



City of Port Orchard Council Meeting Agenda

October 22, 2019

6:30 p.m.

Mayor:

Rob Putaansuu
Administrative Official

Councilmembers:

Bek Ashby (Mayor Pro-Tempore)

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

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

Matt Brown

Police Chief

Brandy Rinearson, MMC, CPPO

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

C. Approval of an Interlocal Agreement with Kitsap County for the West Sound Stormwater Outreach Group (Dorsey) **Page 3**

5. PRESENTATION

A. Kitsap Economic Development Alliance (Powers)

6. PUBLIC HEARING

A. Revenue Sources and Property Tax Levy Current Expense Budget 2019-2020 and Satisfying the Requirements of RCW 84.55.120 (Crocker) **Page 15**

B. 2019-2020 Mid-Biennial Review and Modifications Amending the 2019-2020 Biennial Budget (Crocker) **Page 17**

7. BUSINESS ITEMS

A. Adoption of an Ordinance, Setting the Amount of Property Tax to be Levied for Year 2020 Pursuant to RCW 84.55.120 (Crocker) **Page 23**

B. Adoption of an Ordinance Amending the 2019-2020 Biennial Budget as Part of the Mid-Biennial Review (Crocker) **Page 27**

C. Adoption of an Ordinance Providing High Deductible Medical Plan Option for Non-Union Employees (Lund) **Page 43**

D. Adoption of an Ordinance Establishing Certain Employee Benefits for Non-Union Employees (Crocker) **Page 51**

E. Adoption of an Ordinance Authorizing an Additional 1.0 FTE for the Information Technology Division, and Adopting a Job Description and Setting a Salary Range (Crocker) **Page 55**

F. Adoption of a Resolution Adopting the Final Plat of Muirfield Phase II (McCormick Woods Phase III) (Fisk) **Page 65**

8. DISCUSSION ITEMS (No Action to be Taken)

- A. HB 1406 Relating to Encouraging Investments in Affordable and Supportive Housing (Putansuu) **Page 85**

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 may hold an executive session. 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 | TBD | City Hall |
| Utilities | October 21, 2019; 9:30am | City Hall |
| Sewer Advisory | November 6, 2019; 6:30pm | City Hall |
| Land Use | November 4, 2019; 1:00pm | DCD* |
| Lodging Tax Advisory | TBD | City Hall |
| Festival of Chimes & Lights | October 21, 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

Please turn off cell phones during meeting and hold your questions for staff until the meeting has been adjourned.

The Council may consider other ordinances and matters not listed on the Agenda, unless specific notification period is required.

Meeting materials are available on the City's website at: www.cityofportorchard.us or by contacting the City Clerk's office at (360) 876-4407.

The City of Port Orchard does not discriminate on the basis of disability. Contact the City Clerk's office should you need special accommodations.



City of Port Orchard

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

Agenda Staff Report

Agenda Item No.: Consent Agenda 4C
Subject: Approval of an Interlocal Agreement with
Kitsap County for the West Sound
Stormwater Outreach Group

Meeting Date: October 22, 2019
Prepared by: Mark R. Dorsey, P.E.
Public Works Director
Atty Routing No.: N/A
Atty Review Date: N/A

Summary: Kitsap County and the Cities of Bremerton, Gig Harbor, Poulsbo, Port Angeles, Bainbridge Island, and Port Orchard have previously participated in a collaborative Interlocal Agreement for the Public Education and Outreach components of the National Pollutant Discharge Elimination System (NPDES) Permit. The City has found this to be a cost benefit to its citizens by utilizing the economy of scale this agreement affords with the number of organizations that participate. Since the existing Interlocal Agreement is only valid to December 31, 2019, a new Interlocal Agreement will need to begin in 2020 to continue to receive these services. By continuing to work as a member of the outreach group, the City will continue to receive access to the services it provides at a significant cost reduction. These services are necessary to ensure compliance with the NPDES permit.

Relationship to Comprehensive Plan: N/A

Recommendation: Staff recommends City Council authorize the Mayor to sign Interlocal Agreement No. KC-516-19 with Kitsap County for the West Sound Stormwater Outreach Group.

Motion for consideration: I move to authorize the Mayor to sign Interlocal Agreement No. KC-516-19, with Kitsap County, for the West Sound Stormwater Outreach Group.

Fiscal Impact: The proposed ILA includes a budget for three years, 2020-2022, with the amount from the City not to exceed \$9,468.00 for each year. Total cost of this agreement equals \$28,404 for all three years. This agreement is budgeted in the Storm Drainage Utility for 2019-2020 and will be included in the 2021-2022 biennial budget.

Alternatives: The City has the option to decline to enter into the ILA with Kitsap County, however, this is not Staff's recommendation since City Staff would be required to meet all areas of the Municipal NPDES Permit Education and Outreach Section on their own at a significant cost increase.

Attachments: Interlocal Agreement between Kitsap County and City of Port Orchard.

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**INTERLOCAL AGREEMENT
BETWEEN KITSAP COUNTY AND
THE CITY OF PORT ORCHARD
FOR THE WEST SOUND STORMWATER OUTREACH GROUP**

I. PREAMBLE

This Interlocal Agreement (hereafter "AGREEMENT") is by an between Kitsap County (hereafter "COUNTY") whose principal offices are located at 614 Division Street, Port Orchard, Washington 98366 and the City of Port Orchard (hereafter "CITY") whose principal offices are located at 216 Prospect Street, Port Orchard, Washington 98366.

II. RECITALS

Whereas, the Washington State Department of Ecology requires owners or operators of a municipal separate storm sewer system to obtain coverage under a Western Washington NPDES Phase II Municipal Stormwater Permit; and

Whereas, mutual benefits will accrue to the parties hereto and the people which each serves in the cooperative implementation of the West Sound Stormwater Outreach Group. The Interlocal Cooperation Act, chapter 39.34 RCW, further authorizes the parties hereto to enter into this AGREEMENT; and

Whereas, Permittees are required by Permit Section S5.C.1 to provide stormwater education and outreach programs designed to achieve measurable reductions in behaviors that cause or contribute to adverse stormwater impacts; and

Whereas, coordination among Permittees with adjoining or shared geographic areas is encouraged by Washington State Department of Ecology and enhances access to federal, state, and other financial and technical support, and

Whereas, West Sound residents share media sources and would benefit from consistent messaging across city and county boundaries; and

Whereas, municipal resource efficiency is increased and cost savings are realized through sharing expertise, expenses, and staff time to gain economies of scale and avoid duplication; and

Whereas, Kitsap County and the cities of Poulsbo, Bremerton, Port Orchard, Gig Harbor, Bainbridge Island, and Port Angeles desire to continue to work together as the West Sound Stormwater Outreach Group to coordinate joint development and implementation of stormwater education and outreach programs.

NOW THEREFORE, the parties mutually agree as follows:

III. **AGREEMENT**

- A. The Recitals set forth above are expressly incorporated into the AGREEMENT by this reference.
- B. This AGREEMENT consists of the following documents:
 - 1. Interlocal Agreement
 - 2. EXHIBIT A: West Sound Stormwater Outreach Group Scope of Work and Budget
- C. **Purpose:** The purpose of the AGREEMENT is to provide a mechanism through which COUNTY and CITY voluntarily collaborate in the development, implementation, and funding of stormwater education and outreach messages, materials, activities, and program assessment tools for the general public, businesses, and other target audiences as required by the NPDES Phase II Permit.
- D. **Payment and Funding:** CITY will provide COUNTY funds in an amount not to exceed a total of \$9,468 per year, totaling \$28,404 for the years 2020 through 2022 in accordance with Section I below, COUNTY agrees to send invoices to CITY representative for reimbursement of allowable expenses incurred as defined in EXHIBIT A.
- E. **Scope of Work:** COUNTY and CITY shall perform duties and services as are listed in EXHIBIT A, attached hereto and incorporated herein by this reference. Said services shall be performed in accordance with the approved Scope of Work and Budget specified in EXHIBIT A, and as provided for in Section I of this AGREEMENT.
- F. **COUNTY and CITY Administrators:**

The "West Sound Stormwater Outreach Group" is a collective of local jurisdictions and is not a separate legal entity. Accordingly, Michelle Perdue, Stormwater Monitoring & Outreach Manager, 614 Division Street, MS-26A, Port Orchard, Washington 98366 shall represent COUNTY in all matters pertaining to the services rendered under this AGREEMENT. All requirements of the CITY pertaining to the services and materials to be rendered under this AGREEMENT shall be coordinated through the COUNTY representative.

Zack Holt, Stormwater Program Manager, 216 Prospect Street, Port Orchard, Washington 98366, shall represent the CITY in all matters pertaining to the services and materials to be rendered under this AGREEMENT. All requirements of the COUNTY pertaining to the services or materials to be rendered under this AGREEMENT shall be coordinated through the CITY representative.

Following a change of representative, COUNTY and CITY will inform the other party in writing within ten (10) working days.

- G. **Reporting:** By January 31st of each year this AGREEMENT is in effect, COUNTY and CITY will jointly report the results of work conducted under this AGREEMENT in a manner that is mutually useful in the fulfillment of NPDES Permit reporting requirements for public education activities, as specified in Permit Section S9.E.2.c.

- H. **Responsibilities of the Parties:** It is mutually understood that CITY will provide COUNTY with the following:

Up to \$28,404 over the duration of this AGREEMENT for development of educational materials, professional service fees, partial reimbursement of COUNTY administrative costs, and other expenses related to tasks as described in EXHIBIT A. CITY will also contribute staff time to attend meetings, provide input, conduct pertinent research, and participate in program development.

It is mutually understood that COUNTY will provide CITY with the following:

COUNTY will provide administrative services and act as financial manager for this AGREEMENT and associated professional service contracts. COUNTY will also contribute staff time to facilitate meetings, provide input, conduct pertinent research, and participate in program development.

- I. **Reimbursement:** CITY shall reimburse COUNTY for actual incurred costs upon presentation of a properly executed invoice. Costs shall be charged and funding reimbursed based upon appropriate program elements as defined in EXHIBIT A. COUNTY may exceed line item amounts within individual program element budgets, but shall not exceed the total budget for each individual program element without written approval of CITY. Reimbursement requests shall not be made to CITY more frequently than once a month. CITY shall reimburse COUNTY within thirty (30) days of receipt of a properly executed COUNTY invoice.
- J. **Property:** Title to property purchased by COUNTY, the cost of which COUNTY has been reimbursed as a direct item of cost under this AGREEMENT, shall pass to and vest to COUNTY. Property purchased with funds delivered pursuant to this AGREEMENT may be used only for the performance of this AGREEMENT and shall be purchased in accordance with applicable state law and COUNTY purchasing policies.
- K. **Assignment:** COUNTY may assign or subcontract any portion of the services provided within the terms of the AGREEMENT. All terms and conditions of the AGREEMENT shall apply to any approved subcontract or assignment related to this AGREEMENT.
- L. **Indemnity:** Both COUNTY and CITY shall accept responsibility for any and all liability arising from acts of its own officers, employees, agents, and contractors to the extent provided by law. Additionally, each party agrees to indemnify, defend, and hold harmless the other party, and its officers, agents, and employees for all claims (including demands, suits, penalties, losses, damages, or costs of any kind whatsoever) including costs, expenses, and reasonable attorney's fees, to the

extent such a claim arises or is caused by the indemnifying party's own negligence or that of its officers, agents, or employees in performance of this AGREEMENT.

Nothing contained in this section of this AGREEMENT shall be construed to create a liability or a right of indemnification in any third party.

This section shall survive the expiration of this AGREEMENT.

- M. **Amendments:** The parties hereby further agree that this AGREEMENT cannot be amended or modified without the written concurrence of both parties.
- N. **Termination:** Either party to this AGREEMENT may elect to terminate this AGREEMENT for any reason by delivering a sixty (60) day written notice of intent to terminate to the other party. In the event of such termination, COUNTY shall be compensated for the actual costs incurred prior to the time of written notification of contract termination.
- O. **Duration:** This AGREEMENT shall commence on the date of execution and shall remain in effect through December 31, 2022.
- P. **Recording:** Pursuant to RCW 39.34.040, this AGREEMENT shall be filed with the Kitsap County Auditor.
- Q. **Waiver:** A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this AGREEMENT unless stated to be such in a writing signed by an authorized representative of the party and attached to the original AGREEMENT.
- R. **Governing Law:** This AGREEMENT shall be governed by and construed in accordance with the laws of the State of Washington.
- S. **Venue:** The venue for any action to enforce or interpret this AGREEMENT shall lie in the Superior Court of Washington for Kitsap County, Washington.
- T. **Multiple Originals:** This AGREEMENT may be executed in multiple copies, each of which shall be deemed an original.
- U. **Severability:** If any provision of this AGREEMENT or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of the AGREEMENT which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this AGREEMENT are declared to be severable.

IN WITNESS WHEREOF, this AGREEMENT was executed by the parties on the dates hereinafter indicated.

DATED this ____ day of _____, 2019

DATED this ____ day of _____, 2019

CITY OF PORT ORCHARD

BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON

Rob Putaansuu, Mayor

Edward E. Wolfe, Chair

ATTEST:

Charlotte Garrido, Commissioner

City Clerk

Robert Gelder, Commissioner

Approved as to Form:

ATTEST:

City Attorney

Dana Daniels, Clerk of the Board

EXHIBIT A:
WEST SOUND STORMWATER OUTREACH GROUP
Scope of Work & Budget for 2020–2022

Kitsap County and the Cities of Poulsbo, Bremerton, Port Orchard, and Gig Harbor have been working to jointly develop, implement, and fund NPDES Municipal Stormwater Permit-required outreach via interlocal agreements since 2008. With the additions of Bainbridge Island and Port Angeles in 2012, the group assumed the name of West Sound Stormwater Outreach Group (WSSOG), to represent the regional scope and to align with other similar groups across Puget Sound under the Stormwater Outreach for Regional Municipalities (STORM) umbrella.

A. GOALS, OBJECTIVES, AND TASKS

Goals:

1. Work cooperatively to help meet the requirements for compliance with NPDES Phase II Municipal Stormwater Permit Section S5.C.1, Public Education and Outreach, through the implementation of “education and outreach program[s] designed to:
 - Build general awareness about methods to address and reduce impacts from stormwater runoff;
 - Effect behavior change to reduce or eliminate behaviors and practices that cause or contribute to adverse stormwater impacts;and, when possible,
 - Create stewardship opportunities that encourage community engagement in addressing the impacts from stormwater runoff.”¹
2. Realize cost savings and increase municipal resource efficiency by sharing expertise, expenses, and staff time to gain economies of scale and avoid duplication.
3. Jointly work to help fulfill education and outreach requirements of local Total Maximum Daily Loads (TMDLs), also known as Water Pollution Cleanup Plans.
4. Benefit citizens of the West Sound region by providing consistent outreach and messaging.
5. Gain enhanced access to federal, state, and other financial and technical support through coordination among Permittees with adjoining or shared geographic areas.

Objectives & Tasks:

Objective 1 Develop and adhere to an annual work plan for each year of this interlocal agreement.

Task 1.1 Jointly develop a work plan for each year by January 31 of 2020, 2021, and 2022.

¹ Washington State Department of Ecology, *Western Washington Phase II Municipal Stormwater Permit* (2019) p.14.

- Objective 2 Build on existing successful efforts by maintaining elevated awareness levels and environmentally positive behavior trends for one target audience and behavior selected during the previous Permit term (pet owners/proper disposal of pet waste).
- Task 2.1 Review available survey results to determine impact of existing outreach efforts.
- Task 2.2 Continue to achieve sustained awareness and practice of proper pet waste management.
- Continue to implement the Pet Waste in Public Places campaign, including a strategy for continued awareness and behavior adoption for the current Permit term using adaptive management as necessary, promoting maintenance of the Mutt Mitt Program and supporting growth where indicated.
 - Encourage home scooping through distribution of the “We Scoop” stickers at select events. When appropriate, run ads that encourage scooping at home.
- Objective 3 Design a social marketing campaign with built-in evaluation protocols for one new target audience and behavior (DIY homeowners with kids or pets/using safer yard care products).
- Task 3.1 Develop a campaign strategy based on previously performed or locally available and applicable research that includes an evaluation plan with specific, measurable, and achievable outcomes. Revise as necessary based on emerging issues, opportunities, and evaluation results.
- Objective 4 Implement the social marketing campaign designed in Objective 3.
- Task 4.1 Test the campaign strategy on a small segment of the population, using focus groups and/or pilot studies to refine and reevaluate the strategy.
- Task 4.2 Implement the campaign across the community, assessing effectiveness at proper intervals, documenting progress, and changing the campaign strategy as necessary to achieve defined outcomes.
- Task 4.3 Continue the program at an appropriate level once measurements indicate increased adoption of the behavior in the target audience.
- Objective 5 Use adaptive management to refine programs and direct education and outreach resources most effectively.
- Task 5.1 Take advantage of mutually beneficial outreach opportunities that fall within the NPDES Permit-required scope of audiences and behaviors, regardless of prioritization ranking.
- Task 5.2 Seek opportunities to share among member jurisdictions the existing outreach efforts to audiences not prioritized within the WSSOG activities, such that these efforts are beneficial to all members.
- Task 5.3 Pursue grants and other funding opportunities as available and appropriate.

Objective 6 Represent the WSSOG on larger regional stormwater outreach efforts through participation as a contributing member of STORM and the Puget Sound Starts Here (PSSH) campaign development team.

Task 6.1 Help implement the STORM Strategic Plan and annual Work Plan to achieve results of use and benefit to the WSSOG.

Task 6.2 Promote capacity building among STORM and WSSOG members to raise the caliber of collective outreach in the region.

Task 6.3 Support development and implementation of the PSSH awareness campaign in conjunction with on the ground local behavior change programs.

Task 6.4 Participate in regional work groups on targeted behaviors (e.g.: Pet Waste, Natural Yard Care, Mobile Businesses, etc.)

Objective 7 Track and maintain records of education and outreach activities. Publish an annual summary of activities that is suitable for use in NPDES reporting.

B. BUDGET

Table 1 shows the annual budget for years 2020 through 2022. The annual Staff Time budget of \$56,198 is for 0.5 FTE of a Kitsap County Education & Outreach Coordinator's time to administer the Interlocal Agreement and manage outreach programs identified in the annual work plan on behalf of the WSSOG. This funding also includes coordination with STORM, the Puget Sound Starts Here campaign development team, ECO Nets, and all associated travel expenses; as well as administrative duties such as financial tracking and management. The annual staff time budget will be shared by all WSSOG jurisdictions in proportion to their relative population size, as shown in Table 1.

The annual Outreach Base Programs budget of \$82,599 will be used to implement joint programs prioritized by the group and agreed upon for inclusion in the WSSOG annual work plan. This may include activities such as implementation of the Mutt Mitt Program, backyard pet waste outreach, natural yard care outreach, reporting hotline promotion, advertising, local implementation of the Puget Sound Starts Here campaign, outreach collateral development and production, other priority behavior change programs, evaluation/surveys/focus groups/studies, and/or professional services to achieve any of these activities or tasks. The WSSOG will make every effort to minimize actual costs by selecting competitive bids for professional services, and by pursuing grants and other funding sources as available and appropriate.

The annual Supplemental Programs Budget was added to accommodate several jurisdictions that expressed a desire for additional outreach support. This allows flexibility for jurisdictions to customize a suite of outreach options to meet the needs of their communities. Rates for elementary classroom lessons were based on County staff time for lesson preparation, teaching time, and travel. Cinema ad rates were based on real charges incurred for similar advertising in 2019. To meet the needs of jurisdictions who utilize biennial budget cycles, year 2020 and years 2021-22 were calculated on separate charts.

Table 1. Annual budget for all program elements - 2020.

| Jurisdiction | Population Est. 2019 (OFM) | Relative Population | Staff Time Budget | Base Programs Budget | | | Suppl. Programs Budget | Annual Cost per Jurisdiction |
|-------------------|----------------------------|---------------------|-------------------|----------------------|------------------|-----------------|------------------------|------------------------------|
| | | | | Programs | PSSH & Mutt Mitt | BPB Total | | |
| Unincorp. KC | 177,930 | 59.2% | \$33,277 | \$41,626 | TBD | \$41,626 | \$0 | \$74,903 |
| Bremerton | 42,080 | 14.0% | \$7,870 | \$9,845 | \$2,500 | \$12,345 | \$0 | \$20,214 |
| Bainbridge Island | 24,520 | 8.2% | \$4,586 | \$5,736 | \$2,500 | \$8,236 | \$0 | \$12,822 |
| Port Angeles | 19,620 | 6.5% | \$3,669 | \$4,590 | \$1,750 | \$6,340 | \$2,200 ¹ | \$12,209 |
| Port Orchard | 14,390 | 4.8% | \$2,691 | \$3,367 | \$2,550 | \$5,917 | \$860 ² | \$9,468 |
| Poulsbo | 11,180 | 3.7% | \$2,091 | \$2,616 | \$1,965 | \$4,581 | \$2,750 ³ | \$9,421 |
| Gig Harbor | 10,770 | 3.6% | \$2,014 | \$2,520 | \$500 | \$3,020 | \$3,900 ⁴ | \$8,934 |
| TOTAL | 300,490 | 100.0% | \$56,198 | \$70,299 | \$11,765 | \$82,064 | \$9,710 | \$147,971 |

PSSH & Mutt Mitt column represents a budget guideline for these two items per jurisdiction.

¹ Includes funding for 3 months of cinema ads in Port Angeles.

² Includes funding for 4 elementary school classroom lessons at \$215 each in Port Orchard.

³ Includes funding for 6 elementary school classroom lessons at \$275 each, and cinema ads in Poulsbo.

⁴ Includes funding for 3 months of cinema ads in Gig Harbor.

Table 2. Annual budget for all program elements – 2021 & 2022.

| Jurisdiction | Population Est. 2019 (OFM) | Relative Population | Staff Time Budget | Base Programs Budget | | | Suppl. Programs Budget | Annual Cost per Jurisdiction |
|-------------------|----------------------------|---------------------|-------------------|----------------------|------------------|-----------------|------------------------|------------------------------|
| | | | | Programs | PSSH & Mutt Mitt | BPB Total | | |
| Unincorp. KC | 177,930 | 59.2% | \$33,277 | \$41,626 | TBD | \$41,626 | \$0 | \$74,903 |
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| Poulsbo | 11,180 | 3.7% | \$2,091 | \$2,616 | \$2,500 | \$5,116 | \$2,750 ³ | \$9,956 |
| Gig Harbor | 10,770 | 3.6% | \$2,014 | \$2,520 | \$500 | \$3,020 | \$3,900 ⁴ | \$8,934 |
| TOTAL | 300,490 | 100.0% | \$56,198 | \$70,299 | \$12,300 | \$82,599 | \$9,710 | \$148,506 |

PSSH & Mutt Mitt column represents a budget guideline for these two items per jurisdiction.

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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>Public Hearing 6A</u> | Meeting Date: | <u>October 22, 2019</u> |
| Subject: | <u>Revenue Sources and Property Tax Levy</u> | Prepared by: | <u>Noah D. Crocker</u> |
| | <u>Current Expense Budget 2019-2020 and</u> | | <u>Finance Director</u> |
| | <u>Satisfying the Requirements of RCW</u> | Atty Routing No: | <u>N/A</u> |
| | <u>84.55.120</u> | Atty Review Date: | <u>N/A</u> |

Summary: The City legislative body is required to hold a Revenue Sources Hearing on current expense budget revenue sources for the coming year's budget, including consideration of possible increases in property tax revenues. (Chapter 251, Laws of 1995. codified as RCW 84.55.120.) The hearing is required before the legislative body votes on a property tax levy for the upcoming year. The deadline for setting the levy for property tax collection for 2020 is on or before November 30, 2019.

This Hearing is a part of the public process that leads to an Ordinance being forwarded to the Kitsap County Assessor along with a Levy Certification in order to set the property tax levy for collection in the 2020 tax year.

The Hearing will include a presentation of revenue sources and estimates for 2019-2020. The hearing relates to setting the 2020 levy for property tax collection in the second year of the 2019-2020 biennium.

"Current expense budget" means that budget which is primarily funded by taxes and charges and reflects the provision of ongoing services. It does not mean the capital, enterprise, or special assessment budgets.

Recommendation: Open the Public Hearing.

Fiscal Impact: Leads to the setting of the property tax levy for collection in the 2020 tax year.

Alternatives: None. Required.

Attachments: None.

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Agenda Staff Report

| | | | |
|------------------|--------------------------|-------------------|------------------|
| Agenda Item No.: | Public Hearing 6B | Meeting Date: | October 22, 2019 |
| Subject: | 2019-2020 Mid-Biennial | Prepared by: | Noah D. Crocker |
| | Review and Modifications | | Finance Director |
| | Amending the 2019-2020 | Atty Routing No: | N/A |
| | Biennial Budget | Atty Review Date: | N/A |

Adopting Ordinance No. OXX-19, amending Ordinance No. 036-18 adopting the 2019 – 2020 Biennial Budget. The public may comment on the amendment following its presentation.

Summary: As established by RCW 35.34.130 a mid-biennial review of the biennial budget is required. This review shall occur no sooner than eight months after the start of the biennium (September 1) and no later than the close of the fiscal year (December 31). The Finance Department has consulted and reviewed possible modifications of the Biennial Budget with all City Departments and the Mayor. The Finance Committee has met and reviewed the proposed modifications to the budget prior to council work study. The City Council has reviewed the proposed modifications to the city budget at work study session in October and provided additional direction.

The City has focused its criteria for mid-year modification to those items that are material changes that effect the budget in one of three ways:

- Changes that reduce expenditures
- Major increases to current budgeted expenditures.
- Modifications/Requests for new mission critical, unforeseen major expenditures.

The Budget Amendment Ordinance reflects the following:

1. All Beginning Fund Balances were adjusted to reflect the actual beginning fund balances as of January 2019
2. All proposed modifications to revenue and expenditure authority as identified in Appendix A have been included
3. All Ending Fund Balances have been adjusted to reflect the change in beginning fund balance, impact of change of revenues, and impact of change in expenditures.

4. Highlights include:

- a. All beginning fund balances are adjusted to reflect actual beginning fund balance as of January 1, 2019
- b. All ending fund balances are adjusted to incorporate changes in beginning fund balance, and proposed revenues, and expense adjustments
- c. Fund 001-Current Expense increase expenditure authority by \$1,294,328
- d. Fund 002-City Street Operations increase expenditure authority by \$285,000
- e. Fund 111-Impact Fee reduced expenditure authority by \$72,000
- f. Fund 302-Capital Construction increased expenditure authority by \$248,715
- g. Fund 304-Street Capital Construction increased expenditure authority by \$1,210,000
- h. Fund 401-Water Sewer Operations increased expenditure authority by \$1,435,558 and will be closed before year end
- i. Fund 403-Water Sewer Capital increased expenditure authority by \$732,427 and will be closed before year end
- j. Fund 411-Water Operations increased expenditure authority by \$502,400
- k. Fund 413-Water Capital increased expenditure authority by \$300,000
- l. Fund 421-Storm Operations increased expenditure authority by \$266,840
- m. Fund 423- Storm Capital increased expenditure authority by \$531,200

Recommendation: Staff recommends the Mayor open the Public hearing.

Relationship to Comprehensive Plan: N/A

Fiscal Impact: The 2019 – 2020 Biennial Budget is impacted as follows:

| Fund 001: Current Expense | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|---|--|--------------------|--|
| Beginning Fund Balance | \$ 2,200,000 | \$ 2,342,596 | \$ 4,542,596 |
| Revenues | \$ 20,943,600 | \$ - | \$ 20,943,600 |
| Expenses | \$ 22,849,487 | \$ 1,294,328 | \$ 24,143,815 |
| Ending Fund Balance | \$ 294,113 | \$ 1,048,268 | \$ 1,342,381 |
| Fund 002: City Street Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 453,508 | \$ 210,954 | \$ 664,462 |
| Revenues | \$ 3,568,000 | \$ 270,000 | \$ 3,838,000 |
| Expenses | \$ 3,993,462 | \$ 285,000 | \$ 4,278,462 |
| Ending Fund Balance | \$ 28,046 | \$ 195,954 | \$ 224,000 |
| Fund 003: Stabilization Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 911,900 | \$ 21,247 | \$ 933,147 |
| Revenues | \$ 400,000 | \$ 766,853 | \$ 1,166,853 |
| Expenses | \$ - | \$ - | \$ - |
| Ending Fund Balance | \$ 1,311,900 | \$ 788,100 | \$ 2,100,000 |
| Fund 103: Criminal Justice | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 441,573 | \$ 72,228 | \$ 513,801 |
| Revenues | \$ 489,300 | \$ - | \$ 489,300 |
| Expenses | \$ 917,086 | \$ - | \$ 917,086 |
| Ending Fund Balance | \$ 13,787 | \$ 72,228 | \$ 86,015 |
| Fund 104: Special Investigative Unit | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 62,000 | \$ 15,461 | \$ 77,461 |
| Revenues | \$ 8,000 | \$ - | \$ 8,000 |
| Expenses | \$ 4,280 | \$ - | \$ 4,280 |
| Ending Fund Balance | \$ 65,720 | \$ 15,461 | \$ 81,181 |
| Fund 107: Community Events | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 52,500 | \$ 82,746 | \$ 135,246 |
| Revenues | \$ 200,000 | \$ - | \$ 200,000 |
| Expenses | \$ 224,400 | \$ - | \$ 224,400 |
| Ending Fund Balance | \$ 28,100 | \$ 82,746 | \$ 110,846 |

| Fund 108: Paths & Trails | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 7,780 | \$ 677 | \$ 8,457 |
| Revenues | \$ 2,000 | \$ - | \$ 2,000 |
| Expenses | \$ - | \$ - | \$ - |
| Ending Fund Balance | \$ 9,780 | \$ 677 | \$ 10,457 |

| Fund 109: Real Estate Excise Tax | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 2,096,331 | \$ (86,385) | \$ 2,009,946 |
| Revenues | \$ 1,400,000 | \$ - | \$ 1,400,000 |
| Expenses | \$ 1,634,713 | \$ - | \$ 1,634,713 |
| Ending Fund Balance | \$ 1,861,618 | \$ (86,385) | \$ 1,775,233 |

| Fund 111: Impact Fees | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,369,638 | \$ 70,430 | \$ 1,440,068 |
| Revenues | \$ 280,000 | \$ - | \$ 280,000 |
| Expenses | \$ 485,285 | \$ (72,000) | \$ 413,285 |
| Ending Fund Balance | \$ 1,164,353 | \$ 142,430 | \$ 1,306,783 |

| Fund 302: Capital Construction | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 318,000 | \$ 30,715 | \$ 348,715 |
| Revenues | \$ 500,000 | \$ 125,000 | \$ 625,000 |
| Expenses | \$ 500,000 | \$ 248,715 | \$ 748,715 |
| Ending Fund Balance | \$ 318,000 | \$ (93,000) | \$ 225,000 |

| Fund 304: Street Capital Projects | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-----------------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,572,309 | \$ - | \$ 1,572,309 |
| Revenues | \$ 3,902,785 | \$ 1,128,000 | \$ 5,030,785 |
| Expenses | \$ 5,032,500 | \$ 1,210,000 | \$ 6,242,500 |
| Ending Fund Balance | \$ - | \$ - | \$ 360,594 |

| Fund 401: Water Sewer Utilities Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 2,000,000 | \$ 1,395,558 | \$ 3,395,558 |
| Revenues | \$ - | \$ 40,000 | \$ 40,000 |
| Expenses | \$ 2,000,000 | \$ 1,435,558 | \$ 3,435,558 |
| Ending Fund Balance | \$ - | \$ - | \$ - |

| Fund 403: Water Sewer Cumulative Reserve | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 4,867,000 | \$ 702,427 | \$ 5,569,427 |
| Revenues | \$ - | \$ 30,000 | \$ 30,000 |
| Expenses | \$ 4,867,000 | \$ 732,427 | \$ 5,599,427 |
| Ending Fund Balance | \$ - | \$ - | \$ - |

| Fund 411: Water Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 7,427,300 | \$ 717,779 | \$ 8,145,079 |
| Expenses | \$ 6,349,116 | \$ 502,400 | \$ 6,851,516 |
| Ending Fund Balance | \$ 1,078,184 | \$ 215,379 | \$ 1,293,563 |

| Fund 413: Water Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 8,530,500 | \$ 314,944 | \$ 8,845,444 |
| Expenses | \$ 6,450,000 | \$ 300,000 | \$ 6,750,000 |
| Ending Fund Balance | \$ 2,080,500 | \$ 14,944 | \$ 2,095,444 |

| Fund 421: Storm Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,074,822 | \$ 516,995 | \$ 1,591,817 |
| Revenues | \$ 3,254,000 | \$ 216,840 | \$ 3,470,840 |
| Expenses | \$ 3,407,477 | \$ 266,840 | \$ 3,674,317 |
| Ending Fund Balance | \$ 921,345 | \$ 466,995 | \$ 1,388,340 |

| Fund 423: Storm Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 670,440 | \$ 299,263 | \$ 969,703 |
| Revenues | \$ - | \$ - | \$ - |
| Expenses | \$ 168,800 | \$ 531,200 | \$ 700,000 |
| Ending Fund Balance | \$ 501,640 | \$ (231,937) | \$ 269,703 |

| Fund 431: Sewer Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-----------------------------------|--|--------------------|--|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 11,425,600 | \$ 717,779 | \$ 12,143,379 |
| Expenses | \$ 11,043,417 | \$ - | \$ 11,043,417 |
| Ending Fund Balance | \$ 382,183 | \$ 717,779 | \$ 1,099,962 |

| Fund 433: Sewer Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------------|--|--------------------|--|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 9,469,000 | \$ 1,201,483 | \$ 10,670,483 |
| Expenses | \$ 8,296,600 | \$ - | \$ 8,296,600 |
| Ending Fund Balance | \$ 1,172,400 | \$ 1,201,483 | \$ 2,373,883 |

| Fund 500: ERR | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------------|--|--------------------|--|
| Beginning Fund Balance | \$ 1,009,333 | \$ 73,310 | \$ 1,082,643 |
| Revenues | \$ 4,233,034 | \$ 76,000 | \$ 4,309,034 |
| Expenses | \$ 1,852,679 | \$ - | \$ 1,852,679 |
| Ending Fund Balance | \$ 3,389,688 | \$ 149,310 | \$ 3,538,998 |

Alternatives: None.

Attachments: None.



City of Port Orchard

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

Agenda Staff Report

| | | | |
|------------------|--|-------------------|-------------------------------------|
| Agenda Item No.: | Business Item 7A | Meeting Date: | October 22, 2019 |
| Subject: | Adoption of an Ordinance, Setting the Amount of Property Tax to be Levied for Year 2020 Pursuant to RCW 84.55.120 | Prepared by: | Noah D. Crocker Finance Director |
| | | Atty Routing No: | N/A |
| | | Atty Review Date: | N/A |

Summary: On October 22, 2019, a public hearing on revenue sources for the current expense (general fund) budget was held. The hearing included a presentation and discussion on property tax considered for collection in 2020. Below is a comparison of next year's levy amount to this year's levy amount.

| 2019 | | 2020 | |
|--------------------|---------------------|--------------------|---------------------|
| Levy Amount | \$ 2,722,026 | Levy Amount | \$ 2,842,577 |
| 1.0 % increase | \$ 27,220 | 0.39327 % increase | \$ 11,179 |
| New Construction | \$ 75,661 | New Construction | \$ 79,212 |
| Annexation | \$ - | Annexation | \$ - |
| Utilities | \$ 10,000 | Utilities | \$ 10,000 |
| Total Taxes | \$ 2,834,907 | Total Taxes | \$ 2,942,968 |
| Refunds | \$ 17,076 | Refunds | \$ 19,707 |
| Total Taxes | \$ 2,851,983 | Total Taxes | \$ 2,962,675 |

State law (RCW 84.52.043) establishes maximum levy rates for the various types of taxing districts (the state, counties, cities and towns, fire districts, library districts and the like). Total City of Port Orchard 2020 property tax amount is estimated to be \$2,962,675 based upon an estimated maximum \$1.4171 per thousand of current total assessed value of \$2,069,755,047. The 2020 amount is estimated until the final levy calculation is completed by the Kitsap County Assessor.

Recommendation: Council Finance Committee recommends approval of the ordinance.

Relationship to Comprehensive Plan: N/A

Motion for consideration: I move to adopt an Ordinance, setting the 2020 property tax levy and the amount of property taxes to be raised for the budget year of 2020.

Fiscal Impact: Property tax collection will be budgeted within the Current Expense Fund No. 001 and Street Fund No. 002.

Alternatives: N/A

Attachment: Ordinance.

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ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON,
SETTING THE AMOUNT OF PROPERTY TAXES TO BE LEVIED FOR
THE YEAR 2020 PURSUANT TO RCW 84.55.120 PROVIDING FOR
SEVERABILITY AND PUBLICATION; AND SETTING AN EFFECTIVE
DATE.**

WHEREAS, the City Council of the City of Port Orchard (taxing district #8710) has met and considered its budget for the calendar year 2020; and

WHEREAS, the district's actual levy amount from the previous year was \$2,842,577; and

WHEREAS, the population of the district is more than 10,000; now, therefore,

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

SECTION 1: An increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2020 tax year.

SECTION 2: The dollar amount of the increase over the actual levy amount from the previous year shall be \$11,179 which is a percentage increase of 0.39327% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

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, SIGNED by the Mayor and attested by the Clerk in authentication of such passage this 22nd day of October, 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:



Agenda Staff Report

| | | | |
|------------------|------------------------------------|-------------------|------------------|
| Agenda Item No.: | Business Item 7B | Meeting Date: | October 22, 2019 |
| Subject: | Adoption of an Ordinance | Prepared by: | Noah D. Crocker |
| | Amending the 2019-2020 Biennial | | Finance Director |
| | Budget as Part of the Mid-Biennial | Atty Routing No: | N/A |
| | Review | Atty Review Date: | N/A |

Adopting an ordinance, amending Ordinance No. 036-18 adopting the 2019 – 2020 Biennial Budget. The public may comment on the amendment following its presentation.

Summary: As established by RCW 35.34.130 a mid-biennial review of the biennial budget is required. This review shall occur no sooner than eight months after the start of the biennium (September 1) and no later than the close of the fiscal year (December 31). The Finance Department has consulted and reviewed possible modifications of the Biennial Budget with all City Departments and the Mayor. The Finance Committee has met and reviewed the proposed modifications to the budget prior to council work study. The City Council has reviewed the proposed modifications to the city budget at work study session in October and provided additional direction.

The City has focused its criteria for mid-year modification to those items that are material changes that effect the budget in one of three ways:

- Changes that reduce expenditures
- Major increases to current budgeted expenditures.
- Modifications/Requests for new mission critical, unforeseen major expenditures.

The Budget Amendment Ordinance reflects the following:

1. All Beginning Fund Balances were adjusted to reflect the actual beginning fund balances as of January 2019
2. All proposed modifications to revenue and expenditure authority as identified in Appendix A have been included
3. All Ending Fund Balances have been adjusted to reflect the change in beginning fund balance, impact of change of revenues, and impact of change in expenditures.
4. Highlights include:
 - a. All beginning fund balances are adjusted to reflect actual beginning fund balance as of January 1, 2019

-
- b. All ending fund balances are adjusted to incorporate changes in beginning fund balance, and proposed revenues, and expense adjustments
 - c. Fund 001-Current Expense increase expenditure authority by \$1,294,328
 - d. Fund 002-City Street Operations increase expenditure authority by \$285,000
 - e. Fund 111-Impact Fee reduced expenditure authority by \$72,000
 - f. Fund 302-Capital Construction increased expenditure authority by \$248,715
 - g. Fund 304-Street Capital Construction increased expenditure authority by \$1,210,000
 - h. Fund 401-Water Sewer Operations increased expenditure authority by \$1,435,558 and will be closed before year end
 - i. Fund 403-Water Sewer Capital increased expenditure authority by \$732,427 and will be closed before year end
 - j. Fund 411-Water Operations increased expenditure authority by \$502,400
 - k. Fund 413-Water Capital increased expenditure authority by \$300,000
 - l. Fund 421-Storm Operations increased expenditure authority by \$266,840
 - m. Fund 423- Storm Capital increased expenditure authority by \$531,200

Recommendation: The Council Finance Committee recommends adoption of an Ordinance amending the 2019 – 2020 Biennial Budget as a part of the Mid-Biennial review.

Relationship to Comprehensive Plan: N/A

Motion for consideration: I move to adopt an Ordinance, amending the 2019 – 2020 Biennial Budgets for the City of Port Orchard.

Fiscal Impact: The 2019 – 2020 Biennial Budget is impacted as follows:

| Fund 001: Current Expense | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 2,200,000 | \$ 2,342,596 | \$ 4,542,596 |
| Revenues | \$ 20,943,600 | \$ - | \$ 20,943,600 |
| Expenses | \$ 22,849,487 | \$ 1,294,328 | \$ 24,143,815 |
| Ending Fund Balance | \$ 294,113 | \$ 1,048,268 | \$ 1,342,381 |
| | | | |
| Fund 002: City Street Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 453,508 | \$ 210,954 | \$ 664,462 |
| Revenues | \$ 3,568,000 | \$ 270,000 | \$ 3,838,000 |
| Expenses | \$ 3,993,462 | \$ 285,000 | \$ 4,278,462 |
| Ending Fund Balance | \$ 28,046 | \$ 195,954 | \$ 224,000 |
| | | | |
| Fund 003: Stabilization Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 911,900 | \$ 21,247 | \$ 933,147 |
| Revenues | \$ 400,000 | \$ 766,853 | \$ 1,166,853 |
| Expenses | \$ - | \$ - | \$ - |
| Ending Fund Balance | \$ 1,311,900 | \$ 788,100 | \$ 2,100,000 |
| | | | |
| Fund 103: Criminal Justice | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 441,573 | \$ 72,228 | \$ 513,801 |
| Revenues | \$ 489,300 | \$ - | \$ 489,300 |
| Expenses | \$ 917,086 | \$ - | \$ 917,086 |
| Ending Fund Balance | \$ 13,787 | \$ 72,228 | \$ 86,015 |
| | | | |
| Fund 104: Special Investigative Unit | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 62,000 | \$ 15,461 | \$ 77,461 |
| Revenues | \$ 8,000 | \$ - | \$ 8,000 |
| Expenses | \$ 4,280 | \$ - | \$ 4,280 |
| Ending Fund Balance | \$ 65,720 | \$ 15,461 | \$ 81,181 |
| | | | |
| Fund 107: Community Events | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 52,500 | \$ 82,746 | \$ 135,246 |
| Revenues | \$ 200,000 | \$ - | \$ 200,000 |
| Expenses | \$ 224,400 | \$ - | \$ 224,400 |
| Ending Fund Balance | \$ 28,100 | \$ 82,746 | \$ 110,846 |

| Fund 108: Paths & Trails | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 7,780 | \$ 677 | \$ 8,457 |
| Revenues | \$ 2,000 | \$ - | \$ 2,000 |
| Expenses | \$ - | \$ - | \$ - |
| Ending Fund Balance | \$ 9,780 | \$ 677 | \$ 10,457 |

| Fund 109: Real Estate Excise Tax | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 2,096,331 | \$ (86,385) | \$ 2,009,946 |
| Revenues | \$ 1,400,000 | \$ - | \$ 1,400,000 |
| Expenses | \$ 1,634,713 | \$ - | \$ 1,634,713 |
| Ending Fund Balance | \$ 1,861,618 | \$ (86,385) | \$ 1,775,233 |

| Fund 111: Impact Fees | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,369,638 | \$ 70,430 | \$ 1,440,068 |
| Revenues | \$ 280,000 | \$ - | \$ 280,000 |
| Expenses | \$ 485,285 | \$ (72,000) | \$ 413,285 |
| Ending Fund Balance | \$ 1,164,353 | \$ 142,430 | \$ 1,306,783 |

| Fund 302: Capital Construction | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 318,000 | \$ 30,715 | \$ 348,715 |
| Revenues | \$ 500,000 | \$ 125,000 | \$ 625,000 |
| Expenses | \$ 500,000 | \$ 248,715 | \$ 748,715 |
| Ending Fund Balance | \$ 318,000 | \$ (93,000) | \$ 225,000 |

| Fund 304: Street Capital Projects | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-----------------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,572,309 | \$ - | \$ 1,572,309 |
| Revenues | \$ 3,902,785 | \$ 1,128,000 | \$ 5,030,785 |
| Expenses | \$ 5,032,500 | \$ 1,210,000 | \$ 6,242,500 |
| Ending Fund Balance | \$ - | \$ - | \$ 360,594 |

| Fund 401: Water Sewer Utilities Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 2,000,000 | \$ 1,395,558 | \$ 3,395,558 |
| Revenues | \$ - | \$ 40,000 | \$ 40,000 |
| Expenses | \$ 2,000,000 | \$ 1,435,558 | \$ 3,435,558 |
| Ending Fund Balance | \$ - | \$ - | \$ - |

| Fund 403: Water Sewer Cumulative Reserve | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 4,867,000 | \$ 702,427 | \$ 5,569,427 |
| Revenues | \$ - | \$ 30,000 | \$ 30,000 |
| Expenses | \$ 4,867,000 | \$ 732,427 | \$ 5,599,427 |
| Ending Fund Balance | \$ - | \$ - | \$ - |

| Fund 411: Water Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 7,427,300 | \$ 717,779 | \$ 8,145,079 |
| Expenses | \$ 6,349,116 | \$ 502,400 | \$ 6,851,516 |
| Ending Fund Balance | \$ 1,078,184 | \$ 215,379 | \$ 1,293,563 |

| Fund 413: Water Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 8,530,500 | \$ 314,944 | \$ 8,845,444 |
| Expenses | \$ 6,450,000 | \$ 300,000 | \$ 6,750,000 |
| Ending Fund Balance | \$ 2,080,500 | \$ 14,944 | \$ 2,095,444 |

| Fund 421: Storm Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,074,822 | \$ 516,995 | \$ 1,591,817 |
| Revenues | \$ 3,254,000 | \$ 216,840 | \$ 3,470,840 |
| Expenses | \$ 3,407,477 | \$ 266,840 | \$ 3,674,317 |
| Ending Fund Balance | \$ 921,345 | \$ 466,995 | \$ 1,388,340 |

| Fund 423: Storm Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 670,440 | \$ 299,263 | \$ 969,703 |
| Revenues | \$ - | \$ - | \$ - |
| Expenses | \$ 168,800 | \$ 531,200 | \$ 700,000 |
| Ending Fund Balance | \$ 501,640 | \$ (231,937) | \$ 269,703 |

| Fund 431: Sewer Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 11,425,600 | \$ 717,779 | \$ 12,143,379 |
| Expenses | \$ 11,043,417 | \$ - | \$ 11,043,417 |
| Ending Fund Balance | \$ 382,183 | \$ 717,779 | \$ 1,099,962 |

| Fund 433: Sewer Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 9,469,000 | \$ 1,201,483 | \$ 10,670,483 |
| Expenses | \$ 8,296,600 | \$ - | \$ 8,296,600 |
| Ending Fund Balance | \$ 1,172,400 | \$ 1,201,483 | \$ 2,373,883 |

| Fund 500: ERR | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,009,333 | \$ 73,310 | \$ 1,082,643 |
| Revenues | \$ 4,233,034 | \$ 76,000 | \$ 4,309,034 |
| Expenses | \$ 1,852,679 | \$ - | \$ 1,852,679 |
| Ending Fund Balance | \$ 3,389,688 | \$ 149,310 | \$ 3,538,998 |

Alternatives: This ordinance recognizes changes to the Budget not known at the time of adoption of the 2019 – 2020 Biennial Budget. Failure to formalize these changes by Ordinance results in a budget not reflective of authorized revenue and expense. The City would be out of compliance with accepted budgeting procedures and subject to an audit finding.

Attachments: Ordinance and Appendix A.

ORDINANCE NO. ____

**AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON,
AMENDING THE BIENNIAL BUDGET FOR THE YEARS 2019–2020
AS ADOPTED BY ORDINANCE NO. 036-18 AS PART OF THE MID-
BIENNIAL REVIEW TO RECOGNIZE EXPENDITURES AND
REVENUES NOT ANTICIPATED AT THE TIME OF THE ADOPTION
OF THE 2019–2020 BIENNIAL BUDGET; PROVIDING FOR
PUBLICATION; AND SETTING AN EFFECTIVE DATE.**

WHEREAS, the City of Port Orchard adopted its 2019 – 2020 Biennial Budget in Ordinance No.036-18; and

WHEREAS, the City desires to keep current on budget amendments; and

WHEREAS, per RCW 35.34.130 the City has conducted a mid-biennial review of the biennial budget; and

WHEREAS, it is necessary to make adjustments to accounts and/or Funds by means of appropriation adjustments that could not have been anticipated at the time of passage of the 2019 – 2020 Biennial Budget, as provided in RCW 35A.33.120; and

WHEREAS, the City desires to adjust budgeted beginning fund balances to reflect more closely the actual beginning fund balances as of January 1, 2019; and

WHEREAS, the City desires to adjust all ending fund balances by incorporating changes in beginning fund balance, revenues, and expense; and

WHEREAS, the Council desires to adjust the budget for additional revenues identified for fund 002, 003, 302, 304, 401, 403, 411, 413, 421, 431, 433, 500; and

WHEREAS, for the Current Expense Fund, the Council desires to make additional appropriations to develop designs & bid specs for city hall repairs, provide additional spending for parks and facilities supplies and landscaping needs, transfer money from recreation reserves to pay for improvements to Etta Turner Park, transfer additional money to the Street fund for paving projects, transfer additional money to the Stabilization fund to match the policy target, to increase funding to the Health District and utilize savings in the courts department to transfer monies to the ERR fund for a future capital replacement; and

WHEREAS, for the City Street Fund, the Council desires to make additional appropriations for street paving and tree removal while re-allocating monies for the Lund Bridge maintenance project to be used for snow and ice maintenance, thermoplastics and traffic control; and

WHEREAS, for the Impact Fee Fund, the Council desires to defund appropriations made for the Clifton Anderson roundabout as the project isn't going forward in the current biennium and also provide an appropriation for a transfer to the capital construction fund to pay for the McCormick Woods Splash Pad retrofit project; and

WHEREAS, for the Capital Construction Fund, the Council desires to provide additional appropriations for the McCormick Woods Splash Pad retrofit project, Etta Turner Park project, McCormick Park and Rockwell close-out, video surveillance system improvements, and electronic key card system for the City hall; and

WHEREAS, for the Street Capital Construction Fund, the Council desires to provide additional appropriations for the Tremont project, provide new budget authority for the Bay Street Pedestrian Path Segment #3, as well as defund the Clifton Anderson project, also recognizing the additional \$1.3 million grant received from the State; and

WHEREAS, for the 401 Water Sewer Utility and 403 Cumulative Reserve for Water Sewer Funds, Council provides additional transfer authority to close the funds out in the current fiscal year; the transfers will provide additional monies to the Water Operations 411 fund, Sewer Operations 431 fund, Water Capital 413 fund, Sewer Capital 433 fund; and

WHEREAS, for the 411 Water Operations Fund, the Council provides additional expenditure authority for current contracts for Robinson Noble, Thomas Pors and NW Urban Law for expenditures related to the Foster Project and the water campus related concerns; and

WHEREAS, for the Water Capital 413 Fund, the Council provides new expenditure authority for water treatment designs for Well #11; and

WHEREAS, for the Storm Operations 421 Fund, the Council provides new expenditure authority for the study of the downtown basin plan, while re-allocating resources to pay for additional catch basin cleaning and work related to the McCormick Woods Ridge Div. 1 Dam; and

WHEREAS, for the Storm Capital 423 Fund, the Council provides additional expenditure authority for the Tremont Widening Construction Project; and

WHEREAS, for the Sewer 433 Fund, the Council desires to receive a transfer from the close out of 403, as well as recognize the State Grant Award for the McCormick Lift Station project; and

WHEREAS, for the ERR 500 Fund, the Council desires to receive a transfer from the current expense fund for the court system replacement/purchase at a future date, now, therefore;

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

SECTION 1. The 2019 – 2020 Biennial Budget is amended to reflect the following:

| Fund 001: Current Expense | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|------------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 2,200,000 | \$ 2,342,596 | \$ 4,542,596 |
| Revenues | \$ 20,943,600 | \$ - | \$ 20,943,600 |
| Expenses | \$ 22,849,487 | \$ 1,294,328 | \$ 24,143,815 |
| Ending Fund Balance | \$ 294,113 | \$ 1,048,268 | \$ 1,342,381 |
| | | | |
| Fund 002: City Street Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 453,508 | \$ 210,954 | \$ 664,462 |
| Revenues | \$ 3,568,000 | \$ 270,000 | \$ 3,838,000 |
| Expenses | \$ 3,993,462 | \$ 285,000 | \$ 4,278,462 |
| Ending Fund Balance | \$ 28,046 | \$ 195,954 | \$ 224,000 |
| | | | |
| Fund 003: Stabilization Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 911,900 | \$ 21,247 | \$ 933,147 |
| Revenues | \$ 400,000 | \$ 766,853 | \$ 1,166,853 |
| Expenses | \$ - | \$ - | \$ - |
| Ending Fund Balance | \$ 1,311,900 | \$ 788,100 | \$ 2,100,000 |

| Fund 103: Criminal Justice | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 441,573 | \$ 72,228 | \$ 513,801 |
| Revenues | \$ 489,300 | \$ - | \$ 489,300 |
| Expenses | \$ 917,086 | \$ - | \$ 917,086 |
| Ending Fund Balance | \$ 13,787 | \$ 72,228 | \$ 86,015 |
| | | | |
| Fund 104: Special Investigative Unit | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 62,000 | \$ 15,461 | \$ 77,461 |
| Revenues | \$ 8,000 | \$ - | \$ 8,000 |
| Expenses | \$ 4,280 | \$ - | \$ 4,280 |
| Ending Fund Balance | \$ 65,720 | \$ 15,461 | \$ 81,181 |
| | | | |
| Fund 107: Community Events | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 52,500 | \$ 82,746 | \$ 135,246 |
| Revenues | \$ 200,000 | \$ - | \$ 200,000 |
| Expenses | \$ 224,400 | \$ - | \$ 224,400 |
| Ending Fund Balance | \$ 28,100 | \$ 82,746 | \$ 110,846 |
| | | | |
| Fund 108: Paths & Trails | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 7,780 | \$ 677 | \$ 8,457 |
| Revenues | \$ 2,000 | \$ - | \$ 2,000 |
| Expenses | \$ - | \$ - | \$ - |
| Ending Fund Balance | \$ 9,780 | \$ 677 | \$ 10,457 |
| | | | |
| Fund 109: Real Estate Excise Tax | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 2,096,331 | \$ (86,385) | \$ 2,009,946 |
| Revenues | \$ 1,400,000 | \$ - | \$ 1,400,000 |
| Expenses | \$ 1,634,713 | \$ - | \$ 1,634,713 |
| Ending Fund Balance | \$ 1,861,618 | \$ (86,385) | \$ 1,775,233 |
| | | | |
| Fund 111: Impact Fees | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 1,369,638 | \$ 70,430 | \$ 1,440,068 |
| Revenues | \$ 280,000 | \$ - | \$ 280,000 |
| Expenses | \$ 485,285 | \$ (72,000) | \$ 413,285 |
| Ending Fund Balance | \$ 1,164,353 | \$ 142,430 | \$ 1,306,783 |

| Fund 302: Capital Construction | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-----------------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 318,000 | \$ 30,715 | \$ 348,715 |
| Revenues | \$ 500,000 | \$ 125,000 | \$ 625,000 |
| Expenses | \$ 500,000 | \$ 248,715 | \$ 748,715 |
| Ending Fund Balance | \$ 318,000 | \$ (93,000) | \$ 225,000 |
| | | | |
| Fund 304: Street Capital Projects | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
| Beginning Fund Balance | \$ 1,572,309 | \$ - | \$ 1,572,309 |
| Revenues | \$ 3,902,785 | \$ 1,128,000 | \$ 5,030,785 |
| Expenses | \$ 5,032,500 | \$ 1,210,000 | \$ 6,242,500 |
| Ending Fund Balance | \$ - | \$ - | \$ 360,594 |

| Fund 401: Water Sewer Utilities Fund | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--------------------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 2,000,000 | \$ 1,395,558 | \$ 3,395,558 |
| Revenues | \$ - | \$ 40,000 | \$ 40,000 |
| Expenses | \$ 2,000,000 | \$ 1,435,558 | \$ 3,435,558 |
| Ending Fund Balance | \$ - | \$ - | \$ - |

| Fund 403: Water Sewer Cumulative Reserve | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|--|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 4,867,000 | \$ 702,427 | \$ 5,569,427 |
| Revenues | \$ - | \$ 30,000 | \$ 30,000 |
| Expenses | \$ 4,867,000 | \$ 732,427 | \$ 5,599,427 |
| Ending Fund Balance | \$ - | \$ - | \$ - |

| Fund 411: Water Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 7,427,300 | \$ 717,779 | \$ 8,145,079 |
| Expenses | \$ 6,349,116 | \$ 502,400 | \$ 6,851,516 |
| Ending Fund Balance | \$ 1,078,184 | \$ 215,379 | \$ 1,293,563 |

| Fund 413: Water Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 8,530,500 | \$ 314,944 | \$ 8,845,444 |
| Expenses | \$ 6,450,000 | \$ 300,000 | \$ 6,750,000 |
| Ending Fund Balance | \$ 2,080,500 | \$ 14,944 | \$ 2,095,444 |

| Fund 421: Storm Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,074,822 | \$ 516,995 | \$ 1,591,817 |
| Revenues | \$ 3,254,000 | \$ 216,840 | \$ 3,470,840 |
| Expenses | \$ 3,407,477 | \$ 266,840 | \$ 3,674,317 |
| Ending Fund Balance | \$ 921,345 | \$ 466,995 | \$ 1,388,340 |

| Fund 423: Storm Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ 670,440 | \$ 299,263 | \$ 969,703 |
| Revenues | \$ - | \$ - | \$ - |
| Expenses | \$ 168,800 | \$ 531,200 | \$ 700,000 |
| Ending Fund Balance | \$ 501,640 | \$ (231,937) | \$ 269,703 |

| Fund 431: Sewer Operations | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|----------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 11,425,600 | \$ 717,779 | \$ 12,143,379 |
| Expenses | \$ 11,043,417 | \$ - | \$ 11,043,417 |
| Ending Fund Balance | \$ 382,183 | \$ 717,779 | \$ 1,099,962 |

| Fund 433: Sewer Capital | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|-------------------------|------------------------------------|--------------|--------------------------------------|
| Beginning Fund Balance | \$ - | \$ - | \$ - |
| Revenues | \$ 9,469,000 | \$ 1,201,483 | \$ 10,670,483 |
| Expenses | \$ 8,296,600 | \$ - | \$ 8,296,600 |
| Ending Fund Balance | \$ 1,172,400 | \$ 1,201,483 | \$ 2,373,883 |

| Fund 500: ERR | 2019-2020 Total Biennial Budget | Adjustments | 2019-2020 Biennial Amended Budget |
|------------------------|------------------------------------|-------------|--------------------------------------|
| Beginning Fund Balance | \$ 1,009,333 | \$ 73,310 | \$ 1,082,643 |
| Revenues | \$ 4,233,034 | \$ 76,000 | \$ 4,309,034 |
| Expenses | \$ 1,852,679 | \$ - | \$ 1,852,679 |
| Ending Fund Balance | \$ 3,389,688 | \$ 149,310 | \$ 3,538,998 |

SECTION 2. This ordinance shall be in full force and effect five (5) days after posting and publication as required by law. A summary of this Ordinance may be published in lieu of the entire ordinance, as authorized by State 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 22nd day of October 2019.

Rob Putaansuu, Mayor

ATTEST:

Brandy Rinearson, MMC, City Clerk

APPROVED AS TO FORM:

Sponsored by:

Sharon Cates, City Attorney

John Clauson, Councilmember

PUBLISHED:

EFFECTIVE DATE:

Appendix A

Highlights of the 2019-2020 Mid-Biennial Review

Mayor's Proposed Budget Adjustments

Finance Committee's Proposed added Budget Adjustments

Governmental- Operational Funds

Fund 001-Current Expense: \$1,294,328

- Develop designs & bid specs for City Hall repairs: \$90,000
- Parks additional Supplies Including Tremont Landscaping: \$22,000
- Facilities Supplies: \$15,000
- Transfer to Capital Const. for Etta Turner Park: \$25,000
- Transfer to Street fund for paving: \$270,000
- Additional contribution to meet Stabilization target: \$500,000
- Increase transfer to Stabilization Fund to meet 2020 goal: \$266,853
- Increase 2020 Health District payment to \$3 per Capita: \$29,475
- Transfer to ER&R for Court Software System Upgrade \$76,000

Fund 002-City Street Fund: \$285,000

- Street Paving (Lippert 160k and Sidney \$110k): \$270,000
- Additional Tree Removal: \$15,000
- Defund Lund Bridge: (\$150,000)
- Re-Allocated for Operational needs (Snow, Ice): \$95,000
- Re-Allocated for Operational needs (Thermoplastics): \$40,000
- Re-Allocated for Operational needs (Traffic Control): \$15,000

Fund 111-Impact Fee: (\$72,000)

- Retrofit McCormick Woods Park Splash Pad: \$100,000
- Defund Clifton Anderson: (\$172,000)

Appendix A

Highlights of the 2019-2020 Mid-Biennial Review

Governmental- Capital Construction Funds

Fund 302-Capital Construction: **\$248,715**

- Retrofit McCormick Woods Park Splash Pad: \$100,000
- Etta Turner Park Lights (Rec Reserves): \$25,000
- Close-out Funding for McCormick Park & Rockwell Park: \$48,715
- Video Surveillance System: \$25,000
- Electronic Key Cards System: \$50,000
-

Fund 304-Street Capital Construction: **\$1,210,000**

- Tremont Additional Grant Funds: \$1,300,000
- Defund Clifton Anderson: (\$150,000)
- BSPP#3 Carryover from 2018: \$60,000

Enterprise Operational and Capital Funds

Fund 401 Operations Closure: **\$1,435,558**

Fund 403 Capital Closure: **\$732,427**

Fund 411-Water Operations: **\$502,400**

- Council accepted contracts (Robinson Noble): \$324,900
- Council accepted contracts (Thomas Pors): \$137,500
- Council accepted contracts (NW Urban Law): \$40,000

Fund 413-Water Capital: **\$300,000**

- Well #11 Treatment & Design: \$300,000

Fund 421-Storm Operations: **\$266,840**

- Study for downtown basin plan: \$216,840
- Defund Comp Plan Update: (\$30,000)
- Defund Lab and NPDES Update: (\$13,000)
- Additional Catch Basin Cleaning: \$43,000
- Additional MW Ridge Div. 1 Dam: \$50,000

Fund 423-Storm Capital: **\$531,200**

- Additional Tremont: \$531,200

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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>October 22, 2019</u> |
| Subject: | <u>Adoption of an Ordinance Providing</u> | Prepared by: | <u>Debbie Lund</u> |
| | <u>High Deductible Medical Plan Option</u> | | <u>HR Coordinator</u> |
| | <u>For Non-Union Employees</u> | Atty Routing No.: | <u>N/A</u> |
| | | Atty Review Date: | <u>N/A</u> |

Summary: The medical needs of employees and their families vary significantly from person to person. High deductible medical plans offer a lower monthly premium and come with an individual tax sheltered health savings account for those employees who qualify for such an account. Offering high deductible medical plans already offered through the Association of Washington Cities adds an attractive alternative to the City's benefit package mix for non-union employees and provides a cost savings to the City.

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 high deductible medical plan options to the medical insurance plans offered to non-union employees effective January 1, 2020."

Fiscal Impact: Some financial savings to the City for employees who choose to enroll on the Regence High Deductible Medical Plan.

Alternatives: Do not approve Ordinance and provide alternative guidance.

Attachments: Ordinance, Traditional versus High Deductible Plan cost comparison.

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ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON,
PROVIDING ADDITIONAL BENEFITS OFFERED FOR NON-UNION
EMPLOYEES; PROVIDING FOR SEVERABILITY AND PUBLICATION;
AND SETTING AN EFFECTIVE DATE.**

WHEREAS, the City of Port Orchard has established certain employment benefits for non-union employees; and

WHEREAS, the City Council recognizes the importance of a healthy workforce and encourages all employees to participate in the City's wellness efforts; and

WHEREAS, the City recognizes that the insurance needs of each employee vary from employee to employee; and

WHEREAS, the Association of Washington Cities (AWC) offered a high deductible medical insurance option under both Regence and Kaiser Permanente plans; and

WHEREAS, the City Council has determined offering the high deductible plan option to non-union employees is in the City's best interest; now, therefore,

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

SECTION 1. Effective January 1, 2020, non-union represented employees will be eligible to enroll on the AWC Regence High Deductible Medical Plan or the AWC Kaiser Permanente High Deductible Medical Plan.

SECTION 2. Effective January 1, 2020, employees choosing to enroll on a high deductible medical plan will receive benefits as provided for in Appendix A, attached.

SECTION 3. The benefits provided under Ordinance No. 026-19, Appendix A, related to the part-time employees as defined in personnel policies will remain in effect, requiring a larger employee share of the medical insurance premium even if an employee selects one of the high deductible medical plans offered by the City.

SECTION 4. This ordinance shall not change or limit other benefits not listed that covered employees currently have through their employment with the City, including but not limited to those provided in Ordinance No. 010-19 and Ordinance No. 026-19.

SECTION 5. 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 6. Publication. This Ordinance shall be published by an approved summary consisting of the title.

SECTION 7. 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 22nd day of October 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:

APPENDIX A

For those full-time eligible employees, as defined in personnel policies, who are offered and enrolled in the AWC Regence High Deductible medical plan or the AWC Kaiser Permanente High Deductible medical plan:

The employer shall establish and enroll employees in an HRA VEBA account stating with their first covered month. The employee shall be responsible for all fees charged by HRA VEBA for his/her respective account. The employer shall deposit for those employees that meet the criteria above, on a monthly basis, amounts as established below.

| HRA VEBA Contributions per month | | |
|---|-------------|-------------|
| Regence High Deductible Medical Plan | 2020 | 2021 |
| Employee Only | \$100 | \$100 |
| Emp/Spouse | \$200 | \$200 |
| Employee Spouse / 1 Dependent | \$300 | \$300 |
| Employee Spouse / 2 Dependent + | \$400 | \$400 |
| Employee and 1 Dependent | \$200 | \$200 |
| Employee and 2 Dependents | \$300 | \$300 |
| Employee and 3 Dependents | \$300 | \$300 |

| Kaiser Permanente High Deductible Medical Plan | 2020 | 2021 |
|---|-------------|-------------|
| Employee Only | \$65 | \$65 |
| Emp/Spouse | \$150 | \$150 |
| Employee Spouse / 1 Dependent | \$180 | \$180 |
| Employee Spouse / 2 Dependent + | \$215 | \$215 |
| Employee and 1 Dependent | \$100 | \$100 |
| Employee and 2 Dependents | \$125 | \$125 |
| Employee and 3 Dependents | \$115 | \$115 |

Well City Incentive Program:

For those eligible employees who are offered and enroll in the AWC Regence High Deductible medical plan or the AWC Kaiser Permanente High Deductible medical plan:

The City participates in the AWC Well City Wellness Program. Each year AWC awards a discount off medical premiums for cities that participate and receive the Wellness Award. The City encourages employees to participate in wellness activity throughout the year to promote health and wellness. Those employees who are enrolled in the AWC Regence High Deductible medical plan or the AWC Kaiser Permanente High Deductible medical plans during January 1st of the awarded year will be eligible for a wellness incentive bonus to be deposited to their established HRA VEBA accounts. If an employee doesn't have an HRA VEBA account already established, the employer shall establish and enroll said employee in an HRA VEBA of the City's choosing. The employee shall be responsible for all fees charged by HRA VEBA for his/her respective account.

The employer shall deposit \$100 for each eligible employee as described above on an annual basis.

Employee Premiums for AWC Regence and Kaiser Permanente High Deductible Medical Plans

Full-time employees, as defined in the City's personnel policies, who choose to enroll on one of high deductible medical plans offered by the City will not be required to pay a portion of the insurance premium toward such coverage. The employee, if they qualify and attest to their eligibility for such an account, will be able to make a payroll deduction contribution into a Health Savings Account (HSA) offered by a vendor chosen by the City.

Employees working less than 30 hours a week will share in the cost of their insurance in accordance with the City's personnel policies.

AWC Regence Medical Plans

| | | | | | | Proposal to add High Deductible | | | | Monthly Savings to City |
|-----------------|------------|----------------|------------|----------|--------------------|---------------------------------|------------------|----------|--------------------|-------------------------|
| HealthFirst 250 | # Enrolled | Employee Share | City Share | HRA VEBA | Total Cost To City | Employee Share | AWC Regence HDHP | HRA VEBA | Total Cost To City | |
| Employee Only | 6 | 66.89 | 676.34 | 25.00 | 701.34 | 0 | 516.83 | 100.00 | 616.83 | 84.51 |
| Employee/Spouse | 12 | 134.34 | 1,358.35 | 40.00 | 1,398.35 | 0 | 1,040.03 | 200.00 | 1,240.03 | 158.32 |
| EE/Sp/1 Dep | 6 | 167.57 | 1,694.33 | 55.00 | 1,749.33 | 0 | 1,302.38 | 300.00 | 1,602.38 | 146.95 |
| EE/Sp/2 Dep | 12 | 195.04 | 1,972.09 | 60.00 | 2,032.09 | 0 | 1,517.18 | 400.00 | 1,917.18 | 114.91 |
| EE + 1 Dep | 3 | 100.12 | 1,012.32 | 10.00 | 1,022.32 | 0 | 779.18 | 200.00 | 979.18 | 43.14 |
| EE + 2 Dep | 2 | 127.59 | 1,290.08 | 15.00 | 1,305.08 | 0 | 993.98 | 300.00 | 1,293.98 | 11.10 |
| EE + 3 Dep | TBD | 127.59 | 1,290.08 | 15.00 | 1,305.08 | 0 | 993.98 | 300.00 | 1,293.98 | 11.10 |

AWC Kaiser Medical Plans

| | | | | | | Proposal to add High Deductible | | | | Monthly Savings (Cost) to City | City Savings over Health First 250 |
|-----------------|------------|----------------|------------|----------|--------------------|---------------------------------|-----------------|----------|--------------------|--------------------------------|------------------------------------|
| Kaiser 200 | # Enrolled | Employee Share | City Share | HRA VEBA | Total Cost To City | Employee Share | AWC Kaiser HDHP | HRA VEBA | Total Cost To City | | |
| Employee Only | 5 | 59.63 | 602.88 | 25.00 | 627.88 | 0 | 551.21 | 65.00 | 616.21 | 11.66 | 85.13 |
| Employee/Spouse | 2 | 118.26 | 1,195.70 | 45.00 | 1,240.70 | 0 | 1,091.36 | 150.00 | 1,241.36 | (0.67) | 156.99 |
| EE/Sp/1 Dep | 1 | 148.17 | 1,498.21 | 50.00 | 1,548.21 | 0 | 1,367.38 | 180.00 | 1,547.38 | 0.82 | 201.95 |
| EE/Sp/2 Dep | 5 | 178.09 | 1,800.72 | 60.00 | 1,860.72 | 0 | 1,643.40 | 215.00 | 1,858.40 | 2.31 | 173.68 |
| EE + 1 Dep | 1 | 89.54 | 905.39 | 20.00 | 925.39 | 0 | 827.23 | 100.00 | 927.23 | (1.85) | 95.09 |
| EE + 2 Dep | 1 | 119.46 | 1,207.90 | 20.00 | 1,227.90 | 0 | 1,103.25 | 125.00 | 1,228.25 | (0.36) | 76.83 |
| EE + 3 Dep | TBD | 119.46 | 1,207.90 | 10.00 | 1,217.90 | 0 | 1,103.25 | 115.00 | 1,218.25 | (0.36) | 86.83 |

Qualifying Employees enrolled on a High Deductible Health Plan could open a Health Savings Account (HSA) for individual contributions up to IRS Maximum (\$3,550 individual, \$7,100 family, plus over age 55 catch up of \$1,000 in 2020)

2020 Kaiser Premiums are approximate. AWC has announced percentage increase but not actual 2020 calculations for Kaiser.

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City of Port Orchard

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

Agenda Staff Report

| | | | |
|-----------------|---------------------------------------|------------------|------------------|
| Agenda Item No. | Business Item 7D | Meeting Date: | October 22, 2019 |
| Subject: | Adoption of an Ordinance Establishing | Prepared by: | Noah Crocker |
| | Certain Employee Benefits for | | Finance Director |
| | Non-Union Employees | Atty Routing No: | N/A |
| | | | N/A |

Summary: Employee Wage Pay Rates are addressed on a yearly basis for non-union employees requested by the Finance Committee. The following is a change that is recommended by the Finance Committee:

1. All employees covered by this Ordinance shall be classified and compensated in accordance with the City's biennial budget.

1.1 Effective January 1, 2020 the rates of pay for Non-Union Employees shall be increased by two and three tenths percent (2.30%).

Recommendation: Staff recommends adoption of an Ordinance authorizing a rate of pay increase of 2.30% COLA for Non-Union Employees, effective January 1, 2020.

Relationship to Comprehensive Plan: None.

Motion for consideration: I move to adopt an Ordinance, approving the Employee Benefits Policy to reflect a rate of pay increase of 2.30% COLA effective January 1, 2020 for non-union employees.

Fiscal Impact: The fiscal impact is consistent with the 2019-2020 biennial budget.

Alternatives: Not approve this request.

Attachment: Ordinance.

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ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON,
ESTABLISHING A COLA INCREASE EFFECTIVE JANUARY 1, 2020,
FOR NON-UNION EMPLOYEES; PROVIDING FOR SEVERABILITY
AND PUBLICATION; AND SETTING AN EFFECTIVE DATE.**

WHEREAS, the City of Port Orchard has established certain employment benefits for non-union employees; and

WHEREAS, the City Council deems it in the best interest of the City and City employees to periodically review and update employment benefits, and, in so doing, has determined it is appropriate to adjust the established rates of pay for non-union employees by providing a cost of living adjustment; now, therefore;

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

SECTION 1. All employees covered by this Ordinance shall be classified and compensated in accordance with the City's biennial budget.

SECTION 2. Effective January 1, 2020 the rates of pay for Non-Union Employees shall be increased by two and three-tenths percent (2.30%).

SECTION 3. This Ordinance shall not change or limit other benefits not listed that covered employees currently have through their employment with the City.

SECTION 4. 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 5. Publication. This Ordinance shall be published by an approved summary consisting of the title.

SECTION 6. 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 22nd day of October 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

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

Agenda Staff Report

| | | | |
|------------------|--|-------------------|-------------------------|
| Agenda Item No.: | <u>Business Item 7E</u> | Meeting Date: | <u>October 22, 2019</u> |
| Subject: | <u>Adoption of an Ordinance Authorizing an</u> | Prepared by: | <u>Noah Crocker</u> |
| | <u>Additional 1.0 FTE for the Information</u> | | <u>Finance Director</u> |
| | <u>Technology Division, and Adopting a Job</u> | Atty Routing No.: | <u>NA</u> |
| | <u>Description and Setting a Salary Range</u> | Atty Review Date: | <u>NA</u> |

Summary: The Information Technology Department is a critical function of City Business and operations. The City currently has approved 1.0 FTE in the IT department with the duties split amongst two individuals. Additionally, the city contracts out for additional desktop and server support to assist the City. While this structure has worked, the City recognizes it may not be a sustainable organization structure going forward as the staff size, needs and utilization of technology increase.

The current primary IT specialist is targeting a 2020 retirement date and the secondary IT support has communicated the workload is becoming unsustainable. With the retirement of the primary IT specialist the City needs overlap time to allow for training and transition of institutional knowledge on the systems, servers, processes and status of our IT infrastructure. This overall would require the city to add an additional 1.0 FTE.

Moving forward the City expects to recruit and hire a full-time Network Administrator to provide IT services. The City anticipated this need during the 2019-2020 biennial budget process and budgeted accordingly.

Recommendation: Staff recommends approving the Ordinance as presented.

Relationship to Comprehensive Plan: N/A

Motion for consideration: "I move to adopt an ordinance adding an additional 1.0 FTE for IT services, adopting a job description for Network Administrator and setting a salary range."

Fiscal Impact: N/A

Alternatives: Do not approve Ordinance and provide alternative guidance

Attachments: Ordinance, job description and salary range.

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ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF PORT ORCHARD, WASHINGTON,
APPROVING AN ADDITIONAL 1.0 FULL TIME EQUIVALENT FOR
THE INFORMATION TECHNOLOGY DIVISION; PROVIDING FOR
SEVERABILITY AND PUBLICATION; AND SETTING AN EFFECTIVE
DATE.**

WHEREAS, the workload and shift of information technology responsibilities in the City of Port Orchard requires an additional 1.0 Full-Time Equivalent (FTE) position to be committed to IT services; and

WHEREAS, the City currently has budget for one full time IT Specialist, which has been shared between two employees each representing .5 FTE; and

WHEREAS, the current primary IT Specialist has a mid-2020 retirement date and the City needs overlap time to allow for training and transition of institutional knowledge on the systems, servers, processes and status; and

WHEREAS, after the retirement of the current primary City IT Specialist, the City will have one full time employee managing the IT operations with back up coverage provided by contracted services; and

WHEREAS, a job description and a salary range for a new IT Network Administrator has been proposed for the new 1.0 FTE position; and

WHEREAS, the department has the budget authority for this additional 1.0 FTE; Now, therefore,

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

SECTION 1. The City Council hereby approves the addition of a 1.0 FTE position for Information Technology services; approves the creation of the new position of Network Administrator; approves the job description therefor, which is attached hereto as Exhibit A; and approves the salary range therefor, which is 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 22nd day of October 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 | Network Administrator | FLSA | Exempt |
| Department | Finance Department | Civil Service | Exempt |
| Reports To | Finance Director | Union | Non-union |
| Revisions | October 2019 | Work hours | Part or Full Time |

Purpose

Responsible for installation, modification and making repairs to City computer hardware, software and telecommunication systems, and provides technical advice and support to system users.

General Function

Responsible for all City computer systems. Installs hardware and peripheral components such as monitors, keyboards, printers and disk drives on users' premises. Loads appropriate software packages such as operating systems, networking components and office applications. Assists in the customization and adaptation of existing programs to meet users' requirements. Coordinates activities with network services and information systems groups.

Works independently with minimal supervision. The position is supervised by the City Finance Director who may assign priorities and specific tasks. Work performed by the employee may be reviewed by an auditor from an agency not affiliated with the City.

Supervision Responsibilities

This is a non-supervisory position.

Essential Job Functions

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 workload.

Desktop Support

- Install, configure, test, maintain and troubleshoot end user networked peripheral devices and workstation hardware.

-
- Liaising with, and providing support and training to staff and end users on computer operation issues and security compliance.
 - Work with end users for identifying and delivering essential PC service levels.
 - Work with end users in troubleshooting mobile devices.
 - Perform on-site diagnosis, analysis, and resolution of complicated PC problems for various end users, and implementing and recommending corrective hardware solutions.
 - Develop and maintain an inventory of workstations, servers, phones, mobile devices and other high cost peripheral devices.
 - Receive and respond to incoming calls, e-mails, and other requests regarding hardware and PC problems.
 - Assist in maintaining, preparing, and upholding processes for reporting, statistically monitoring, and logging PC performance.
 - Monitor and test PC performance and providing PC performance reports and statistics.
 - Construct, test, and install customized configurations depending on various departmental software needs.

Server / Network Support

- Install, configure, test, maintain and troubleshoot server and network hardware and software
- Monitor and maintain backup hardware and software
- Administer user and computer adds/changes/deletes in Active Directory
- Administer data file and folder security/access permissions
- Monitor and troubleshoot critical server/network processes

Administration and Reporting

- Conduct research on various products of computer in support of its development and procurement efforts.
- Prepare documents on instances of hardware repair, installation, failure, and removal.
- Evaluate and recommend hardware and software products for purchase.
- Identify and report any noted security issues needing to be addressed
- Provide Support during "On Call" situations which may include occasional weekends and evenings.
- Assist with public record requests as necessary
- Enforce and administer CJIS security requirements and restrictions
- Stay up to date on best industry practices, processes and protocols.
- Other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of resources available to assist in solving basic local and wide area network hardware, and software as it relates to the LAN; above-average knowledge of operating systems, including Microsoft and Windows for desktops and servers; and best business practices. Must be willing to attend computer classes and undergo an on-going training effort to meet growing job demands in a dynamic computer environment.

Demonstrate ability to manage own workload, meet deadlines, and manage projects within budget in a timely manner; and mathematical and analytical skills necessary to complete assignments.

Ability to resolve common complaints and problems associated with the use of local and wide area networks; identify, analyze and correct hardware, topology, wiring and user problems with hardware; proficiently use materials, tools, equipment and techniques standard to the profession for installation, problem diagnosis, communicate effectively in English, both orally and in writing in a clear, concise language appropriate for the purpose and the parties addressed; use tact, maintain confidentiality at all times; and work independently or cooperatively as a team member.

Contacts and Relationships

In the normal course of business, this position has contact either by telephone, in person or through written communication with the City's elected officials, co-workers, outside auditors, outside consultants, vendors and other business-related individuals or agencies as required. Must be professional and courteous with all contacts.

Working Conditions

Work is performed in an office environment, including shop work for computer hardware repairs. Must be able to operate within and move between various City offices and shops, vendor and training facilities. Work may involve extra hours, pressure from deadlines, and changing job priorities. May require may require on the job activities at irregular hours, weekend, evening and weekends.

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Physical Requirements

The employee must have the ability to enter data or information into a terminal, PC or other keyboard device and must be able to conduct voice communication both via the telephone and in person.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision.

Minimum Requirements

- A Bachelor of Arts degree in computer science, its equivalent, or 4 years actual experience with a high school diploma
- Valid driver's license with a driving record acceptable to the City.

Any of the following Microsoft Certifications are desirable:

- Microsoft Technology Associate (MTA): Infrastructure
- Microsoft Certified Solutions Associate (MCSA):
 - Windows 10
 - Windows Server 2016
 - Office 365
- Microsoft Office Specialist (MOS)

Comptia A+ certification is desirable

Any other combination of experience and training that provides the desired skills, knowledge and abilities.

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 |
|----------------------------|

Network Administrator

| | |
|-------------|-------|
| After 5 Yrs | 38.96 |
| After 4 yrs | 38.02 |
| After 3 yrs | 37.11 |
| After 2 yrs | 36.19 |
| After 1 yr | 35.30 |
| After 6 mos | 34.44 |
| First 6 mos | 33.60 |

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City of Port Orchard

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

Agenda Staff Report

Agenda Item No.: Business Item 7F
Subject: Adoption of a Resolution, Adopting the
Final Plat of Plat of Muirfield Phase II
(McCormick Woods Phase III)

Meeting Date: October 22, 2019
Prepared by: Nick Bond, AICP
DCD Director
Atty Routing No.: N/A
Atty Review Date: N/A

Summary: The site is identified as McCormick Woods Phase III and was granted approval with conditions by the Kitsap County Hearing Examiner on June 20, 1990. A Final Environmental Impact Statement for the McCormick Woods Planned Residential Development was issued on August 30, 1985, and subsequently adopted by Kitsap County as part of the approval of McCormick Woods, Phase III Preliminary Plat approval on June 20, 1990. The Plat of Muirfield Phase II subdivision creates 18 single-family residential lots. Infrastructure associated with this final plat was dedicated to the City of Port Orchard through the recordation of Plat of Muirfield Phase I. The applicant has installed or bonded for roadway illumination, roads, sidewalks, landscaping, water and sewer, and storm drainage improvements. Streets within this final plat are for public use and will be accepted into the City's road system.

Recommendation: Adoption of a resolution, granting approval of the final plat of Plat of Muirfield Phase II.

Motion for consideration: I move to adopt a resolution, as presented, granting final plat approval for Plat of Muirfield Phase II.

Fiscal Impact: Income from building permit fees, ongoing maintenance of public infrastructure.

Alternatives: Approval with added conditions.

Attachments: Resolution, Plat map, DCD Approval Letter, PW Approval Letter and SKFR Approval Letter.

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RESOLUTION NO. _____

**A RESOLUTION OF THE CITY OF PORT ORCHARD, WASHINGTON, GRANTING FINAL
PLAT APPROVAL FOR AN 18-LOT PLAT KNOWN AS PLAT OF MUIRFIELD PHASE II.**

WHEREAS, on December 16, 1985, the Kitsap County Hearing Examiner approved the Preliminary Plat/Planned Unit Development known as McCormick Woods Preliminary Plat/PUD Phase I; and

WHEREAS, on June 20, 1990, the Kitsap County Hearing Examiner approved the Preliminary Plat known as McCormick Woods Phase III; and

WHEREAS, on August 30, 1985, Kitsap County issued a Final Environmental Impact Statement for the McCormick Woods Phase III Development; and

WHEREAS, on August 8, 2019, an application was submitted for the final plat of a portion of Parcel C of the McCormick Woods Phase III preliminary plat, now named Plat of Muirfield Phase II, for the subdivision of 18 single-family residential lots; and

WHEREAS, the Director of Public Works has determined that the proposed means of sewage disposal and water supply are adequate and recommends approval of the final plat; and

WHEREAS, on June 11, 2019, the City Council passed a moratorium on development within the 580 & 660 water zones, of which Plat of Muirfield Phase II is a part, due to insufficient water capacity; the moratorium prohibits building that requires new water connections until the moratorium is lifted, but does not limit the ability to develop plats; and

WHEREAS, the City Engineer recommends approval of the final plat; and

WHEREAS, the City Community Development Director recommends approval of the final plat; and

WHEREAS, the City Council finds that Parcel C of the McCormick Woods Phase III plat, now named Plat of Muirfield Phase II, conforms to all terms and conditions of the preliminary plat approval and that said subdivision meets the requirements of Chapter 58.17 RCW and other applicable state laws and local ordinances; and

WHEREAS, the City Council finds that Plat of Muirfield Phase II conforms to the applicable zoning requirements and Port Orchard's Comprehensive Plan; now, therefore;

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

THAT: The Port Orchard City Council approves the final plat for Plat of Muirfield Phase II, as illustrated and as legally described in Exhibit A, attached hereto; and

FURTHER THAT: The Plat of Muirfield Phase II subdivision shall be governed by the terms of approval of the final plat, and the statutes, ordinances, and regulations in effect at the time of approval for a period of five years after final plat approval unless the City Council finds that a change in conditions has created a serious threat to the public health or safety in the subdivision.

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the Clerk in authentication of such passage this 22nd day of October 2019.

Robert Putaansuu, Mayor

ATTEST:

Brandy Rinearson, MMC, City Clerk

PLAT OF MUIRFIELD PHASE II

SHEET 1 OF 5

A PORTION OF THE NE 1/4 OF THE NW 1/4 OF SECTION 09, TOWNSHIP 23N., RANGE 1E., W.M.,
CITY OF PORT ORCHARD, KITSAP COUNTY, WASHINGTON

DEDICATION:

KNOW ALL MEN BY THESE PRESENTS THAT WE, THE UNDERSIGNED OWNERS IN THE FEE SIMPLE OR CONTRACT PURCHASER AND MORTGAGE HOLDER OF THE LAND HEREBY PLATTED, HEREBY DECLARE THIS PLAT AND DEDICATE TO THE USE OF THE PUBLIC FOREVER ALL STREETS AND AVENUES SHOWN THEREON AND USE THEREOF FOR ALL PUBLIC PURPOSES NOT INCONSISTENT WITH THE USE THEREOF FOR PUBLIC HIGHWAY PURPOSES; ALSO THE RIGHT TO MAKE ALL NECESSARY SLOPES FOR CUTS AND FILLS UPON THE LOTS AND BLOCKS SHOWN ON THIS PLAT IN THE ORIGINAL REASONABLE GRADING OF THE STREETS AND AVENUES SHOWN HEREON. THE UNDERSIGNED OWNERS HEREBY WAIVE ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LAND BY THE ESTABLISHED CONSTRUCTION, DRAINAGE AND MAINTENANCE OF SAID ROAD. THIS SUBDIVISION HAS BEEN MADE WITH OUR FEE CONSENT AND IN ACCORDANCE WITH OUR DESIRES.

THE UNDERSIGNED OWNERS OF THE INTEREST IN THE REAL ESTATE DESCRIBED HEREIN HEREBY DECLARE THIS MAP AND DEDICATE THE SAME FOR A COMMON INTEREST COMMUNITY NAMED MCCORMICK WOODS HOMEOWNER'S ASSOCIATION, A PLAT COMMUNITY, AS THAT TERM IS DEFINED IN THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT, SOLELY TO MEET THE REQUIREMENTS OF THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT AND NOT FOR ANY PUBLIC PURPOSE. THIS MAP AND ANY PORTION THEREOF IS RESTRICTED BY LAW AND THE DECLARATION FOR MCCORMICK WOODS HOMEOWNER'S ASSOCIATION, RECORDED UNDER KITSAP COUNTY RECORDING NO. 201612270094.

IN WITNESS WHEREOF, WE HAVE HEREUNTO SET OUR HANDS AND SEALS THIS 16th DAY OF October, 2019.

MCCORMICK DEVELOPMENT CORP.,
A WASHINGTON CORPORATION

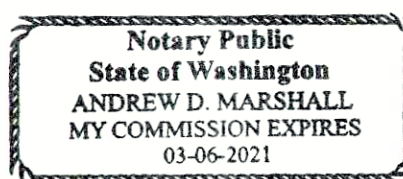
By James Tosti
IT'S: Managing Member

ACKNOWLEDGEMENTS:

STATE OF WASHINGTON }
COUNTY OF KING } SS

ON THIS 16th DAY OF OCTOBER, 2019, BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE STATE OF WASHINGTON, DULY COMMISSIONED AND SWORN, PERSONALLY APPEARED JAMES TOSTI TO ME PERSONALLY KNOWN (OR PROVEN ON THE BASIS OF SATISFACTORY EVIDENCE) TO BE THE MANAGING MEMBER OF MCCORMICK DEVELOPMENT CORP., A WASHINGTON CORPORATION, THE COMPANY THAT EXECUTED THE WITHIN AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED SAID INSTRUMENT TO BE THE FREE AND VOLUNTARY ACT AND DEED OF SAID CORPORATION, FOR THE USES AND PURPOSES THEREIN MENTIONED, AND ON OATH STATED THAT HE WAS AUTHORIZED TO EXECUTE SAID INSTRUMENT AND THAT THE SEAL AFFIXED, IF ANY, IS THE CORPORATE SEAL OF SAID CORPORATION.

WITNESS MY HAND AND SEAL HERETO AFFIXED THE DAY AND YEAR IN THIS CERTIFICATE ABOVE WRITTEN.

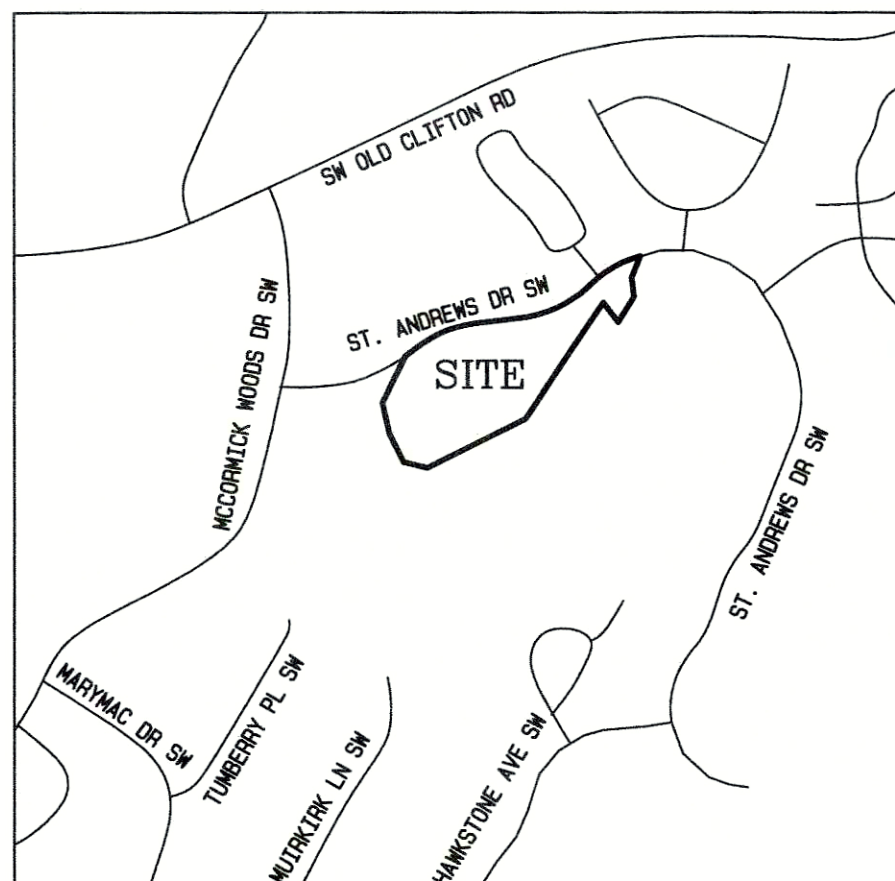


NOTARY PUBLIC IN AND FOR THE STATE
OF WASHINGTON, RESIDING IN Kirkland
MY COMMISSION EXPIRES: 03/06/21
Andrew D. Marshall
PRINT NOTARY NAME

UTILITY EASEMENT:

AN EASEMENT IS HEREBY RESERVED FOR AND GRANTED TO CASCADE NATURAL GAS, ANY WATER COMPANY, US POSTAL SERVICE, QWEST COMMUNICATIONS COMPANY, PUGET SOUND ENERGY, INC., ANY CABLE TELEPHONE COMPANY, ANY CITY, KITSAP COUNTY, ANY OTHER PUBLIC OR PRIVATE UNDERGROUND UTILITY SERVICE (INCLUDING, BUT NOT LIMITED TO, PRIVATE ROOF DRAINS) AND OTHER UTILITIES, AND THEIR RESPECTIVE SUCCESSORS AND ASSIGNS, UNDER AND UPON THE EXTERIOR TEN (10) FEET OF FRONT BOUNDARY LINES OF ALL LOTS AND TRACTS, IN WHICH TO INSTALL, LAY, CONSTRUCT, RENEW, OPERATE, MAINTAIN AND REMOVE UTILITY SYSTEMS, LINES, FIXTURES AND APPURTENANCES ATTACHED THERETO, FOR THE PURPOSE OF PROVIDING UTILITY SERVICES TO THE SUBDIVISION AND OTHER PROPERTY, TOGETHER WITH THE RIGHT TO ENTER UPON THE LOTS AND TRACTS AT ALL TIMES FOR THE PURPOSES STATED, WITH THE UNDERSTANDING THAT ANY GRANTEE SHALL BE RESPONSIBLE FOR ALL UNNECESSARY DAMAGE IT CAUSES TO ANY REAL PROPERTY OWNER IN THE SUBDIVISION BY EXERCISE OF RIGHTS AND PRIVILEGES HEREIN GRANTED.

VICINITY MAP



1"=1000'

CITY ENGINEER'S APPROVAL:

I HEREBY CERTIFY THAT THIS FINAL PLAT IS CONSISTENT WITH ALL APPLICABLE CITY IMPROVEMENT STANDARDS AND REQUIREMENTS IN FORCE ON THE DATE OF PRELIMINARY/SHORT PLAT APPROVAL. I HAVE APPROVED THIS FINAL PLAT AS TO THE LAYOUT OF STREETS, ALLEYS AND OTHER RIGHTS-OF-WAY, DESIGN OF BRIDGES, SEWAGE AND WATER SYSTEMS AND OTHER STRUCTURES. EXAMINED AND APPROVED

BY ME THIS 17th DAY OF October, 2019

CITY ENGINEER:

CITY COUNCIL APPROVAL:

APPROVED BY THE CITY COUNCIL OF THE CITY OF PORT ORCHARD THIS

____ DAY OF _____, 201____.

ATTEST:

CITY CLERK

MAYOR

CITY FINANCE DIRECTOR APPROVAL:

I HEREBY CERTIFY THAT ALL TAXES AND DELINQUENT ASSESSMENTS FOR WHICH THE PROPERTY MAY BE LIABLE AS OF THE DATE OF CERTIFICATION HAVE BEEN DULY PAID, SATISFIED OR DISCHARGED.

EXECUTED THIS 17 DAY OF October, 2019.

N. L. P. Crocker
FINANCE DIRECTOR

AUDITOR'S CERTIFICATE:

FILED AT THE REQUEST OF STEPHEN H WOODS, PLS, THIS ____ DAY OF ____

2018, AND RECORDED IN VOLUME ____ OF PLATS, PAGE(S) ____
RECORDS OF KITSAP COUNTY, WASHINGTON.

KITSAP COUNTY AUDITOR
FEE: _____

COUNTY TREASURER APPROVAL:

THIS IS TO CERTIFY THAT ALL TAXES HERETOFORE LEVIED AND WHICH HAS BECOME A LIEN UPON THE LANDS HEREIN DESCRIBED, HAVE BEEN FULLY PAID AND DISCHARGED, ACCORDING TO THE RECORDS OF MY OFFICE, UP TO AND INCLUDING THE YEAR ____.

EXECUTED THIS ____ DAY OF _____, 201____.

COUNTY TREASURER

PUBLIC WORKS DIRECTOR:

EXAMINED AND APPROVED THIS 17th DAY OF October, 2019.

W. H. J. 10/17/2019
PUBLIC WORKS DIRECTOR

COMMUNITY DEVELOPMENT DIRECTOR:

EXAMINED AND APPROVED THIS ____ DAY OF _____, 201____.

COMMUNITY DEVELOPMENT DIRECTOR

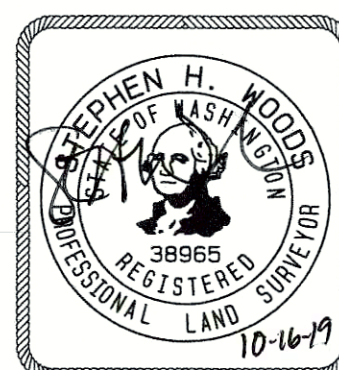
DATE

LAND SURVEYOR'S CERTIFICATE:

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECTION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT AT THE REQUEST OF MCCORMICK DEVELOPMENT CORP., A WASHINGTON CORPORATION, IN MARCH, 2019. I HEREBY CERTIFY THAT THIS MAP FOR THE PLAT OF MUIRFIELD, PHASE II, IS BASED UPON AN ACTUAL SURVEY OF THE PROPERTY HEREIN DESCRIBED; THAT THE BEARINGS AND DISTANCES ARE CORRECTLY SHOWN; THAT ALL INFORMATION REQUIRED BY THE WASHINGTON UNIFORM COMMON INTEREST OWNERSHIP ACT IS SUPPLIED HEREIN; ALL MONUMENTS AND LOT CORNERS ARE SET OR BONDED WITH THE CITY AND WILL BE SET PRIOR TO RELEASE OF THE BOND. THAT THIS PLAT CONFORMS TO THE APPROVED PRELIMINARY PLAT AND THE CONDITIONS OF APPROVAL THEREOF.

Stephen H. Woods
STEPHEN H. WOODS, P.L.S. 38965

10-16-19
DATE



Job No. 17-203



SHEET 1 OF 5

VOLUME/PAGE

PLAT OF MUIRFIELD
PHASE II

SHEET 2 OF 5

LEGAL DESCRIPTION:

TRACT FD2, PLAT OF MUIRFIELD PHASE I, ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 35 OF PLATS, PAGES 74 THROUGH 79, INCLUSIVE, RECORDS OF KITSAP COUNTY, WASHINGTON.

BASIS OF BEARING:

GRID NORTH. BASED UPON GLOBAL POSITIONING SYSTEM (GPS) LAMBERT GRID WASHINGTON STATE NORTH ZONE COORDINATES. THE NORTH AMERICAN DATUM OF 1983/2011 (NAD 83/2011 EPOCH 2010.00) GRID COORDINATES WERE FOUND TO BE 192331.85 / 1185648.48 AT A PUNCH IN 3" BRASS DISK AT THE EAST QUARTER CORNER OF SECTION 4, TOWNSHIP 23 NORTH, RANGE 4 EAST, W.M.. THE INVERSE OF BOTH THE SEA LEVEL CORRECTION FACTOR OF 0.9999871363 AND THE GRID SCALE FACTOR OF 0.9999977172 WAS APPLIED TO THE GRID COORDINATES FOR SHOWN GROUND DISTANCES.

SURVEY NOTES:

- 1) THE MONUMENT CONTROL SHOWN FOR THIS SITE WAS ACCOMPLISHED BY FIELD TRAVERSE UTILIZING A ONE (1) SECOND THEODOLITE WITH INTEGRAL ELECTRONIC DISTANCE MEASURING METER (GEODIMETER 600) AND REAL TIME KINEMATIC (RTK) / STATIC GLOBAL POSITIONING SYSTEM (GPS TRIMBLE R8). LINEAR AND ANGULAR CLOSURE OF THE TRAVERSES MEET THE STANDARDS OF WAC 332-130-090.
- 2) UTILITIES OTHER THAN THOSE SHOWN MAY EXIST ON THIS SITE. ONLY THOSE WHICH ARE VISIBLE OR HAVING VISIBLE EVIDENCE OF THEIR INSTALLATION ARE SHOWN HEREON.
- 3) THIS SURVEY REPRESENTS PHYSICAL IMPROVEMENT CONDITIONS AS THEY EXISTED FEBRUARY 16, 2018, THE DATE OF THIS FIELD SURVEY.
- 4) FULL RELIANCE FOR LEGAL DESCRIPTIONS AND RECORDED EASEMENTS HAVE BEEN PLACED ON THE TITLE REPORT FROM FIRST AMERICAN TITLE AMENDED SUDIVISION CERTIFICATE ORDER NUMBER 03K-13053, DATED JULY 19, 2018 AT 08:00 A.M.. NO ADDITIONAL RESEARCH HAS BEEN ATTEMPTED.
- 5) OFFSET DIMENSIONS SHOWN HEREON ARE MEASURED PERPENDICULAR TO PROPERTY LINES.

TITLE EXCEPTIONS:

(PER FIRST AMERICAN TITLE INSURANCE COMPANY SUBDIVISION GUARANTEE NUMBER 5003353-0002521e, DATED JULY 22, 2019):

- 1) THIS PROPERTY IS SUBJECT TO DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS FILED UNDER RECORDING NO. 201612270094. AS AMENDED BY DOCUMENT FILED UNDER RECORDING NO. 201812260076.
- 2) THIS PROPERTY IS SUBJECT TO PROVISIONS OF THE ARTICLES OF INCORPORATION AND BY-LAWS OF THE MCCORMICK WOODS ASSOCIATION.
- 3) THIS PROPERTY IS SUBJECT TO SUBSTITUTE DECLARATION OF PLANNED UNIT DEVELOPMENT, FILED UNDER RECORDING NO'S 200301150187 200301290268.
- 4) THIS PROPERTY IS SUBJECT TO AN EASEMENT AGREEMENT FOR GOLF COURSE ENCROACHMENTS FILED UNDER RECORDING NO. 200309040127. SAID AGREEMENT IS A RERECORDING OF AGREEMENT RECORDED UNDER AUDITOR'S FILE NO. 200309030132. DOCUMENTS CONTAINS INSUFFICIENT INFORMATION TO SHOW AN EXACT LOCATION AND THEREFORE CANNOT BE SHOWN.
- 5) THIS PROPERTY IS SUBJECT TO AN EASEMENT AGREEMENT FOR A GOLF COURSE SETBACK AREA AS DESCRIBED IN DOCUMENT FILED UNDER RECORDING NO. 200309040128, BEING A RERECORDING OF INSTRUMENT UNDER AUDITOR'S FILE NO. 200309030131. THIS DOCUMENT CONTAINS INSUFFICIENT INFORMATION TO SHOW AN EXACT LOCATION AND, THEREFORE, CANNOT BE PLOTTED HEREON.
- 6) THIS PROPERTY IS SUBJECT TO THE MCCORMICK WOODS DEVELOPMENT AGREEMENT FOR TRANSPORTATION AS FILED UNDER RECORDING NO. 200510210280.
- 7) THIS PROPERTY IS SUBJECT TO DEVELOPMENT AGREEMENTS FILED UNDER RECORDING NO. 201309160217.
- 8) THIS PROPERTY IS SUBJECT TO ASSIGNMENT OF AGREEMENTS, EASEMENTS, COVENANTS AND RECORDED INTERESTS FILED UNDER AFN 201512310228.
- 9) THIS PROPERTY IS SUBJECT TO THE "CITY OF PORT ORCHARD MCCORMICK WOODS LIFT STATIONS #1 & #2 UPGRADE AGREEMENT," PER DOCUMENT FILED UNDER RECORDING NO. 201805160074.
- 10) ANY AND ALL OFFERS OF DEDICATIONS, CONDITIONS, RESTRICTIONS, EASEMENTS, NOTES SHOWN AND/OR DISCLOSED ON THE FACE OF THE PLAT OF MUIRFIELD PHASE I, RECORDED IN VOLUME 35 OF PLATS AT PAGE(S) 74 THROUGH 79, INCLUSIVE.
- 11) DEED OF TRUST PER RECORDING NUMBER 201807190095.

PLAT NOTES:

- 1) TRACT "LA30" IS AN OPEN SPACE AND LANDSCAPE TRACTS TO BE OWNED/ MAINTAINED BY THE MCCORMICK WOODS HOME OWNERS ASSOCIATION (HOA).
- 2) TRACT "JD100" IS AN ACCESS AND UTILITIES TRACT TO BE OWNED/MAINTAINED BY THE MCCORMICK WOODS HOME OWNERS ASSOCIATION (HOA).
- 3) ALL LOTS SHALL BE ACCESSED FROM INTERIOR ROADS ONLY.
- 4) THE PROPERTY OWNERS WITHIN THIS PLAT SHALL BE RESPONSIBLE FOR MAINTENANCE OF ALL LANDSCAPING WITHIN THE EXISTING AND PROPOSED RIGHT-OF-WAY INCLUDING ANY STRUCTURES OTHER THAN ROADWAY, STORM DRAINAGE FACILITIES, AND TRAFFIC SIGNAGE. MAINTENANCE SHALL INCLUDE, BUT NOT BE LIMITED TO, MOWING OF LAWN AREAS.
- 5) WATER SUPPLY AND STORAGE IS TO BE PROVIDED BY THE CITY OF PORT ORCHARD'S EXISTING WATER SYSTEM FOR FOR THIS PHASE 2 DEVELOPMENT OF 28 LOTS.

MAXIMUM IMPERVIOUS SURFACE AREAS:

| LOT | AREA | LOT | AREA |
|-----|-------------|-----|-------------|
| 29 | 6, 226 S.F. | 38 | 6, 502 S.F. |
| 30 | 4, 890 S.F. | 39 | 5, 861 S.F. |
| 31 | 4, 620 S.F. | 40 | 4, 053 S.F. |
| 32 | 4, 620 S.F. | 41 | 3, 713 S.F. |
| 33 | 4, 620 S.F. | 42 | 3, 559 S.F. |
| 34 | 4, 621 S.F. | 43 | 5, 356 S.F. |
| 35 | 4, 762 S.F. | 44 | 5, 562 S.F. |
| 36 | 5, 323 S.F. | 45 | 4, 568 S.F. |
| 37 | 7, 548 S.F. | 46 | 4, 474 S.F. |

BUILDING SETBACKS

| | |
|-----------------------------------|---------|
| PRIMARY STREET | 10 FEET |
| SIDE STREET | 10 FEET |
| SIDE INTERIOR | 5 FEET |
| REAR (NOT ABUTTING GOLF COURSE) | 10 FEET |
| ABUTTING GOLF COURSE (LOTS 29-38) | 40 FEET |

Job No. 17-203



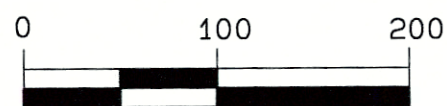
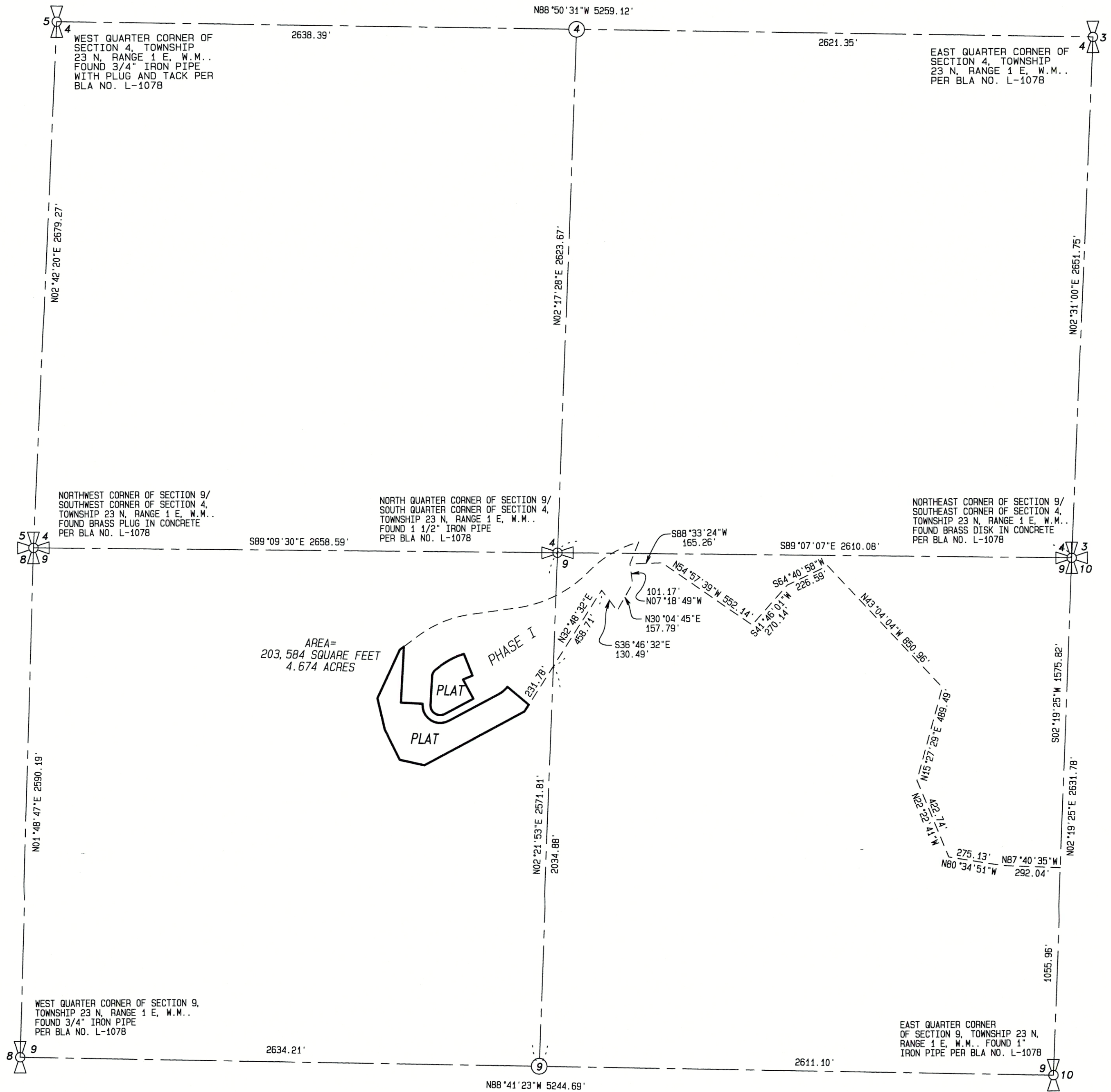
CONTOUR
ENGINEERING • LLC
CIVIL ENGINEERS~SURVEYORS LAND PLANNERS
4706 97th Street NW, Suite #100, Gig Harbor, WA 98335
Phone: 253-857-5454 Fax: 253-509-0044 info@contourpllc.com

SHEET 2 OF 5

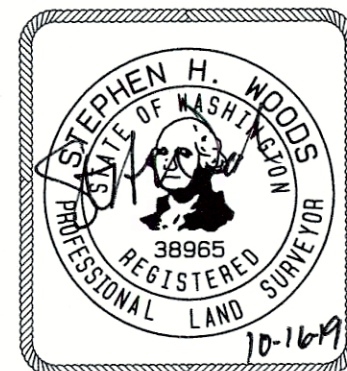
VOLUME/PAGE

PLAT OF MUIRFIELD PHASE II

SHEET 3 OF 5



Scale:
1" = 400'



Job No. 17-203

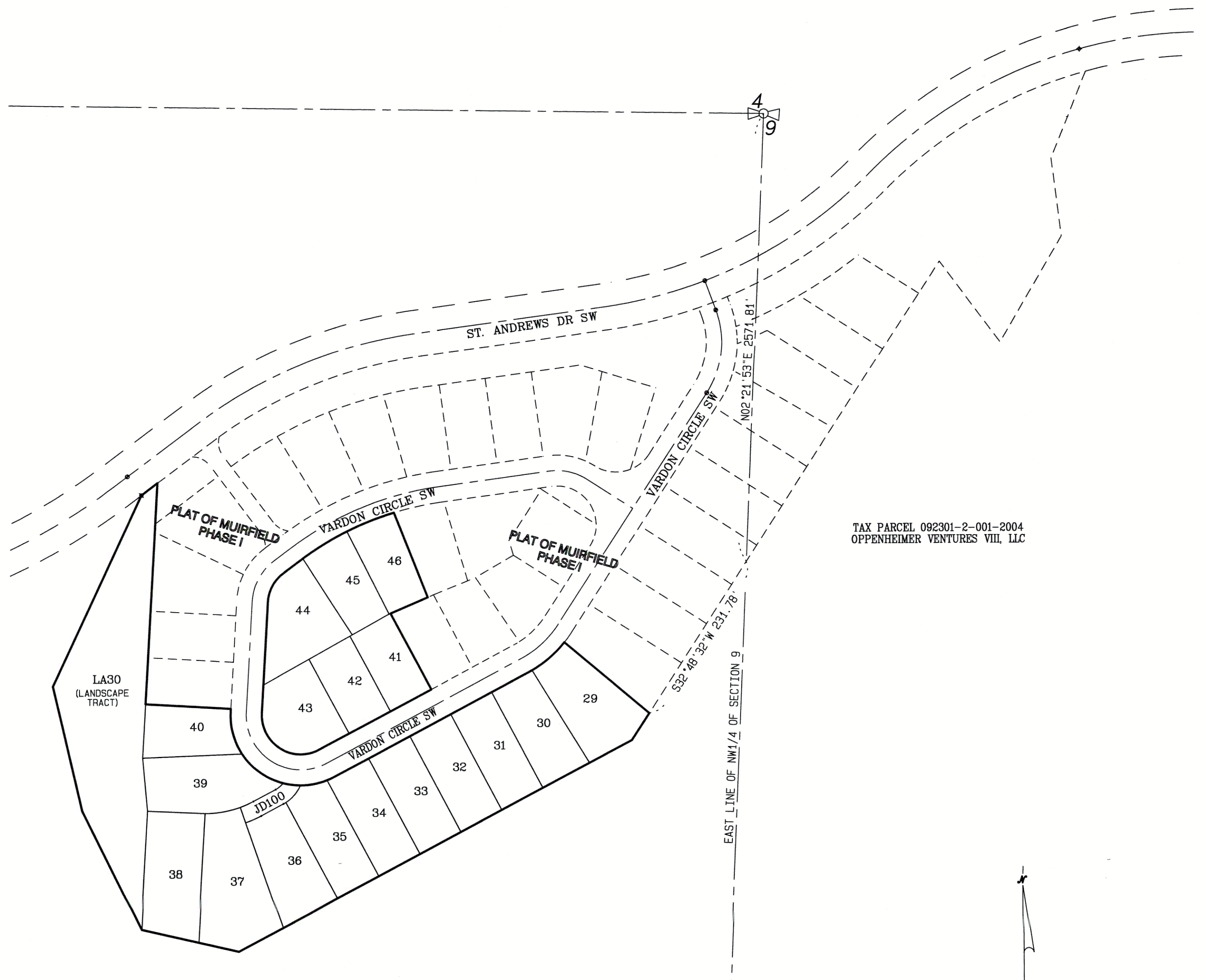
CONTOUR
ENGINEERING • LLC
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SHEET 3 OF 5

VOLUME/PAGE

PLAT OF MUIRFIELD PHASE II

SHEET 4 OF 5

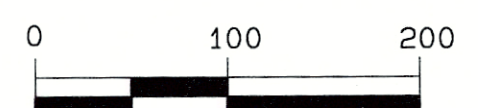


TAX PARCEL 092301-2-001-2004
OPPENHEIMER VENTURES VIII, LLC

TAX PARCEL 092301-2-001-2004
OPPENHEIMER VENTURES VIII, LLC

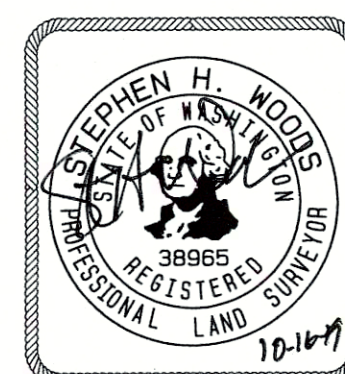
ADDRESSES:

| LOT NUMBER | ADDRESS |
|------------|-----------------------|
| 29 | 2442 VARDON CIRCLE SW |
| 30 | 2448 VARDON CIRCLE SW |
| 31 | 2454 VARDON CIRCLE SW |
| 32 | 2460 VARDON CIRCLE SW |
| 33 | 2466 VARDON CIRCLE SW |
| 34 | 2472 VARDON CIRCLE SW |
| 35 | 2478 VARDON CIRCLE SW |
| 36 | 2484 VARDON CIRCLE SW |
| 37 | 2490 VARDON CIRCLE SW |
| 38 | 2496 VARDON CIRCLE SW |
| 39 | 2502 VARDON CIRCLE SW |
| 40 | 2508 VARDON CIRCLE SW |
| 41 | 2461 VARDON CIRCLE SW |
| 42 | 2467 VARDON CIRCLE SW |
| 43 | 2475 VARDON CIRCLE SW |
| 44 | 2533 VARDON CIRCLE SW |
| 45 | 2539 VARDON CIRCLE SW |
| 46 | 2547 VARDON CIRCLE SW |



Scale:
1" = 100'

Job No. 17-203



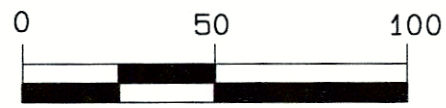
CONTOUR
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CIVIL ENGINEERS • SURVEYORS • LAND PLANNERS
4706 97th Street NW, Suite #100, Gig Harbor, WA 98335
Phone: 253-857-5454 Fax: 253-509-0044 info@contourpllc.com

SHEET 4 OF 5

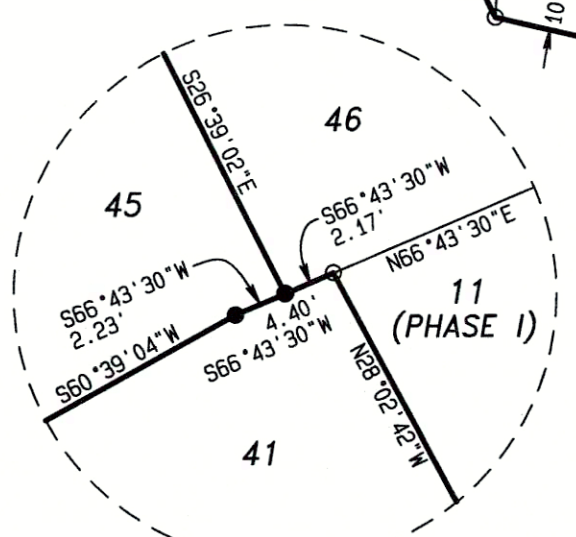
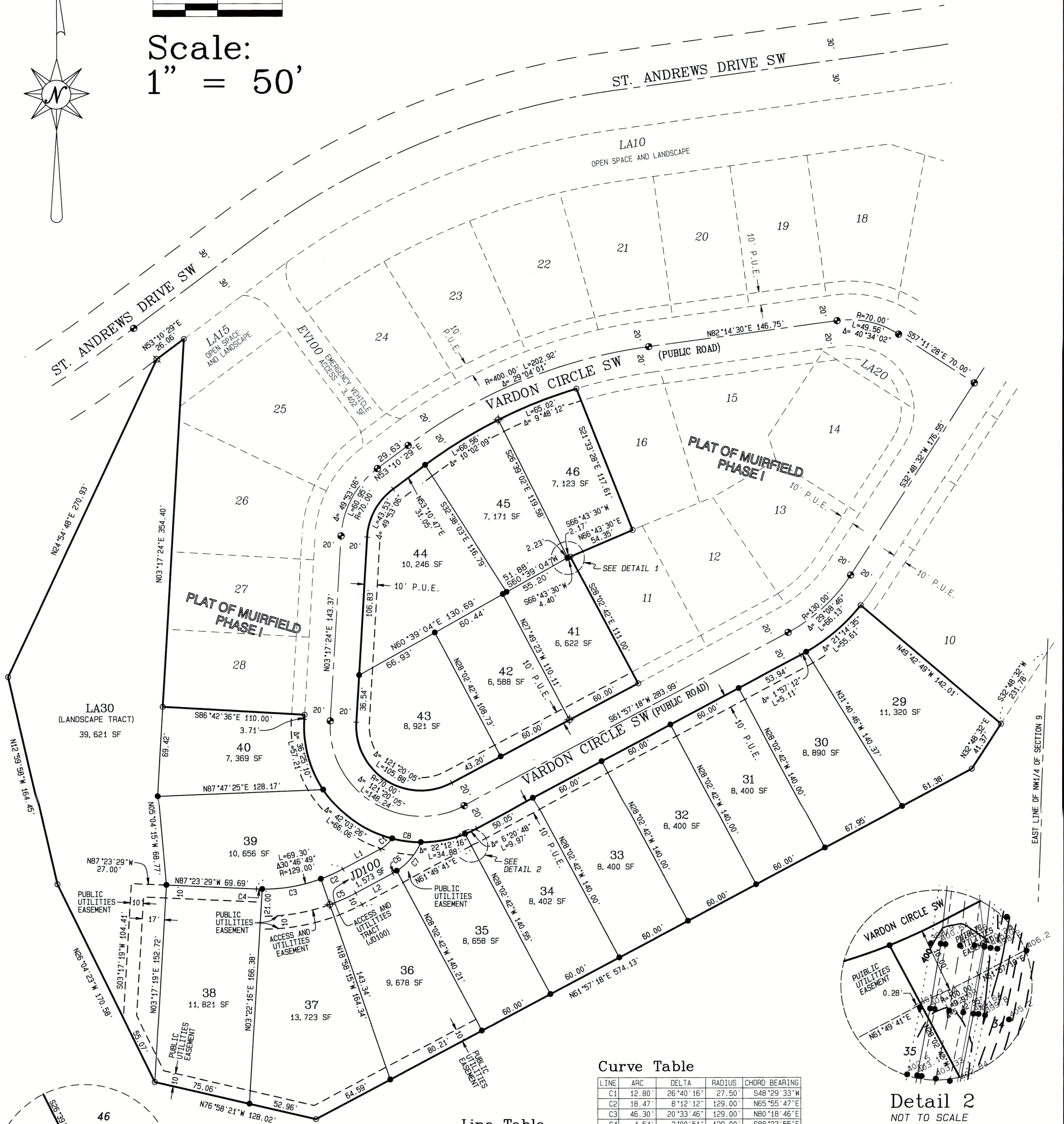
VOLUME/PAGE

PLAT OF MUIRFIELD PHASE II

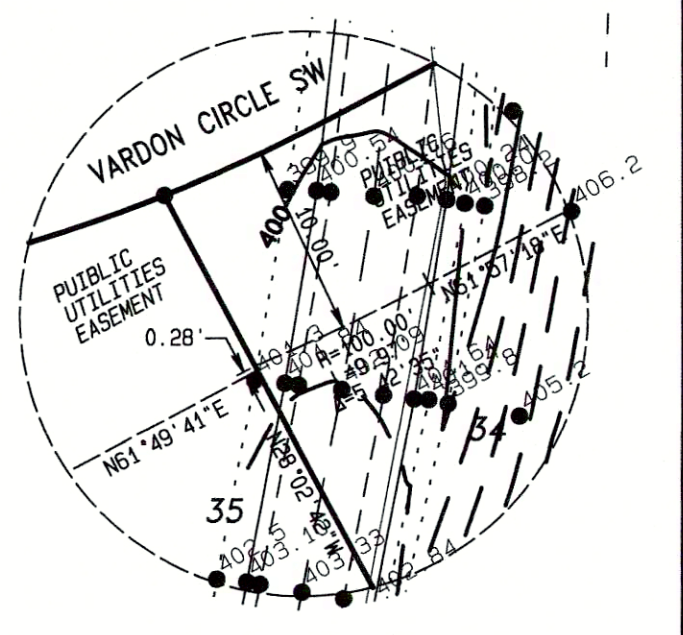
SHEET
5 OF 5



Scale:
1" = 50'



Detail 1
NOT TO SCALE



Detail 2
NOT TO SCALE

Legend:

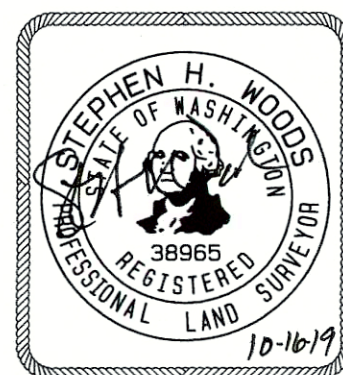
- P.U.E. = PUBLIC UTILITY EASEMENT
- = FOUND MONUMENT PER KITSAP COUNTY STANDARD
 - = SET #4 REBAR WITH RED PLASTIC CAP STAMPED "CONTOUR PLS 38965"
 - = FOUND #4 REBAR WITH RED PLASTIC CAP STAMPED "CONTOUR PLS 38965"
 - ⊕ = SET NAIL WITH WASHER, STAMPED "CONTOUR PLS 38965"
 - ⊗ = SET TACK WITH WASHER, STAMPED "CONTOUR PLS 38965"

Line Table

| LINE | BEARING | DISTANCE |
|------|-------------|----------|
| L1 | S61°49'41"W | 32.28' |
| L2 | N61°49'41"E | 32.28' |

Curve Table

| LINE | ARC | DELTA | RADIUS | CHORD BEARING |
|------|--------|-----------|---------|---------------|
| C1 | 12.80' | 26°40'16" | 27.50' | S48°29'33"W |
| C2 | 18.47' | 8°12'12" | 129.00' | N65°55'47"E |
| C3 | 46.30' | 20°33'46" | 129.00' | N80°18'46"E |
| C4 | 4.54' | 2°00'51" | 129.00' | S88°23'55"E |
| C5 | 21.84' | 8°20'34" | 150.00' | S66°00'01"W |
| C6 | 3.56' | 4°12'30" | 48.50' | N59°43'26"E |
| C7 | 29.44' | 34°47'01" | 48.50' | N40°13'41"E |
| C8 | 22.47' | 14°18'25" | 90.00' | N82°20'25"W |



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Phone: 253-857-5454 Fax: 253-509-0044 info@contourpllc.com

SHEET 5 OF 5

Job No. 17-203

VOLUME/PAGE



CITY OF PORT ORCHARD
Development Director
216 Prospect Street, Port Orchard, WA 98366
Phone: (360) 874-5533 • Fax: (360) 876-4980
planning@cityofportorchard.us
www.cityofportorchard.us

October 7, 2019

City Council
City of Port Orchard
216 Prospect Street
Port Orchard, WA 98366

Re: Recommendation of Approval of Final Plat for Muirfield Plat Phase II LU19-PLAT FINAL-03

Dear City Council:

In accordance with RCW 58.17.150(2), I hereby state that I have reviewed the subdivision documents for conformance to applicable land use regulations and to the conditions in the Kitsap County Hearing Examiner decision dated June 20, 1990, the conditions of the Final Environmental Impact Statement dated August 30, 1985. The subdivision complies with all terms and conditions of the approved preliminary plat that are within the authority of the Department of Community Development. I therefore recommend approval of the final plat.

Sincerely,

A handwritten signature in blue ink, appearing to read "NB", with a long, sweeping horizontal stroke extending to the right.

Nicholas Bond, AICP
City Development Director



CITY OF PORT ORCHARD

Public Works Director

216 Prospect Street, Port Orchard, WA 98366

Phone: (360) 876-4991 • Fax: (360) 876-4980

mdorsey@cityofportorchard.us

www.cityofportorchard.us

October 7, 2019

Port Orchard City Council
City of Port Orchard
216 Prospect Street
Port Orchard, WA 98366

Re: Recommendation of Approval of Final Plat for Muirfield - Phase 2
(McCormick Woods Parcel C)

Dear City Council:

In accordance with RCW 58.17.150(2), I hereby state that I have reviewed the subdivision documents for conformance to applicable land use regulations and to the conditions in the Kitsap County Hearing Examiner decision dated June 20, 1990, and conditions of the Final Environmental Impact Statement dated August 30, 1985. The subdivision complies with all terms and conditions of the approved preliminary plat that are within the authority of the Department of Community Development.

I also state that the City of Port Orchard has confirmed that it has sufficient sewage disposal, pursuant to the current interim and/or the completion of the final McCormick Sewerage Lift Station No. 1 Improvements. With regards to water supply capacity to serve the subdivision known as Muirfield, a moratorium was passed by the Port Orchard City Council on June 11, 2019 due to insufficient water capacity. While the required plat specific water improvements have been built, as there is currently insufficient water capacity to serve Muirfield, all building requiring new water connections is prohibited until the moratorium is lifted. Finally, the final plat documents have been reviewed, and I have confirmed that all working drawings and specifications for the improvements have been prepared in conformance with City standards and that all required improvements are either complete and accepted, or that a Performance Bond has been established for all unfinished work.

I therefore recommend approval of the final plat. If you should have any questions, or need additional information, please feel free to contact me at this office.

Sincerely,

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

MRD;mrd

Cc: Sharon Cates – City Attorney
Nick Bond – Development Director
File



Commissioners: Miche Eslava • Dave Gelsleichter • Paul Golnik • Gerald Preuss • Dusty Wiley

Fire Chief Steven T. Wright

City Council
City of Port Orchard
216 Prospect Street
Port Orchard WA 98366

September 4, 2019

RE: Recommendation of Approval of Final Plat for McCormick Woods Parcel C Murirfield
Phase 2

Dear City Council:

In accordance with RCW 58.17.150(2), I hereby state that I have reviewed the subdivision documents for conformance to applicable land use regulations and to the conditions in the Kitsap County Hearing Examiner decision and conditions. The subdivision complies with all terms and conditions of the approved preliminary plat that are within the authority of South Kitsap Fire and Rescue. I therefore recommend approval of the final plat.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brad Wiggins - 328".

Brad Wiggins
Deputy Fire Marshal
South Kitsap Fire and Rescue



**City of Port Orchard
Council Meeting Minutes
Regular Meeting of October 8, 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 | Absent |
| Councilmember Chang | Present |
| Councilmember Clauson | Present |
| Councilmember Cucciardi | Present |
| Councilmember Diener | Present |
| Councilmember Lucarelli | Present |
| Councilmember Rosapepe | Present |
| Mayor Putaansuu | Present |

Staff present: Public Works Director Dorsey, Community Development Director Bond, Finance Director Crocker, City Attorney Cates, Police Chief Brown, City Clerk Rinearson, Operations Manager Lang, HR Coordinator Lund and Deputy City Clerk Floyd.

A. PLEDGE OF ALLEGIANCE

Mayor Putaansuu led the audience and Council in the Pledge of Allegiance.

EXECUTIVE SESSION

At 6:31 p.m., Mayor Putaansuu recessed the meeting for a 15-minute executive session to discuss an existing litigation matter pursuant to RCW 42.30.110(1)(i). City Attorney Cates, Development Director Bond, Public Works Director Dorsey and Finance Director Crocker were invited to attend and Mayor Putaansuu announced that action would be taken.

At 6:46 p.m., Mayor Putaansuu reconvened the meeting back into session.

2. APPROVAL OF AGENDA

MOTION: By Councilmember Cucciardi, seconded by Councilmember Clauson, to amend the agenda by adding under Business Item 7I add adoption of an ordinance amending the temporary six-month moratorium adopted under Ordinance No. 020-19-A.

The motion carried.

MOTION: By Councilmember Clauson, seconded by Councilmember Diener, to approve the agenda as modified.

The motion carried.

3. CITIZENS COMMENTS

Margi Moore, Tina Meekins, Morgan Perry, and Forbes Duncan, voiced their support of Business Item 7A, thanked Council for their work and urged Council to pass the ordinance.

4. CONSENT AGENDA

- A.** Approval of Voucher Nos. 77715 through 77786 and 77789 through 77852 including bank drafts in the amount of \$1,518,175.32 and Electronic Payments in the amount of \$2,256.44 totaling \$1,520,431.76.
- B.** Approval of Payroll Check Nos. 77787 through 77788 including bank drafts and EFT's in the amount of \$132,615.36; and Direct Deposits in the amount of \$179,629.13 totaling \$312,244.49.
- C.** Approval of September 17, 2019, Work Study Session Minutes
- D.** Excusal of Councilmember Lucarelli Due to Personal Reasons

MOTION: By Councilmember Cucciardi, seconded by Councilmember Diener, to approve the consent agenda as presented.

The motion carried.

5. PRESENTATION

- A.** South Kitsap School District Update

Tim Winter, the new South Kitsap superintendent introduced himself and provided his educational and personal background and spoke to his vision for the district.

6. PUBLIC HEARING

- A. Initiative 976 "Bring Back Our \$30 Car Tabs"**

Mayor Putaansuu opened the public hearing at 6:59 p.m.

Gerry Harmon spoke against the initiative noting we need money for the roads. She also hopes we do not increase it over the next few years.

There being no more testimony, Mayor Putaansuu closed the public hearing at 7:00 p.m.

- B. Surplus of Proprietary Funds (Water, Sewer and Storm Drainage) Utility Equipment**

Mayor Putaansuu opened the public hearing and there being no testimony, closed the public hearing at 7:02 p.m.

7. BUSINESS ITEMS

A. Adoption of an Ordinance Amending Sections 7.01.010 "Definitions" and 7.16.080 "Operation Requirements" of Port Orchard Municipal Code Chapter 7 "Animals"

MOTION: By Councilmember Ashby, seconded by Councilmember Clauson, to adopt an ordinance amending sections 7.01.010 "Definitions" and 7.16.080 "Operation Requirements" of the Port Orchard Municipal Code Chapter 7 "Animals", as presented.

The motion carried.

(Ordinance No. 040-19)

B. Adoption of an Ordinance Authorizing a .75 FTE to Increase to 1.0, a 0.5 FTE to Increase to .070 for Police Records Evidence Specialist, a New 0.55 FTE Court Security Officer and Approving an MOU with Teamsters

MOTION: By Councilmember Diener, seconded by Councilmember Cucciardi, to adopt an ordinance approving the reallocation of hours for Police Records Evidence Specialist employees; authorizing the execution of the memorandum of understanding with the Teamsters relating thereto; and approving the creation of a new 0.55 FTE, a job description and salary range for the position of Court Security Officer as described above and provided for in the attachments.

The motion carried.

(Ordinance No. 041-19)

C. Adoption of an Ordinance Authorizing the Signing of MOU's with the Police Guild Representing Patrol and the Police Guild Representing Sergeants

MOTION: By Councilmember Clauson, seconded by Councilmember Cucciardi, to adopt an ordinance which authorizes the Mayor to sign a Memorandum of Understanding with the Police Guild representing Patrol Officers and a Memorandum of Understanding with the Police Guild representing Sergeants to revise the language in Article 6.5 of each of the respective collective bargaining agreements.

The motion carried.

(Ordinance No. 042-19-19)

D. Adoption of a Resolution Opposing Initiative 976 on the November 2019 General Election Ballot

MOTION: By Councilmember Rosapepe, seconded by Councilmember Diener, to adopt the proposed resolution opposing I-976.

The motion carried.

(Resolution No. 033-19)

E. Adoption of a Resolution Declaring Certain Proprietary Funds (Water, Sewer, Storm Drainage) Utility Equipment as Surplus

MOTION: By Councilmember Rosapepe, seconded by Councilmember Chang, to approve a resolution declaring certain equipment surplus and authorizing its disposition.

The motion carried.

(Resolution No. 034-19)

F. Adoption of a Resolution Fixing the Date of a Public Hearing on a Petition to Vacate City Right-of-Way, an Alley Between Cline Avenue and Dekalb Street

MOTION: By Councilmember Diener, seconded by Councilmember Cucciardi, to adopt a Resolution setting the Public Hearing for November 12, 2019, to occur during the regular Council meeting, on a petition to vacate a portion of City's right-of-way an alley between Cline Avenue and Dekalb Street.

The motion carried.

(Resolution No. 035-19)

G. Approval of a Lease Agreement with the Special Olympics Washington, South Kitsap Flag Football Program for Use of a Portion of Van Zee Park

MOTION: By Councilmember Clauson, seconded by Councilmember Rosapepe, to approve a lease with the South Kitsap Flag Football Program, authorizing the Mayor to execute an Agreement for temporary use of the Van Zee Park, including the lights, as presented.

Councilmember Ashby noted the rent to the group is \$249. The staff report states the field is leased to other groups for \$249 for the year and asked if we prorate due to the group only using the field for up to two months.

AMENDED MOTION: By Councilmember Ashby, seconded by Councilmember Cucciardi, to amend the lease to have a \$50 rent for the duration of the agreement.

The amended motion carried.

The main motion carried.

(Agreement No. 069-19)

H. Approval of the September 24, 2019, Council Meeting Minutes

MOTION: By Councilmember Clauson, seconded by Councilmember Cucciardi, to approve the minutes as published.

The motion carried. Councilmember Ashby abstained.

I. NEW ITEM: Adoption of an Ordinance Amending the Temporary Six-Month Moratorium Adopted Under Ordinance No. 020-19-A.

MOTION: By Councilmember Cucciardi, seconded by Councilmember Clauson, to adopt ordinance 039-19 amending Ordinance 020-19-A as presented.

Councilmember Chang recommended adding the word applications to the language in the ordinance as to not confuse buildings permits with building permit applications.

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

8. DISCUSSION ITEMS (No Action to be Taken)**A. 4th of July Fireworks and Kitsap County Code**

Mayor Putaansuu provided Council with information on Kitsap County's ban on certain fireworks which includes bans on roman candles, multi-cake devices, aerial spinners, multi-shell devices and ground spinners. He asked if we want to mirror what the county is doing or should we have bigger discussions?

Council and Mayor continued the discussion of fireworks including weather during the 4th of July, reducing use of some fireworks, holding a public hearing and asking the county fire marshal to attend, watching the large firework and personal displays, and adhering to the hours of when fireworks are legal to use.

Council Direction: Schedule a public hearing during the second meeting in November [November 26th] and invite the county fire marshal to attend; and bring forth an ordinance mirroring the county's ban on certain fireworks.

B. HB 1406 Relating to Encouraging Investments in Affordable and Supportive Housing

Mayor Putaansuu said we have taken action to capture the revenue from the state when it comes to the city which will be between \$30,000 to \$35,000. He has been working with two non-profits that gave him two distinct options. He would like to pick just one of the non-profits; Kitsap Community Resources and Housing Kitsap, and asked Council to discuss the two options and give him direction.

Council and Mayor discussed each of the non-profit's options and asked Mayor Putaansuu to provide more information and clarification.

Council Direction: Mayor Putaansuu will bring this item back in 2 weeks [October 22, 2019] with more information.

9. REPORTS OF COUNCIL COMMITTEES

Councilmember Clauson reported on the Finance committee meeting held earlier this evening.

Councilmember Ashby reported the Economic Development and Tourism Committee is scheduled to meet next Monday [October 14th].

Mayor Putaansuu reported the Utilities Committee is scheduled to meet October 21st. The Sewer Advisory Committee is scheduled to meet November 6th.

Councilmember Rosapepe reported on last week's lodging tax meetings [October 1st and October 2nd].

Mayor Putaansuu reported the KRCC [Kitsap Regional Coordinating Council] retreat and Housing Kitsap.

Councilmember Ashby reported on the [KRCC] Legislative Reception.

Councilmember Clauson reported on ferries and service.

10. REPORT OF MAYOR

The Mayor reported on the following:

- Bay Street Pedestrian Pathway meeting and addressed concerns that have been brought up during public comment;
- Downtown parking and parking rates;
- AWC board meeting;
- Council retreat; and
- Resurfacing tennis courts at Van Zee Park.

Operations Manager Lang spoke to resurfacing and condition of the tennis courts.

11. REPORT OF DEPARTMENT HEADS

Public Works Director Dorsey reported on last week's Public Works Board retreat.

12. CITIZEN COMMENTS

Gerry Harmon spoke about initiatives and negativity towards government and the way money is spent.

Heidi Fenton asked for clarification on Business Item 7F and noted she wants to be more involved in the community.

13. EXECUTIVE SESSION

An executive session was held earlier in the meeting.

14. ADJOURNMENT

The meeting adjourned at 8:42 p.m. No other action was taken. Audio/Visual was successful.

Brandy Rinearson, MMC, City Clerk

Robert Putaansuu, Mayor

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City of Port Orchard

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

Agenda Staff Report

Agenda Item No.: Discussion Item 8A
Subject: HB 1406 Relating to Encouraging
Investments in Affordable and Supportive
Housing

Meeting Date: October 22, 2019
Prepared by: Rob Putaansuu
Mayor
Atty Routing No.: N/A
Atty Review Date: N/A

Summary: During the October 8, 2019, Council meeting, Councilmembers asked for more information regarding the two non-profit options.

Kitsap Community Resources – Housing Solutions Center

Rental Assistance and rental/utilities assistance if utilities are included in the rent

Administration – 8.3%

Guidelines for these funds would be a senior or veteran that is literally homeless (street, shelter, place not meant for habitation, or fleeing domestic violence) or at imminent risk of losing housing (a pay or vacate notice). Housing must be within the City of Port Orchard. Income must be between 0-50% AMI. The maximum per household cap for assistance would be \$2,000

Housing Kitsap

Rehab grants to low income homeowners

Focus seniors, disabled & veterans

50% or less of AMI

Administration – 10%

Average grant amount \$7,000

\$8,000 to \$18,000 per grant

Currently 10 homes on a waiting list in Port Orchard

Prevents loss of home, age in place

Life safety improvements like roofs, bathrooms, mold, windows and emergency access.

Recommendation: Discuss the tax and Kitsap Community Resources and Housing Kitsap.

Fiscal Impact: N/A

Alternatives: N/A

Attachments: KCR and Housing Kitsap letters.

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Dear City of Port Orchard,

Kitsap Community Resources would like to put in a proposal for the \$30,000 from 1406 Funding. This money would be administered through the Housing Solutions Center which is Coordinated Entry for Kitsap County. The money would be used for rental assistance and rental/utility assistance if utilities are included with rent. Administration would take 8.3% of the funds.

Guidelines for these funds would be a senior or veteran that is literally homeless (street, shelter, place not meant for habitation, or fleeing domestic violence) or at imminent risk of losing housing (a pay or vacate notice). Housing must be within the City of Port Orchard. Income must be between 0-50% AMI. The maximum per household cap for assistance would be \$2,000.

Thank you for your consideration on this program.

Sincerely,

Bridget Glasspoole

Housing Solutions Center-Manager
Kitsap Community Resources
1201 Park Ave Bremerton WA 98337
Phone: 360-473-2027
Fax: 360-792-8708



Board of Commissioners

Chair Becky Erickson
Vice Chair Ed Wolfe
Charlotte Garrido
Robert Gelder
Matthew Tirman
Danielle Murphy
Rob Putaansuu

Executive Director
Stuart Grogan



2244 Bucklin Hill Rd NW
Silverdale, WA 98383

Phone (360) 535.6100
Fax (360) 535.6169
TDD (360) 535.6106

<http://www.housingkitsap.org>

September 26, 2019

City of Port Orchard
216 Prospect Street
Port Orchard, WA 98366

Dear Mayor Putaansuu:

Thank you for the opportunity to submit a proposal for the use of funds under the recently approved Bill 1406. We are excited to be able to fully utilize those funds for residents of the City of Port Orchard under an existing and very successful program which is described below:

Home Rehabilitation Program summary:

- Rehab homes for low income citizens
- 30 years of experience
- Over 500 households served
- Full time staff devoted to program
- Partner with local contractors for all improvements
- Partner with KCR for weatherization
- Average \$ 7,000 per home rehabilitated
- Grants provided to homeowners
- Use same criteria for admin as existing program
 - 50% of AMI or less
 - Focus on seniors, disabled and veterans
 - Check feasibility/constructability of each project
- Funds from this program only in Port Orchard
- Receive many requests from our community partners
- Currently 10 families on wait list from Port Orchard
- Management fee of 10% of annual award

Improvements

- Projects approved for health, safety and mobility improvements including:
 - Leaking roof
 - Broken trusses
 - Accessibility improvements such as
 - wheel chair accessible shower with handrails
 - widened doors to the bedrooms and bathrooms
 - ramps to the front entry of the house
 - Repair interior water damage
 - Upgrade electrical wiring to meet current code
 - Install new energy star certified heat pump
 - Plumbing repairs

- heating system upgrades
- Window and door replacement
- Insulation
- Flooring

Benefits

- Preserve relatively affordable home for years to come
- Provide safe and healthy living environment
- Keeps people in a stable environment in their established communities
- Prevents homelessness
- Local unrestricted dollars could pay for improvements not permitted under federal programs like acquisition of a mobile home to replace an obsolete one, or help with relocation expenses.

Homeowner Response

One recent project was for an elderly disabled woman. She was so grateful for the loan and wrote a letter of appreciation. I would like to share parts of this letter with you:

“A huge thank you for the wonderful opportunity to have my house made handicap accessible. I have MD and Scoliosis. Recently, a CT indicated my spine was ready to crack in three places. Two surgeries were immediately planned in May. The modifications to my home were done while I was recuperating. After two and a half months of hospitals and nursing homes, I was sick with the thought of the possibility that my future might be permanently remaining in a facility instead of my own Home. "Home" means my loving elderly dogs, memories of my life with my husband and family, the comforts and peacefulness of everything I love, all in my own Home.”

I returned home in July. The installation of the handicap shower, the widened doors, ramp to my front door, saved my Life! Immediately, I was able to use the ramp to my front door! I was excited as a kid in Disneyland! It was wonderful to go inside and see everything! Somehow, these modifications gave me more confidence, freedom and control. Life is good after a shower you can roll right out of!

I know I will be able to stay in my own home for many years to come!”

The citizens we serve through this program are at risk of losing their homes. Many of the are from citizens who are in desperate need of help because they don't have any other options. And rather than leave or abandon their home, they will stay with leaking roofs, no heat, bad plumbing and dangerous electrical systems, until their names come up on our wait list. We would like to request that you award the 2020 1406 funds to Housing Kitsap so that we may continue to serve this vulnerable population.

Thank you for your consideration

Stuart Grogan

Stuart Grogan, ED
Housing Kitsap

From this



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