Introduction
-Tim Matthes, Mayor

The City of Port Orchard has made great progress in this short half year as shown in this report. Progress is also a personal thing, as each of us places great weight on those things which we value most. Port Orchard’s success over the last few years is the result of all our collective hard work. It is the result of years of diligence and leadership from our past and present elected officials. It is the result of our hardworking City staff. And, most importantly our progress is the direct result of the citizens who care for Port Orchard and believe in making our City a better place, now and for their children in the future.

Much of our progress towards these goals couldn’t have been accomplished without all of us working together for these common goals. We should build upon that success. As your Mayor, I’m proud to be part of this team and for the future we are creating, together, for the City of Port Orchard.

Clerk’s Office
-Brandy Rinearson, City Clerk

Website: I have accumulated information from various websites within Washington and outside of Washington. The proposed outline will be user friendly, allowing the visitor or resident find what they need with fewer “clicks.” The first attachment at the end of this report is an outline with the proposed titles and subtitles of the City’s revised website.

Demographic Data and Signage: I have gathered some demographic data from the Census reports and hope to be placing the information onto the City’s website soon. The Economic Development Committee will be working to provide more demographics as it pertains to new businesses and retaining businesses. Upon receipt of the information, it will be placed onto the City’s website.

The Economic Develop Committee is working with local organizations who have expressed an interest in partnering with the City in designing and building a few “Welcome to the City” signs. The plan is to determine what the portals coming into the City are. Then after the approval of the designs, possibly an agreement to build/install one sign a year over the next few years at predetermined locations.

Finance Department
-Allan Martin, Treasurer

As a ‘cross roads’ agency, Finance has responsibilities that help nearly all departments meet their 2012 Council Short Term Goals. This update addresses the goals directly assigned to the Treasurer.

1. Bethel Corridor Financial Plan
   - Impact on roads
   - Impacts on staff

2. City Financial Plan
   - Reserve Policy

3. Implementation of New Financial Software (Springbrook)
- With no impacts to citizens
- Balance the utility billing cycles

**Bethel Corridor Financial Plan - Completed**

**Impact on road and staff;** the Bethel Corridor Financial Plan culminated in the adoption of Ordinance No. 009-12 Bethel Corridor North Supplement to the 2012 Budget adopted on June 12. The plan process included inclusion of the Finance Committee and Council to determine priorities that reflect changes of revenue and expenditures brought about by incorporating the annexed territory into the City.

The plan addressed new costs such as electrical charges, signal light control costs, and immediate pot hole maintenance requirements, the document included a new full time public works employee with a start date of September 1st timed to new sales tax receipts from the annexed area. A new dump truck and associated sanding and deicing equipment was included using Fund 303 – Cumulative Reserve for Equipment Replacement – to be budgeted to pay back the fund over three years. An additional police officer was determined to be hired on September 1, 2012. Increase in Municipal Court, incarceration, and Planning were identified and included in the supplemental.

The City has started to receive some revenue in regards to the Bethel Corridor North Annexation. Businesses are applying for a City business license and some categories of franchise tax appear to be up. Staff is currently adding new storm assessment accounts for each parcel and the first bill will be mailed August 31.

**City Finance Plan – Completed, seeking Council approval July 24**

**Reserve policy;** City Council was provided a draft of City Finance Polices at its May 15 Work Study Session where comments were solicited and Council suggested changes incorporated. The policies attempt to be comprehensive in scope.

The policies include a two tier reserve that considers the need for both short term monthly cash flow needs and for unexpected cash emergencies. The Treasurer plans to include the policies in the 2013 budget document should the policies be adopted by Council at its July 24, 2012 meeting.

**Implementation of New Financial Software (Springbrook) - Active**

**Springbook with no impacts to citizens;** staff has completed Utility Accounting conversion to version 6; the old NARUC (National Association of Regulatory Utility Commissioners) accounting numbers have been changed over to BARS prescribed general ledger numbers and on June 4 merged our Utility Billing database with the Finance database. As part of the merge and NARUC conversion, staff is rebuilding the Capital Asset database for Water-Sewer in Springbrook.

The conversion kick off for the migration process is August 16 with a conference call between staff and Springbrook. As we move forward, we will continue working with Springbrook; as well as working on internal requirements, to ensure a smooth changeover in November. Our software will be unavailable to staff November 8 – 9 and we go live on November 12 (staff will be coming in on Veteran’s Day for training and to input all transactions that occurred the previous Thursday and Friday). Springbrook trainers will be at City Hall the week of November 12 - 16 for implementation and staff training.

As part of our pre-migration preparation, one staff member attended the Springbrook conference and others have participated in Springbrook’s free webinar training. Through these training opportunities, it is apparent the HR Module is an integral part of the upgraded software and should be considered as a necessary addition to the
**system.** During the conversation of merging our two databases, it was identified that Accounts Receivable (A/R) was not included in our current version 6. This was discovered during the utility billing change over when QuickBooks was abandoned. **The Accounts Receivable (A/R) module will need to be purchased and installed as part of V.7 migration for a complete accounting system.**

**Balance the utility billing cycles:** staff presented a Work Study Realignment of Utility Billing Cycles PowerPoint outlining balancing the utility billing cycle at the March 20 Council Work Study. Since then effected customers were notified in their most recent water sewer bills of the change scheduled for August. Internal planning included meter reading and account billing for a single month cycle. The PowerPoint presentation is posted on the City’s website for easy customer reference. Utility billing has received a half dozen customer inquires regarding the realignment and what it means to them.

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**Planning & Building Department**

*James Weaver, Development Director*

The following is meant to serve as an informative mid-year update regarding the Building and Planning Department successes in accomplishing the goals set for 2012. The goals set for the Planning & Building Department entail the council approved 2012 Department Docket items.

**2012 Council Approved Docket Tasks for the Building & Planning Department**

- **Shoreline Master Program:** update has been approved and distributed to the Washington State Department of Ecology.
- **Blackjack Creek Wilderness Trail:** has been approved through local shoreline permitting and securing easements is underway while State permits are in process.
- **Medical Marijuana:** proposals for either Moratorium extensions or potential medical marijuana development regulations will be before City Council within July 2012.
- **DeKalb Pier Project:** working cooperatively with Public Works in the design and permitting of the project.
- **Transfer of Development Rights Grant:** working cooperatively with Kitsap County in completion of the grant deliverables.
- **Kitsap County UGA Remand:** has included correspondence from the Department and the City’s requests were included within the Kitsap County Preferred Alternatives.
- **Citywide Capital Facilities Plan update:** working cooperatively with all City departments in completion of the CFP update document.
- **Bethel Annexation:** has been approved and Comprehensive Plan updates initiated. Permit processing and incorporation of Bethel building & land use files completed.
- **Grant Applications:** Grant applications have been completed for Paul Powers Park, Bay Street Pedestrian Path (3), DeKalb Pier phase II, & McCormick Village Park.
- **Port of Bremerton for Waterfront Park Planning:** Meeting with Port of Bremerton staff
conducted and draft ILA/Memorandum of Understanding and scope of work in process, pending 2013 Budget funding.

- Landscape and Sign Code Update:
  Subcommittee meetings held & draft code in process.

The Building & Planning department will continue endeavor to maintain basic levels of permit processing and inspection services all while allocating scarce resources in facilitating the 2012 Docket items and City Council goals for 2012. I hope this informative update has been helpful as I and all the staff proudly strive to efficiently provide a superior level of service to our citizens and elected officials alike, as best possible within the approved budget. Thank you.

Public Works & Engineering
- Mark Dorsey, Public Works Director

The second attachment to this report is an updated spreadsheet for 2012 Construction Projects to give a snapshot of where Public Works is with various Council short term goals.

Police Department
- Alan Townsend, Police Chief

Community Service Program Changes:
At the last council study session, the council authorized staff to continue to move forward with the proposed changes to the community service program which includes contract negotiations with Kitsap Community Resources (KCR) and changes to building maintenance and janitorial services. Public Works Director Dorsey has provided a list of items to be included in the contract addendum with KCR. KCR and the Police Department have discussed items to be included in the contract electronically and we will be meeting in person to review the contract draft in detail on July 16th. Public Works Director Dorsey is continuing to work on job description changes for the revised building maintenance/janitor position and discussions with ABM janitorial services. City Treasurer Martin has put together a financial sheet showing costs/savings related to the above changes, based upon the proposed contracts and job position change.

Bethel Police Officer Position:
We have begun the process of hiring the Bethel annexation police officer. The candidate will begin additional interviews with the chief and then go through a vigorous background investigation process, including polygraph, psychological exam, medical exam, etc. As of right now, the expected start date will be September 10, 2012.
On June 15, 2012, the Washington Supreme Court adopted new standards for indigent defense including a standard to regulate caseload limit guidelines. The new standards will be effective September 1, 2012, except Standard 3.4 regulating caseload limit guidelines which will take effect September 1, 2013.

Standard 3.4 limits the number of misdemeanor cases per attorney to 300 or, in jurisdictions that have not adopted a numerical case weighting system, the number of cases is 400 cases per year. The local government responsible for contracting with the public defense attorney is tasked with adopting and publishing written policies and procedures to implement a numerical case-weighting system to count cases. The Case Weighting standards as defined in the Indigent Defense Standards are complex.

In addition, attorneys who act as appointed counsel must file a signed certification of compliance with the applicable standards on a quarterly basis in each court in which the attorney has been appointed as counsel.

In 2011, our contracted public defender was appointed on 429 cases and 80 Motion to Revoke (MTR) cases for a total of 509 appointments. The average of new appointments per month was 36. In 2012 through June the number of new appointments was 246 with 38 MTR appointments, for a total of 284 appointments. The average of new appointments per month in 2012 was 41. Since the annexation of the Bethel Corridor in April, the average for May and June is 49. The projected number of appointments for 2012 if we use the average since the annexation of 49 new appointments would be 540 new appointments with approximately 74 MTR appointments, for a total of 614 appointments. I am attaching a spreadsheet with the information contained in this paragraph.

Currently, the Court generally does not appoint an attorney on Driving While License Suspended, 3rd degree, cases. This type of case is the majority of our traffic caseload. If appropriate, attorneys are appointed on non-traffic cases and the more serious traffic criminal cases.

Ultimately, the numbers indicate that the City’s contracted public defender would not be in compliance with the Supreme Court caseload limits in 2013. The current contract will either need to be renegotiated to include the services of another attorney or the City will need to enter into a contract with an additional public defender firm to cover the remaining cases.

An additional cost would be the adoption and publication of written policies and procedures to implement a numerical case-weighting system to count cases as prescribed in Standard 3.5. The City (not the Court) is the local government entity responsible for contracting with the public defense attorneys and is, therefore, responsible for this task. The Court would be available to assist the City Attorney in accomplishing this task.

Please let me know if you need any further information.

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### Cross Appointments by Month 2012

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Average 36 7 42
City of Port Orchard’s

Website Redesign
Current Navigational/Title Bar on the City’s Website
Proposed Navigational>Title Bar on the City’s Website
What’s Happening:
• Summer Sunday Foot ferry Service
• Clayton Park BBQ-Honoring Reunion of USS Lewis and Clark servicemen
...more
Port Orchard is located on the Sinclair Inlet of the Puget Sound. As a waterfront community we are proud of our amenities. Our numerous marinas provide visitors and boat dwellers alike with convenient accommodations. Our downtown corridor offers shopping, museums, entertainment, galleries and dining. With ferry access from Bremerton and Seattle, an excursion to Port Orchard is an easy day trip or a weekend getaway. When visiting our City, it is hard to miss the majestic view of the Olympic Mountains and the pride of military heritage just across the water at the Puget Sound Naval Shipyard.
Council
- Agenda and Minutes
- Ordinances/Resolutions
- Watch the Meetings
- Advisory Boards and Commissions
- Council Committees
- Municipal Code
- Meet the Council

Mayor
- Mayor’s Report
- Proclamations
- Boards and Committees
- Meet the Mayor

Municipal Court
- Court FAQs
- Forms
- Judge
- Public Defender
- Prosecuting Attorney
- Citations and Warrants
- Payment of Fines
- Local Court Rules
- Links
Police
- Police Mission
- Chief
- News and Info
- Forms
- Maps
- Recruitment
- Crime Free Multi-Housing
- Links
- On-line Reporting
- Accident Reports
- Crime Mapping

City Clerk
- Contracts and Agreements
- Elections
- Forms
- Public Records Request
- Notary Services

Finance
- Publications
- Forms
- Water/Sewer FAQs
- Business Licenses FAQ

Public Works/Engineering
- Public Works FAQs
- Forms
- Publications
- Parks
- Water & Conservation
- Bay Street Pedestrian Path
- Storm water Management

Planning/Building
- Publications
- Maps
- Building Department
- Forms
- Planning Commission
- Comprehensive Plan
- Parks Plan
- McCormick Woods Annexation
- Shoreline Update
- McCormick Village Park Plan
- Bay Street Pedestrian Path
- Historic Port Orchard
- Bethel Corridor North
- Annexation
- Downtown Lighting
- Transfer of Development Rights Program
- Medical Marijuana
- Customer Service and Comments
- 2012 Land Use Regulatory Code Update
- Blackjack Creek Wilderness Trail.
• Places to Eat
• Attractions
• Places to Stay
• Community Events
• Transportation
• City Maps
• Parks & Rec
• Facility Rentals
Latest News

- Finance 2011 Annual Report
- Press Release: Commemorative Brick & Tile for Sale
- Picture Gallery: Jack Grable Flag Raising Ceremony
- Picture Gallery: Day of Volunteering
- Well 9 Project: Notice to Bidders
- Press Release: Flag Raising Ceremony
- Press Release: Sunday Foot Ferry Service Between Bremerton and Port Orchard
- Press Release: Port Orchard Mayor Tim Matthes Awards Key to the City
- Press Release: Local Church Volunteering at City Parks
- Press Release: Ribbon Cutting Ceremony at Central Park
- POPD 2011 Annual Report
- Consumer Confidence Brochure for McCormick Woods water system
- Consumer Confidence Brochure for City water system:
- 2012 Budget is Available Online
- Utility Billing Cycle Realignment PowerPoint Presentation
- Department of Ecology Site Register
- Information on Severe Weather Shelters and Kitsap County Road Closures for Inclement Weather
- Waste Wise Communities

More News...
Current Opening(s):

**Part-time Building/Planning Front Counter Clerk**

FAQs

How do I apply for a position with the City of Port Orchard?
How long are applications retained?
How many employees does the City of Port Orchard have?
City Hall Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.
Closed on all Federal Holidays

Police Department
  Phone: (360) 876-1700
Municipal Court
  Phone: (360) 876-1701
Building and Planning
  Department
    Phone: (360) 874-5533
Public Works and Engineering
  Phone: (360) 876-4991
Finance Department
  Phone: (360) 876-5139
Mayor, Council, and/or City Clerk
  Phone: (360) 876-4407

216 Prospect Street
Port Orchard, WA 98366

Phone: (360) 876-4407
Fax: (360) 895-9029
Email: cityhall@cityofportorchard.us
## PW Shop Activity

### Contract Management

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### 2012 Public Works Projects

**YOUR TAX DOLLARS AT WORK**

**CITY OF PORT ORCHARD**

- **Completed**
- **Initiated**

**Budget -** $3,295,058

**Actual -** $264,110