



City of Port Orchard Council Meeting Agenda

May 28, 2019

6:30 p.m.

Mayor:

Rob Putaansuu
Administrative Official

Councilmembers:

Bek Ashby (Mayor Pro-Tem)
Chair: ED/Tourism/LT Committee
Staff: Development Director
Finance Committee
KRCC / PSRC TransPol / KRCC TransPol
KRCC PlanPol-alt / PRTPO

Shawn Cucciardi
Finance Committee
Land Use Committee
PSRC EDD-alt

Fred Chang
Utilities Committee
Sewer Advisory Committee (SAC)
Staff: Public Works Director

Jay Rosapepe
ED/Tourism/LT Committee
Utilities Committee
Chair: Lodging Tax Committee
Sewer Advisory Committee (SAC)
KRCC-alt / KRCC TransPol-alt
Kitsap Transit-alt

John Clauson
Chair: Finance Committee
Staff: Finance Director
Kitsap Public Health District-alt
KEDA/KADA-alt

Cindy Lucarelli
Chair: Utilities and SAC Committee
Staff: Public Works Director
Chair: Chimes and Lights Committee
Staff: City Clerk
KEDA/KADA

Scott Diener
Chair: Land Use Committee
Staff: Development Director
ED/Tourism/LT Committee

Department Directors:
Nicholas Bond, AICP
Development Director

Mark Dorsey, P.E.
Director of Public Works/City Engineer

Tim Drury
Municipal Court Judge

Noah Crocker, M.B.A.
Finance Director

Geoffrey Marti
Police Chief

Brandy Rinearson, MMC, CPRO
City Clerk

Contact us:

216 Prospect Street
Port Orchard, WA 98366
(360) 876-4407

1. CALL TO ORDER

- A. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. CITIZENS COMMENTS

*(Please limit your comments to **3 minutes** for items listed on the Agenda and that are not for a Public Hearing. When recognized by the Mayor, please state your name for the official record)*

4. CONSENT AGENDA

(Approval of Consent Agenda passes all routine items listed below, which have been distributed to each Councilmember for reading and study. Consent Agenda items are not considered separately unless a Councilmember so requests. In the event of such a request, the item is returned to Business Items.)

- A. Approval of Vouchers and Electronic Payments
- B. Approval of Payroll and Direct Deposits

5. PRESENTATION

- A. Kitsap County Block Grant Program (Tufts) **Page 3**
- B. Lobbyist Legislative Post Session Briefing (Weiss)

6. PUBLIC HEARING

7. BUSINESS ITEMS

- A. Adoption of an Ordinance Confirming the Appointment of Matthew Brown to Chief of Police (Mayor) **Page 9**
- B. Adoption of an Ordinance Approving an Employment Agreement with Matthew Brown as the City's Chief of Police (Mayor) **Page 13**
- C. Adoption of an Ordinance Authorizing a Utility Manager and a Public Works Operations Manager (Lund) **Page 17**
- D. Adoption of a Resolution Sponsoring Peninsula Regional Transpiration Planning Organization (PRTPO) Membership into the Association of Washington Cities (AWC) Risk Management Service Agency (RMSA) (Rinearson) **Page 29**
- E. Approval of the May 14, 2019, City Council Meeting Minutes **Page 33**

8. DISCUSSION ITEMS (No Action to be Taken)

- A. Marina Pump Station Update (Dorsey)

9. REPORTS OF COUNCIL COMMITTEES

10. REPORT OF MAYOR

11. REPORT OF DEPARTMENT HEADS

12. CITIZEN COMMENTS

(Please limit your comments to 3 minutes for any items not up for Public Hearing. When recognized by the Mayor, please state your name for the official record)

13. EXECUTIVE SESSION: Pursuant to RCW 42.30.110, the City Council **WILL HOLD** an executive session related to real estate matters. The topic(s) and the session duration will be announced prior to the executive session.

14. ADJOURNMENT

COMMITTEE MEETINGS

	Date & Time	Location
Finance	TBD	City Hall
Economic Development and Tourism	June 10, 2019; 9:30am	City Hall
Utilities	June 17, 2019; 9:30am	City Hall
Sewer Advisory	August 14, 2019; 6:30pm	City Hall
Land Use	TBD, 2019; 9:30am	DCD*
Lodging Tax Advisory	TBD	City Hall
Festival of Chimes & Lights	August 19, 2019; 3:30pm	City Hall
Outside Agency Committees	Varies	Varies

*DCD, Department of Community Development, 720 Prospect Street, Port Orchard

CITY COUNCIL GOOD OF THE ORDER



City of Port Orchard

216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Agenda Item No.:	<u>Presentation 5A</u>	Meeting Date:	<u>May 28, 2019</u>
Subject:	<u>Kitsap County Block Grant Program</u>	Prepared by:	<u>Robert Putaansuu</u>
			<u>Mayor</u>
		Atty Routing No.:	<u>N/A</u>
		Atty Review Date:	<u>N/A</u>

Summary: The City was asked by Kitsap County Department of Human Services Block Grant Manager, Bonnie Tufts, to continue being a participant of the Kitsap County Block Grant program. She will be providing a brief presentation on the services that are being offered as part of this program; and how the City’s residents will benefit from it. Included in the packet is a summary of the program.

Relationship to Comprehensive Plan: None.

Recommendation: N/A

Fiscal Impact: N/A

Alternatives: None.

Attachments: Block Grant Program Summary

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Kitsap County Block Grant Program
Kitsap County Department of Human Services
May 2019

Background

The Block Grant Program is a federal source of funds for Housing, Public Services and Community and Economic development for projects that principally benefit low income individuals and families and meet local priorities. Funds are determined annually by HUD and allocated to States and local jurisdictions which are called entitlement communities.

Kitsap County became an entitlement community and began receiving Community Development Block Grant (CDBG) funds in 1993 after qualifying as an urban county with the inclusion of the cities of Poulsbo, Port Orchard, and Bainbridge Island. In 1994 Kitsap County qualified for and began receiving HOME Investment Partnership (HOME) funds, an additional resource specifically for housing, and formed a HOME consortium with the City of Bremerton in 1996 (HUD determines annually the share of the annual HOME award for the City of Bremerton). Kitsap County as the lead agency, contracts with HUD and administers the grants. Through interlocal agreements with the cities, the Board of County Commissioners is the decision making body for county CDBG and HOME funds. The Bremerton City Council is the decision-making body for their portion of HOME funds. Every three years we are required to renew our Urban County status with HUD.

Local Allocation

Block Grant follows a rigorous process, as required by HUD, to award CDBG and HOME funds at the local level:

1. Every five years, a **Consolidated Plan** is prepared, describing community need, and outlining priority uses and funding strategies which will drive funding awards over the five-year period. The Plan also contains the Citizen Participation Plan, which shows HUD the program is complying with the community based intent of Block Grant. The Plan which includes a needs assessment and housing market analysis is based on extensive research, public input from community meetings, consumer groups, agencies, and stakeholders. It is published for public comment and following a public hearing, will be approved by the Kitsap County Board of Commissioners.
 - *The 2016 – 2020 Consolidated Plan has housing as the priority for capital funds.*
 - *During the end of this year and through next year, we will begin the planning process to update the Consolidated Plan for the years 2021 – 2025.*
 - *Meetings will be scheduled to present information on the process to all the City Councils.*
2. Each spring, Block Grant staff publishes a **Policy Plan** to set the ground rules, policies and procedures for applicants applying for and awarded funding. It is approved locally through the Kitsap County Board of Commissioners action at a public hearing.
3. Annually the **Coordinated Grant Application Process** is used to determine projects that will be awarded CDBG and HOME funds. The “Coordinated Grant Application” uses one application process for all funding sources (Kitsap County and City of Bremerton CDBG and HOME funds and Homeless Housing and Affordable Housing Grant Funds). By coordinating the application process we were able to eliminate redundancies in funding, streamline the process, save staff time and grant funds, and share the Citizen Committees who make the recommendations. The projects recommended for

funding must be linked to the goals and objectives described in the Strategic Plan portion of the Consolidated Plan.

- *There are two Grant Recommendation Committees – one for services and one for capital. They are made up of appointments from each of the cities and the Board of Commissioners to provide input on the funding process and to make funding recommendations, according to the needs of the community.*
4. The **Annual Action Plan** to HUD is published in October/November of each year for comment and presented for approval. It is a result the recommendations put together by the Grant Recommendation Committees. It lists the activities to be carried out with Block Grant funds through the CDBG and HOME programs. It is the County's application for federal funds and includes the projects awarded funding through the application process. After approval by the Kitsap County Board of Commissioners it is submitted to HUD for approval.
 5. In March of each year, Block Grant staff prepares the **Consolidated Annual Performance and Evaluation Report** (CAPER), to report to HUD how the jurisdiction has performed against the strategies and goals set forth in the 5-year Consolidated Plan. The report is published for public comment, and provided to the elected officials, but does not require approval.

Input and Collaboration

Together with the City of Bremerton and the Housing and Homelessness Division, we have hired a consultant to perform a countywide affordable housing inventory and market analysis study to look at where housing is located, current characteristics, gaps, housing needs now and into the future, and barriers for development of affordable housing. We hope to be able to use this study to drive our next Consolidated Plan and work with the cities to develop collaborative approaches that address regional housing needs and services in a coordinated way for the low-income populations in our county.

Projects Funded

Projects are funded to meet the goals of the Consolidated Plan and are funded throughout the County. In the City of Port Orchard and South Kitsap areas, the following projects and programs have been funded since 2015.

Capital Projects

- 2015 Housing Kitsap – Conifer Woods Apartments \$186,358
Roof replacement of the existing 72-unit complex which serves very-low income households.
- 2016 Housing Kitsap – Heritage Apartments \$134,911
Siding repair and painting of the existing 56-unit apartment complex which served very low-income households.
- 2019 Shelter America Group – Conifer Ridge Apartments \$288,633
Preservation of an existing 40-unit rental housing complex serving senior and disabled adults.

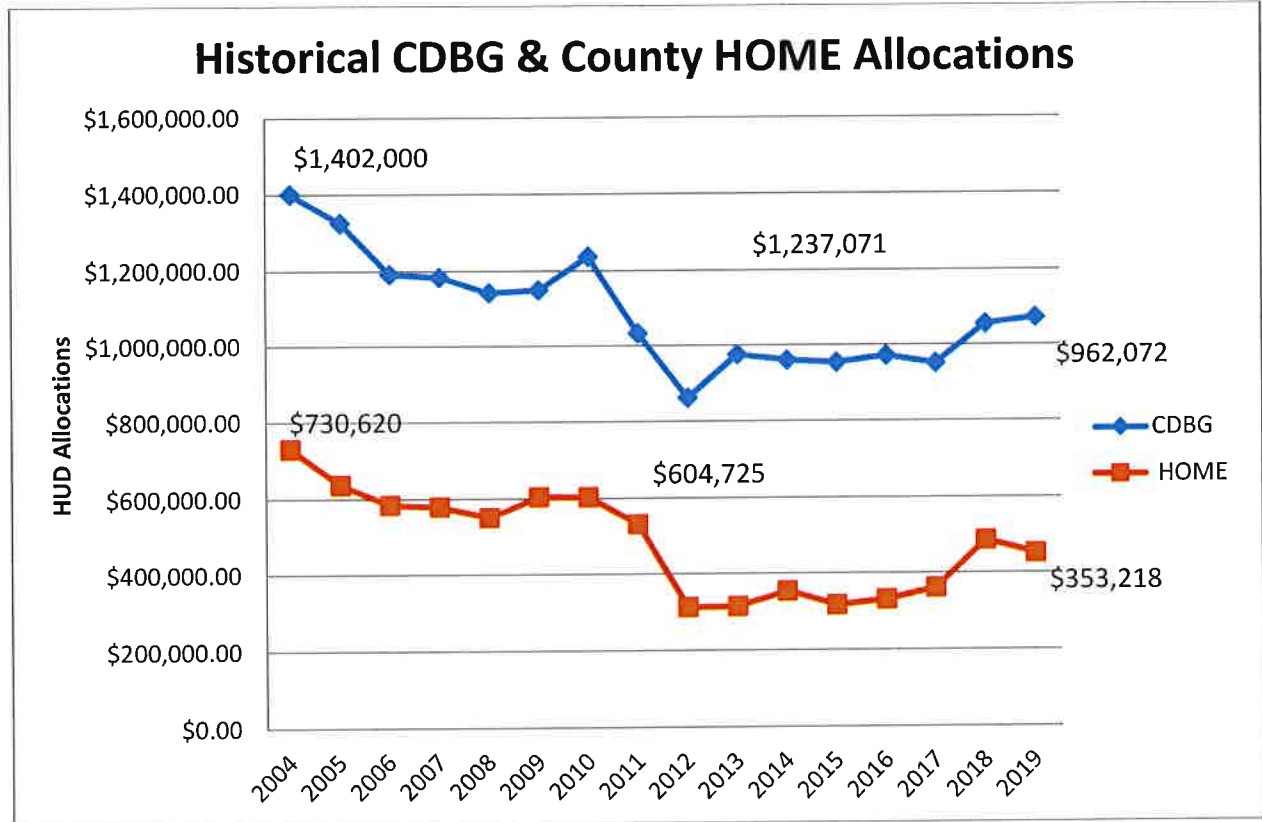
On-going Programs

- Community Frameworks – Kitsap County Homeownership (countywide DPA)
- Housing Kitsap – Down Payment Assistance Program
- Housing Kitsap – Single Family Rehabilitation
- Kitsap Community Resources – Weatherization
- Boys and Girls Clubs – SK Elementary Program
- Boys and Girls Clubs – SK Teen Program

- Kitsap Sexual Assault Center – Child Abuse Intervention
- South Kitsap Helpline – Food Bank Operations
- YMCA – Child Care Scholarships

Historical Funding

This chart depicts the allocations received over the last 15 years.



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Agenda Staff Report

Agenda Item No.:	<u>Business Item 7A</u>	Meeting Date:	<u>May 28, 2019</u>
Subject:	<u>Adoption of an Ordinance Confirming the</u>	Prepared by:	<u>Robert Putaansuu</u>
	<u>Appointment of Matthew Brown to Chief</u>		<u>Mayor</u>
	<u>of Police</u>	Atty Routing No.:	<u>N/A</u>
		Atty Review Date:	<u>N/A</u>

Summary: Mayor Putaansuu is seeking the City Council’s confirmation of the appointment of Matthew Brown to the position of Chief of Police, effective July 8, 2019. Attached is a proposed Ordinance confirming that appointment.

Relationship to Comprehensive Plan: None.

Recommendation: Staff recommends confirming the appointment of Matthew Brown as Chief of Police.

Motion for Consideration: “I move to adopt an Ordinance to confirm Mayor Putaansuu’s appointment of Matthew Brown to the position of Chief of Police, effective July 8, 2019.”

Fiscal Impact: N/A

Alternatives: None.

Attachments: Ordinance

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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON, TO CONFIRM THE MAYORAL APPOINTMENT OF MATTHEW BROWN AS POLICE CHIEF; PROVIDING FOR SEVERABILITY AND PUBLICATION; AND SETTING AN EFFECTIVE DATE.

WHEREAS, pursuant to RCW 35A.12.020, appointive officers shall be those provided for by ordinance; and

WHEREAS, pursuant to POMC 2.08.070, the police chief shall be appointed by the Mayor and confirmed by the City Council, and shall serve at the pleasure of the Mayor; and

WHEREAS, the City hired a consultant to handle the recruitment of the police chief; and

WHEREAS, the City held interviews with the top candidates, including holding a public greeting; and

WHEREAS, after extensive review, the Mayor appoints Matthew Brown as the City's Police Chief; and

WHEREAS, the City Council wishes to confirm the appointment of Matthew Brown as the City's Police Chief and to clarify the transition process; Now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby confirms the appointment of Matthew Brown as the City's Police Chief, effective July 8, 2019. Matthew Brown will officially become the City's Police Chief upon his swearing in, which is scheduled to take place on the morning of Monday, July 8, 2019. At that time, the City's current Police Chief, Geoffrey Marti, will relinquish the duties of Police Chief and will remain available for transition assistance until July 31, 2018, after which date he will be officially retired from the City of Port Orchard Police Department.

SECTION 3. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

SECTION 4. Publication. This Ordinance shall be published by an approved summary consisting of the title.

SECTION 5. Effective Date. This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

PASSED by the City Council of the City of Port Orchard, APPROVED by the Mayor and attested by the Clerk in authentication of such passage this 28th day of May 2019.

Robert Putansuu, Mayor

ATTEST:

SPONSOR:

Brandy Rinearson, MMC, City Clerk

Bek Ashby, Councilmember

APPROVED AS TO FORM:

Sharon Cates, City Attorney

PUBLISHED:
EFFECTIVE DATE:



City of Port Orchard

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

Agenda Item No.:	<u>Business Item 7B</u>	Meeting Date:	<u>May 28, 2019</u>
Subject:	<u>Adoption of an Ordinance Approving an Employment Agreement with Matthew Brown as the City’s Chief of Police</u>	Prepared by:	<u>Robert Putaansuu Mayor</u>
		Atty Routing No.:	<u>N/A</u>
		Atty Review Date:	<u>N/A</u>

Summary: Earlier this evening, Council confirmed Mayor Putaansuu’s appointment of Matthew Brown to be the Chief of Police for the City of Port Orchard. The Mayor is seeking to enter into an employment agreement with Mr. Brown. The agreement has been provided to the Council, with it being made available to the public upon adoption. In addition to the contract, the job description and salary scale was also provided.

The agreement will be effective May 28, 2019, with the first day of employment being July 8, 2019.

Relationship to Comprehensive Plan: N/A

Recommendation: Approve the Chief of Police Employment Agreement with Matthew Brown, effective May 28, 2019; with the first day of employment being July 8, 2019.

Motion for Consideration: “I move to adopt an ordinance approving the Chief of Police Employment Agreement with Matthew Brown, effective May 28, 2019; with the first day of employment being July 8, 2019 and authorizing the Mayor to execute the agreement”

Fiscal Impact: Salary is within the adopted 2019/2020 biennial budget.

Alternatives: None.

Attachments: Ordinance and Chief of Police Employment Agreement (available to public upon approval of Council).

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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON, APPROVING AN EMPLOYMENT AGREEMENT WITH MATTHEW BROWN, JOB DESCRIPTION, AND SALARY SCALE FOR CHIEF OF POLICE; PROVIDING FOR SEVERABILITY AND PUBLICATION; AND SETTING AN EFFECTIVE DATE.

WHEREAS, RCW 35A.34 (“Biennial Budgets”) contains a provision relating to the adjustment of wages, hours and conditions of employment for appointive employees; and

WHEREAS, RCW 35A.34.180 requires the legislative body make such adjustments by ordinance; and

WHEREAS, current Police Chief Marti will retire, and the City will need to seek a new police chief; and

WHEREAS, the City hired a consultant to handle the recruitment of the police chief; and

WHEREAS, the City held interviews with the top candidates, including holding a public greeting; and

WHEREAS, after extensive review, the Mayor appointed Matthew Brown as the City’s Police Chief and the City council confirmed the appointment; and

WHEREAS, the City Council wishes to enter into an employment agreement with Matthew Brown, herein attached as Exhibit A; along with his job description, attached as Exhibit B, and salary scale as Exhibit C; Now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. The City council authorizes the Mayor to execute an employment agreement with Matthew Brown as the City’s Police Chief, effective July 8, 2019. Matthew Brown will officially become the City’s Police Chief upon his swearing in, which is scheduled to take place on the morning of Monday, July 8, 2019. At that time, he will assume the duties of Police Chief.

SECTION 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

SECTION 3. Publication. This Ordinance shall be published by an approved summary consisting of the title.

SECTION 4. Effective Date. This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

PASSED by the City Council of the City of Port Orchard, APPROVED by the Mayor and attested by the Clerk in authentication of such passage this 28th day of May 2019.

Robert Putansuu, Mayor

ATTEST:

SPONSOR:

Brandy Rinearson, MMC, City Clerk

John Clauson, Councilmember

APPROVED AS TO FORM:

Sharon Cates, City Attorney

PUBLISHED:

EFFECTIVE DATE:



City of Port Orchard

216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Agenda Item No.:	<u>Business Item 7C</u>	Meeting Date:	<u>May 28, 2019</u>
Subject:	<u>Adoption of an Ordinance Authorizing</u> <u>a Utility Manager and a Public Works</u> <u>Operations Manager</u>	Prepared by:	<u>Debbie Lund</u> <u>HR Coordinator</u>
		Atty Routing No.:	<u>NA</u>
		Atty Review Date:	<u>NA</u>

Summary: Recent departures of several Public Works Department employees have caused the City staff, including HR and the Public Works management team, to review the organizational structure for the Public Works Department. In particular, the position of Public Works Utilities/Facilities Operations Manager is being vacated, and this is creating this review opportunity for the City.

Under this review, the team identified deficiencies in the department due to its organizational structure and is bringing forward a new organizational structure to help address these deficiencies. The City staff have recommended eliminating the Public Works Utilities/Facilities Operations Manager Position effective June 30th and creating two new jobs in its place. The jobs will be a Utility Manager position and a Public Works Operations Manager position.

The Public Works management team has determined that a stronger presence is required at the Public Works Shop to manage crews, projects and schedules, and to conduct performance evaluations and handle other non-union (management) duties. At the same time, a full time Utility Manager is still needed to oversee the numerous utilities projects the City is currently undertaking.

As a result of eliminating one position and adding two, the net effect is the addition of one FTE. The new FTE will be paid for out of the Enterprise Funds consisting of Water, Sewer, Storm operational funds. The Public Works Operations Manager position will be paid from the same structure as the position being eliminated (i.e. Public Works Utilities/Facilities Operations Manager). The net effect will be an increase in salary and benefits from the Enterprise Funds, with a neutral impact to all other funds.

Recommendation: Staff recommends approving the Ordinance as presented.

Relationship to Comprehensive Plan: N/A

Motion for consideration: "I move to adopt an Ordinance which adds two positions and eliminates one in the Public Works Department. This restructuring will enable the Public Works Department to better manage its resources and help to fulfill the department's mission of providing quality public works and facilities."

Fiscal Impact:

New Utilities Manager		
Impacted Fund	2019	2020
General Fund	\$ -	\$ -
City Street Fund	\$ -	\$ -
Water Fund	\$ 30,000	\$ 54,000
Sewer Fund	\$ 30,000	\$ 54,000
Storm Drainage Fund	\$ 30,000	\$ 54,000
Total	\$ 90,000	\$162,000

Public Works Operations Manager – No impact, as it is offset by the elimination of the Public Works Utilities and Facilities Operations Manager.

Alternatives: Do not approve Ordinance and provide alternative guidance.

Attachments: Ordinance and Exhibits reflecting the job descriptions and salary scale for Utility Manager and Operations Manager.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON, ADOPTING TWO NEW PUBLIC WORKS MANAGEMENT POSITIONS AND THE JOB DESCRIPTIONS AND SALARY SCALES THEREFOR; ELIMINATING THE CURRENT PUBLIC WORKS UTILITIES/FACILITIES OPERATIONS MANAGER POSITION; PROVIDING FOR SEVERABILITY AND PUBLICATION; AND SETTING AN EFFECTIVE DATE.

WHEREAS, the recent departures of several public works employees has caused the City staff, including HR and the Public Works management team, to review the organizational structure for the Public Works Department; and

WHEREAS, City staff has identified deficiencies and is bringing forward a new organizational structure to help address these deficiencies going forward; and

WHEREAS, City staff has determined that two new management positions are needed, which include a Utility Manager position and an Operations Manager position; and

WHEREAS, City staff will eliminate the current Public Works Utilities/Facilities Operations Manager position effective June 30, 2019; and

WHEREAS, the job descriptions attached as Exhibit A and the salary step schedule attached as Exhibit B set forth the responsibilities and salaries of these newly created positions; Now, therefore,

THE CITY COUNCIL OF THE CITY OF PORT ORCHARD, WASHINGTON, DO ORDAIN AS FOLLOWS:

SECTION 1. The City Council hereby adopts an ordinance eliminating the Public Works Utilities/Facilities Operations Manager position, effective June 30, 2019; creating the new positions of Utility Manager and Operations Manager, and approving the job descriptions therefor, which are attached hereto as Exhibit A; and approving the salary ranges set forth in Exhibit B.

SECTION 2. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

SECTION 3. Publication. This Ordinance shall be published by an approved summary consisting of the title.

SECTION 4. Effective Date. This Ordinance shall take effect and be in full force and effect five days after publication, as provided by law.

PASSED by the City Council of the City of Port Orchard, APPROVED by the Mayor and attested by the Clerk in authentication of such passage this 28th day of May 2019.

Robert Putaansuu, Mayor

ATTEST:

SPONSOR:

Brandy Rinearson, MMC, City Clerk

John Clauson, Councilmember

APPROVED AS TO FORM:

Sharon Cates, City Attorney

PUBLISHED:

EFFECTIVE DATE:

CITY OF PORT ORCHARD

JOB DESCRIPTION

Job Title	Utility Manager	FLSA	Exempt
Department	Public Works Department	Civil Service	Exempt
Reports To	Public Works Director/City Engineer	Union	Non-union
Revisions	May 2019	Work hours	Full-time

Major Function and Purpose

This position plans, organizes, directs and manages the City's water, sanitary sewer and stormwater utilities. The position administers the department's environmental reporting and compliance through coordination with other public works, engineering and utilities staff. Participates in research and long-range planning activities related to water, water rights, sanitary sewer, stormwater and infrastructure needs.

General Function

Work is performed with considerable independence. Work is evaluated for both quality and timeliness of completed projects through reports, observations and results obtained. The position will also participate/coordinate with the Mayor and Council Committees as needed and will work with the Public Work Director/City Engineer on the management of long range and immediate Public Works Utilities goals, scope, budget and final product.

Supervision Responsibilities

The position will supervise the Stormwater Program Manager.

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- Ensure the management of the daily operation and maintenance of the City's water, stormwater, and sanitary sewer systems.
- Communicate and coordinate with the Public Works Director, engineering, permit center, and work crews to ensure timely completion of projects, work priorities, and in-field activities when needed.

- Coordinate and oversee various water system activities, including but not limited to:
 - General water system oversight (operations and maintenance)
 - Installation of water pipe and water system appurtenances (valves, hydrants, etc.)
 - Water system repair projects
 - Water meter reading and water meter maintenance
 - Water pumps
- Prepare and submit all required Project Reports and documentation to the Department of Health, Department of Ecology and all other Agencies in which the City is require to report.
- Assist in the planning and implementation of the City's Utility System(s) capital projects.
- Provide water and sanitary sewer system availability (through concurrency review) and feasibility information to project proponents as needed.
- Coordinate and provide input to the Public Works Director/City Engineer in Utility System Plan compliance, operations, planning and budgeting.
- Educate, support and mentor all public works employees on utility system(s) operations.
- Attend Utility Committee, City Council, and community meetings as requested.
- Provide engineered plan/specification review oversight for the construction of private development improvements within the City.
- Coordinate and/or oversee inspections for both City and Non-City (private development) utility projects in progress.
- Assist the Public Works Director/City Engineer as needed in the coordination of activities of the Public Works Department with other Departments within the City.
- Assist in preparing water system grants
- Reliable and regular attendance is required.
- Other duties as assigned

Knowledge, Skills and Abilities

Demonstrated knowledge in the general administration, reporting, daily operations, maintenance/repairs and budgeting as required for Water System Plan compliance, water, sanitary sewer and stormwater management; and of modern supervisory principles and practices. Ability to oversee the operation of a public utility system in compliance with DOH and DOE requirements, maintain records and prepare work reports, gauge project progress and recommend adjustments to meet deadlines or adapt to changing conditions in the field, comprehend technical instructions, deal courteously and tactfully with the public, and establish and maintain effective working relations with subordinates, superiors, other department personnel and the public.

Contacts and Relationships

Requirements in this position include contact with and directing the work activities of other City personnel. The Utilities Manager must be able to appropriately respond to and communicate with the general public and State Department of Health and Ecology staff for the effective coordination of work and for resolving problems.

Working Conditions

Work is performed both indoors and outdoors. Employee may be required to work on ladders, inclines, and in noisy work areas. He/she may be exposed to extremes in temperature, chemicals, or noxious fumes. Employee may be required to wear protective clothing or equipment in the performance of duties. Will be required to attend meetings, other than during normal work hours and may be called back to work before or after regularly scheduled work hours or on scheduled days off as needed. Some out of town travel may be required.

Physical Requirements

Must have the overall stamina and ability to perform moderate physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, and working at heights or on scaffolding. Job requirements may include the ability to climb up to 20 feet off the ground; bend and/or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Minimum Requirements

High school graduation (or GED) is required. 5 years' experience as a water system operator in a work environment similar to a municipal public works department, 2 years of supervisory experience, education or training environmental science, water resources and project management is highly desired. Certification as a Water Distribution Manager II is required upon hire. Water Treatment Plant Operator I and Cross Connection Control Specialist certifications from the Washington State Department of Health are preferred or must be obtained within one year of employment. Valid driver's license with a driving record acceptable to the City. Any combination of experience and training that provides the desired skills, knowledge and abilities may be considered.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

CITY OF PORT ORCHARD

JOB DESCRIPTION

Job Title	Operations Manager	FLSA	Exempt
Department	Public Works Department	Civil Service	Exempt
Reports To	Public Works Director/City Engineer	Union	Non-union
Revisions	May 2019	Work hours	Full-time

Major Function and Purpose

Position is responsible for planning and scheduling work for the City's maintenance programs and supervising the Public Works Department personnel and equipment utilized in public works. This position provides operational and maintenance support of City streets, water, parks, facilities, sanitary sewer and storm water programs, and works closely with public safety and other City departments whose programs utilize the Public Works Department's resources.

General Function

The Operations Manager assigns work through the Foreman, leads and/or directly to employees. He/she directs and coaches the all assigned employees to develop competence, expertise, accountability and productivity, conducts performance reviews, makes effective decisions or recommendations on hiring, transfers, promotions, grievances and discipline, is responsible for developing Public Works operations service standards, evaluating customer services and resolving internal and external disputes.

The Operations Manager plans and schedules work activities that may impact other City departments, other agencies, the business community or neighborhoods and is responsible for effectively communicating and coordinating work activities to minimize impacts. He/she manages regulatory permits and professional services and construction contracts as assigned by the Public Works Director. This position supervises the ongoing maintenance and appearance of City properties and infrastructure to ensure that they are attractive, clean, safe, and suitable for use by the public.

Work is performed with considerable independence. Work is evaluated for both quality and timeliness of completed projects through reports, observations and results obtained. The position will also participate/coordinate with the Mayor and Council Committees as needed and will work with the Public Work Director/City Engineer on the management of long range and immediate Public Works operational goals, scope, budget and final product.

Supervision Responsibilities

The position supervises multiple positions. See organizational chart.

Job Duties and Responsibilities

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other function areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

- Plans, organizes, coordinates and oversees through subordinate staff a variety of facility and field operations, including streets, water and sanitary sewer system operations, maintenance, and improvements.
- Working with the foreman and lead workers, supervises, organizes, and assigns the work and insures production goals are met.
- Ensures the training and monitoring of staff regarding procedures of work, safety, supply and equipment requirements, operational policies and priorities of work; assists the Public Works Director/City Engineer in establishing staff training needs and objectives.
- Develop, administer and implement an effective Public Works Department safety program.
- Prepares and completes the annual personnel evaluation process for each employee reporting to the position.
- Ensures the responsible care and use of assigned equipment utilized by assigned personnel; inspects work to assure compliance with City standards and codes as well as applicable health, safety and environmental regulations.
- Communicate and coordinate with the Public Works Director, engineering, permit center, and utility managers to ensure timely completion of projects, work priorities, and in-field activities when needed.
- Confer with consultants, contract engineers and other individuals regarding facility planning and design, work force efficiency and operational effectiveness, and public information programs.
- Supervises the planning and coordination of the preventative maintenance programs and routine Public Works activities, including general maintenance of sanitary sewers, storm sewers, streets and water distribution systems.
- Develops budget proposals for staff training, operations, maintenance, field facilities and infrastructure; recommends equipment and material purchases; reviews division financial activity, determines cause of any variances and develops plan to address unanticipated activities and expenses; keeps supervisor and finance informed of significant changes from budget.

- Ensures preparation of cost estimates and specifications for outside contract work; coordination of construction and maintenance work performed by outside contractors and reviews their work; assists supervisor to develop capital improvement programs.
- Maintains good relations with the general public, state and federal officials, other cities and contractors; functions as a liaison between City residents and other agencies regarding concerns of the residents and activities of those agencies in dealing with City infrastructure issues.
- Ensures investigation of customer complaints and takes appropriate actions to resolve their concerns.
- Ensures safety practices and procedures are followed at all sites.
- In emergency response incidents, provides oversight to the other personnel including an assessment of options for corrective actions; assures that adequate resources and material are made available to complete corrective actions.
- Attend City Council, and community meetings as requested.
- Assist the Public Works Director/City Engineer as needed in the coordination of activities of the Public Works Department with other Departments within the City.
- Reliable and regular attendance is required.
- Other duties as assigned

Knowledge, Skills and Abilities

Extensive knowledge of methods and maintenance standards and operational activities required in the construction, maintenance and repair of facilities and the City's infrastructure; of federal, state, and local laws, rules, and regulations affecting operations, of practices pertaining to the safe handling and storage of hazardous and toxic materials; of financial, budgetary, record keeping, human resource, risk management, purchasing, contracting and other practices to comply with applicable grant conditions, administer procurement activities, labor agreements and other applicable work rules. Skill in providing work direction, coordination and supervision and of others; in use of computers and other electronic communication tools routinely used in Public Works; and in appropriate use of hand tools and light and heavy equipment utilized in Public Works departments. Ability to maintaining "best management" practices to optimize operational efficiency and useful life of facilities and equipment; to prepare clear, accurate and complete written reports and keep accurate records; and establish and maintain cooperative working relationships, and negotiate or solve problems.

Contacts and Relationships

Requirements in this position include contact with and directing the work activities of other City personnel. The Operations Manager must be able to appropriately respond to and communicate with the general public for the effective coordination of work and for resolving problems.

Working Conditions

Work is performed both indoors and outdoors. Travel within the City is required on a regular basis. This position may be exposed to hazards, such as dust, pollen, machinery/moving parts, chemicals, pesticides, insecticides, insect stings, noisy work area, noxious odors, fumes or chemicals, and working on ladders. This employee may be exposed to electrical hazards such as high voltage and low voltage, may work in confined spaces that require permitting for access, and may be exposed to biohazards including sewage and potential risk of exposure to blood borne pathogens. Depending on the exposure, the employee is required to wear appropriate safety protection. Will be required to attend meetings, other than during normal work hours and may be called back to work before or after regularly scheduled work hours or on scheduled days off as needed. Some out of town travel may be required.

Physical Requirements

Must have the overall stamina and ability to perform moderate physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding. Job requirements may include the ability to climb up to 20 feet off the ground; bend and/or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Requirements

High school graduation (or GED) is required. Bachelors or Associate degree in Construction Management or related field is desired. A minimum of eight years of work experience in utility, roadway construction, and facilities maintenance is required including at least five years of supervisory experience is required. Public sector work experience in public works and utilities is preferred. Water Distribution Manager II, Water Treatment Plant Operator I and Cross Connection Control Specialist certifications from the Washington State Department of Health are preferred or must be obtained within one year of employment. Valid driver's license driver's license with a driving record acceptable to the City. A combination of experience and training that provides the desired skills and abilities may be considered.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.

Exhibit B

	Hourly Pay Rate	Annual Pay Rate
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Utility Manager

After 5 Yrs	48.08	100,006.40
After 4 yrs	46.90	97,552.00
After 3 yrs	45.76	95,180.80
After 2 yrs	44.64	92,851.20
After 1 yr	43.56	90,604.80
After 6 mos	42.49	88,379.20
First 6 mos	41.46	86,236.80

Operations Manager

After 5 Yrs	48.08	100,006.40
After 4 yrs	46.90	97,552.00
After 3 yrs	45.76	95,180.80
After 2 yrs	44.64	92,851.20
After 1 yr	43.56	90,604.80
After 6 mos	42.49	88,379.20
First 6 mos	41.46	86,236.80



City of Port Orchard

216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Agenda Item No.:	<u>Business Item 7D</u>	Meeting Date:	<u>May 28, 2019</u>
Subject:	<u>Adoption of a Resolution Sponsoring the Peninsula Regional Transportation Planning Organization (PRTPO) Membership into the Association of Washington Cities (AWC) Risk Management Service Agency (RMSA)</u>	Prepared by:	<u>Brandy Rinearson, MMC City Clerk</u>
		Atty Routing No.:	<u>N/A</u>
		Atty Review Date:	<u>N/A</u>

Summary: Discussion was held during the April 9, 2019, Council meeting regarding a request from the Peninsula Regional Transportation Planning Organization to sponsor them into the membership of the Association of Washington Cities-Risk Management Service Agency (AWC-RMSA). It was noted that a jurisdiction who is currently with AWC-RMSA can sponsor another jurisdiction by adoption of a resolution.

The City wishes to sponsor the organization.

Relationship to Comprehensive Plan: N/A

Recommendation: Adopt resolution as presented.

Motion for consideration: "I move to adopt a resolution sponsoring from the Peninsula Regional Transportation Planning Organization's membership into the Association of Washington Cities (AWC) Risk Management Service Agency (RMSA).

Fiscal Impact: None.

Alternatives: Do not adopt resolution.

Attachments: Resolution.

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RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON,
REGARDING PENINSULA REGIONAL TRANSPORTATION PLANNING
ORGANIZATION SPONSORING MEMBERSHIP INTO THE ASSOCIATION OF
WASHINGTON CITIES (AWC) RISK MANAGEMENT SERVICE AGENCY
(RMSA)**

WHEREAS, the City of Port Orchard is a founder of the Peninsula Regional Transportation Planning Organization which was created by an inter-Local cooperation agreement as authorized by RCW 47.80.020 and RCW 39.34; and

WHEREAS, the Peninsula Regional Transportation Planning Organization will provide services for the City of Port Orchard; and

WHEREAS, the Peninsula Regional Transportation Planning Organization is requesting membership into the AWC-RMSA as a quasi-municipal entity; and

WHEREAS, AWC-RMSA requires that a current member, City of Port Orchard, sponsor a non-city entity's request for membership into the AWC-RMSA; now therefor,

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

THAT: The City of Port Orchard is sponsoring Peninsula Regional Transportation Planning Organization into the membership of AWC-RMSA.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the City Clerk in authentication of such passage this 28th day of May 2019.

Robert Putaansuu, Mayor

ATTEST:

Brandy Rinearson, MMC, City Clerk

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**City of Port Orchard
Council Meeting Minutes
Regular Meeting of May 14, 2019**

1. CALL TO ORDER AND ROLL CALL

Mayor Putaansuu called the meeting to order at 6:30 p.m.

Roll call was taken by the City Clerk as follows:

Mayor Pro-Tem Ashby	Present
Councilmember Chang	Present
Councilmember Clauson	Present
Councilmember Cucciardi	Present
Councilmember Diener	Absent
Councilmember Lucarelli	Present
Councilmember Rosapepe	Present
Mayor Putaansuu	Absent

Staff present: Community Development Director Bond, City Attorney Cates, City Clerk Rinearson and Deputy City Clerk Floyd.

A. PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Ashby led the audience and Council in the Pledge of Allegiance.

2. APPROVAL OF AGENDA

MOTION: By Councilmember Rosapepe, seconded by Councilmember Cucciardi, to excuse Councilmember Diener for business reasons.

The motion carried.

MOTION: By Councilmember Cucciardi, seconded by Councilmember Cucciardi, to accept the agenda as amended.

The motion carried.

3. CITIZENS COMMENTS

There were no citizen comments.

4. CONSENT AGENDA

- A. Approval of Voucher Nos. 76632 through 76576 including bank drafts in the amount of \$767,018.95 and Electronic Payments in the amount of \$127,563.11 totaling \$889,636.58.
- B. Approval of Payroll Check Nos. 76627 through 76631, including bank drafts and EFT's in the amount of \$124,084.83; and Direct Deposits in the amount of \$172,539.63 totaling \$296,624.46.
- C. Approval of the April 23, 2019, Work Study Meeting Minutes
- D. Approval of the April 23, 2019, Council Meeting Minutes
- E. New Item: Excusal of Councilmember Diener for Business Reasons

MOTION: By Councilmember Clauson, seconded by Councilmember Chang, to approve the consent agenda as amended.

The motion carried.

5. PRESENTATION

There were no presentations.

6. PUBLIC HEARING

A. Public Hearing on Interim Ordinance Regarding Zoning Amending Port Orchard Municipal Code Chapter 20.39 Social Services Facilities

Mayor Pro-Tem Ashby opened the public hearing, and there being no testimony, closed the public hearing at 6:35 p.m.

MOTION: By Councilmember Clauson, seconded by Councilmember Rosapepe to direct staff to prepare a permanent ordinance based on the emergency interim ordinance for Council's adoption prior to the October 9th meeting.

The motion carried.

7. BUSINESS ITEMS

A. Adoption of a Resolution Approving the Collection of Funds for Chimes & Lights Events

MOTION: By Councilmember Lucarelli, seconded by Councilmember Clauson, to adopt a resolution allowing the City to collect funds for Chimes & Lights events.

The motion carried.
(Resolution No. 013-19)

B. Approval of an Interlocal Agreement between Public Agencies to Jointly Participate in the Peninsula Regional Transportation Planning Organization (PRTPO)

Councilmember Clauson noted he is the Executive Director of Kitsap Transit, and asked if anyone had any objections to him voting on this item.

There were no objections.

MOTION: By Councilmember Cucciardi, seconded by Councilmember Rosapepe, to approve an interlocal agreement to jointly participate in the Peninsula Regional Transportation Planning Organization.

**The motion carried
(Contract No. 039-19)**

C. Approval of an Interlocal Agreement Between Public Agencies to Jointly Participate in the Kitsap Regional Coordinating Council (KRCC)

MOTION: By Councilmember Chang, seconded by Councilmember Lucarelli, to approve an interlocal agreement to jointly participate in the Kitsap Regional Coordinating Council (KRCC).

**The motion carried.
(Contract No. 035-19)**

8. DISCUSSION ITEMS (No Action to be Taken)

There were no discussion items.

9. REPORTS OF COUNCIL COMMITTEES

Mayor Pro-Tem Ashby stated the single use plastic bag issue was not successful in Olympia this year. We will be bringing this forward to the work study in May.

Councilmember Clauson reported the Finance Committee is scheduled to meet May 21st.

Mayor Pro-Tem Ashby reported the Economic Development and Tourism Committee is scheduled to meet June 10th.

Councilmember Lucarelli reported the Utilities Committee is scheduled to meet June 17th. She reported on the April 24th Sewer Advisory Committee meeting. The next meeting is scheduled for August 14th. The Chimes & Lights Committee is scheduled to meet May 20th.

Councilmember Clauson and Mayor Pro-Tem Ashby reported on the Puget Sound Regional Council.

Councilmember Ashby reported she attended Port of Bremerton commissioners meeting.

Councilmember Clauson noted the PSRC General Assembly is scheduled for May 30th and said the Council is invited.

Mayor Pro-Tem Ashby stated Poulsbo's Mayor Becky Erickson has been appointed as the chair of the PSRC Transportation Policy Board.

10. REPORT OF MAYOR

There was no report of the Mayor.

11. REPORT OF DEPARTMENT HEADS

Community Development Director Bond reported on tax abatement process.

City Clerk Rinearson reported she was contacted by a citizen asking if we would take up the discussion of the offering for sale of dogs and cats in our municipal code and asked if a committee would like to discuss this with the possibility of revising some of our code.

Councilmember Lucarelli does not believe we need to take this issue up as we have no current concerns.

Councilmember Chang recommended the Land Use or Economic Development and Tourism Committees may want to consider this as the landscape has changed.

Councilmember Ashby said Economic Development and Tourism Committee is not interested.

Councilmember Cucciardi said we found this was not applicable to us and we are happy with our current code.

12. CITIZEN COMMENTS

There were no citizen comments.

13. EXECUTIVE SESSION

There was no executive session.

14. ADJOURNMENT

The meeting adjourned at 7:05 p.m. No other action was taken. Audio/Visual was successful.

Brandy Rinearson, MMC, City Clerk

Bek Ashby, Mayor Pro-Tem

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