collaborates with many community organizations & Visit Kitsap | | | |
| Bremerton Historic Ships Association | USS Turner Joy Council District 3 - By Boardwalk & Marina | Museum & Special Events (Year Round) | Venue Marketing | 55,000 | \$50,000 |
| | | Collaborates with Conference Center, Sunny Jack Events, WSSEF, Symphony, Chamber | | | |
| | | Estimated 45,000 Visitors Estimated 36,000 for Overnight Stays | | | |
| | | | | | |

EXHIBIT A

LODGING TAX ADVISORY COMMITTEE 2025 FUNDING RECOMMENDATIONS

| Organization | Role in Tourism & Location | Proposed Event/Project Highlights | Proposed Use of Funding | Requests | Recommendations |
|---|--|---|--|-------------|-----------------|
| Sunny Jack Events | Destination Marketing & Community Events Council District 3 - Washington Avenue | Wedding Expo (Feb), Bridge Blast (June), Taste of Kitsap (Aug) Night Market (May - Oct) Collaborates with DBA & Visit Kitsap Considering other partnerships to expand downtown events Estimated 15,000-20,000 Visitors Estimated 5,000 for Overnight Stays | Event Marketing & Operations Venue Operations | 150,000 | \$60,000 |
| | | | | | |
| Total Requests | | | | \$1,077,865 | |
| Total Recommended Funding | | | | | \$400,000 |
| Continued Funding to Kitsap Conference Center | | | | | \$250,000 |
| Continued Funding to Admiral Theatre Foundation | | | | | \$150,000 |
| Total Continued Funding | | | | | \$400,000 |
| Total 2025 Lodging Tax Funding | | | | | \$400,000 |

**Published for
February 26
Study Session**

Item B12
Public Comments

From: City Council <City.Council@ci.bremerton.wa.us>
Sent: Wednesday, February 12, 2025 6:25 PM
To: Aljollynn Sperber <aljollynn@visitkitsap.com>
Cc: City Council <City.Council@ci.bremerton.wa.us>; Greg Wheeler <Greg.Wheeler@ci.bremerton.wa.us>; Kylie Finnell <Kylie.Finnell@ci.bremerton.wa.us>; Brett Jette <Brett.Jette@ci.bremerton.wa.us>; Mike Riley <Mike.Riley@ci.bremerton.wa.us>; Melinda Monroe <Melinda.Monroe@ci.bremerton.wa.us>
Subject: RE: Request for Clear Methodology & Fact-Based Recommendations for LTAC (Visit Kitsap Peninsula)

Ms. Sperber,

This is to acknowledge receipt of your email and attachments, which will be provided to the Council Members for their review and consideration. Due to the subject matter, your email will also be provided to the Mayor and City Officials.

Thank you for taking the time to submit your comments and provide feedback on the LTAC's process. Lastly, a copy will be retained with your application for funding and included in the meeting record for the February 26 Study Session.

Christine Grenier

Legislative/Auditor Assistant
Bremerton City Council
(360) 473-5280
www.BremertonWA.gov



From: Aljollynn Sperber <aljollynn@visitkitsap.com>
Sent: Wednesday, February 12, 2025 12:33 PM
To: City Council <City.Council@ci.bremerton.wa.us>
Subject: Request for Clear Methodology & Fact-Based Recommendations for LTAC

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Bremerton City Council,

We appreciate the opportunity to present our work and impact through the LTAC process. In FY2024, we were awarded \$55,000 and successfully executed the initiatives outlined in our presentation (attached for reference). For FY2025, we have been recommended for \$40,000, a **\$15,000 (-27.7%) decrease** from year prior.

During the committee's deliberations, it became evident that not all recommendations were based on the merits of our work. One committee member recommended \$0 solely

because they were dissatisfied with our response to a subjective question: "*Which attraction would you recommend to someone visiting Bremerton?*" Our answer emphasized that recommendations vary based on a visitor's interests, as each traveler seeks different experiences. Additionally, we mentioned that the USS Turner Joy is frequently recommended as an iconic attraction. While other committee members appeared to base their recommendations on our demonstrated impact, it is concerning that funding decisions could be influenced by personal preferences rather than objective criteria.

We are not requesting a reconsideration of our funding allocation—we will gladly and effectively work with what has been awarded. However, we urge the Council to ensure that future committee recommendations are made with fairness, integrity, and a methodology that aligns with the City's tourism vision. Specifically, we request:

1. **Fact-Based Decision-Making:** Recommendations should be grounded in measurable impact and alignment with tourism goals, not personal opinions or affiliations.
2. **Established Methodology:** A standardized evaluation framework should be in place to guide committee members in assessing applicants equitably.
3. **Clear Tourism Vision:** We would welcome discussions with the Council and the Mayor to understand the long-term vision for tourism in Bremerton and how it aligns with community needs.
4. **Opportunity to Present Our Impact:** We would love the opportunity to showcase the impact of our work during a City Council meeting. We believe this will provide valuable insight into how tourism dollars are driving economic benefits for Bremerton.

Visit Kitsap Peninsula is committed to working collaboratively with the City Council, LTAC, and tourism partners to strengthen Bremerton's position as a premier destination. We look forward to ongoing conversations and partnerships that support sustainable tourism growth.

Thank you for your time and consideration. We look forward to your guidance on when we could present to the Council.

Thank you,
Aljollynn

P.S. We won an award for our new website! 🏆 [Check it out here!](#) Have an event to promote? Submit it [here](#).



Aljollynn Sperber
Executive Director

(310) 994-7383
aljollynn@visitkitsap.com
19225 8th Ave. NE
Suite 201-2022
Poulsbo, WA 98370
www.visitkitsap.com

Official Destination Marketing Organization Serving the Kitsap Peninsula Region Find Info at VisitKitsap.com and Kitsap Peninsula National Water Trails

Disclaimer: This electronic mail is intended solely for the person and/or entity to which it is addressed and may contain information that is privileged and/or confidential. Copying, forwarding or distributing this electronic mail and its attachments, if any, is strictly prohibited. If you have received this email in error, please notify the sender immediately and delete the material from your computer system.

On Wed, Feb 12, 2025 at 11:50 AM City Council <City.Council@ci.bremerton.wa.us> wrote:

Attn: Tourism Partners, Community Organizations, and Interested Parties

The Lodging Tax Advisory Committee's **2025 Funding Recommendations** are attached for your reference.

A full presentation to City Council is scheduled for the February 26 Study Session. While there will be no opportunities for input from the public and no action will be taken during that meeting, your comments are welcome anytime at City.Council@ci.bremerton.wa.us. Also, a Meeting Notice and Agenda will be sent in a separate email, which will include Zoom Codes for those who wish to attend remotely.

For more information, please visit 1) [Bremerton, WA - Official Website | Official Website](#) and/or 2) [Lodging Tax Advisory Committee | Bremerton, WA - Official Website](#). And please note that updates to the website are pending.

Sent on behalf of the Lodging Tax Advisory Committee:

Christine Grenier

Legislative/Auditor Assistant

Bremerton City Council

(360) 473-5280

www.BremertonWA.gov

