

2012 Preliminary Budget Narrative



City of Port Orchard

For Fiscal Year January 1, 2012 through December 31, 2012

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Supplemental Listing

Coding	Description	Amount	
Administrative			
001.7.514.30.10 & .20	Part-Time Office Assistant to full time	\$ 23,309	23,309
Finance			
001.1.594.14.64	HR Module Software	\$ 19,800	
001.1.594.14.64	Upgrade Springbrook software to fully operational Version #7	\$ 32,700	
001.1.518.88.48	HR Module Annual Maintenance	\$ 1,260	
401.5.501.38.40	HR Module Annual Maintenance	\$ 1,260	
001.1.514.23.10 & .20	Increase Salary & Benefits for Accounting Assistant I to Accounting Assistant II	\$ 1,826	
401.5.501.38.10 & .20	Increase Salary & Benefits for Accounting Assistant I to Accounting Assistant II	\$ 2,861	
421.5.542.40.10 & .20	Increase Salary & Benefits for Accounting Assistant I to Accounting Assistant II	\$ 1,400	
001.1.514.23.10 & .20	Increase Salary & Benefits for Accounting Assistant II to Accounting Assistant III	\$ 3,616	
101.5.543.30.10 & .20	Increase Salary & Benefits for Accounting Assistant II to Accounting Assistant III	\$ 2,572	
401.5.501.38.10 & .20	Increase Salary & Benefits for Accounting Assistant II to Accounting Assistant III	\$ 1,607	
421.5.542.40.10 & .20	Increase Salary & Benefits for Accounting Assistant II to Accounting Assistant III	\$ 241	
001.5.518.30.48	Install Door -Office #204 in Finance	\$ 2,500	
001.5.518.30.48	Upgrade Courtroom CCTV System	\$ 2,000	
001.5.518.30.48	Repair Chimes system for Daylight Savings	\$ 1,100	
001.5.594.18.64	Upgrade to modern Chime system	\$ 10,000	
001.1.518.88.10 & .20	New Employee-IT Support Specialist	\$ 21,444	
401.5.501.38.10 & .20	New Employee-IT Support Specialist	\$ 6,004	
421.5.542.40.10 & .20	New Employee-IT Support Specialist	\$ 1,143	
001.1.516.20.40	Advertising & Drug testing from IT Support Specialist	\$ 825	
001.1.518.88.31	Desk, Chair, phone & Workstation for IT Support Specialist	\$ 4,200	
001.1.518.88.43 & .49	Travel & Training for IT Support Specialist	\$ 1,000	
001.1.518.88.31	2 Laptops for Pool	\$ 3,000	
001.1.518.88.31	Upgrade Memory on Key Workstations (30@\$40ea)	\$ 1,200	
001.1.518.88.31	CD Duplicator (Admin)	\$ 600	
001.1.518.88.31	Color Laser Printer (Court)	\$ 1,500	
001.1.518.88.31	Color Laser Printer (Admin)	\$ 1,500	
001.1.518.88.31	NAS Mirroring license	\$ 2,500	
001.1.518.88.31	Workstations for Rotation (18 @ \$2,000)	\$ 36,000	
001.1.518.88.31	Yearly Fiber Fee for 10MB data to shop (\$750/mo)	\$ 9,000	
001-1-594-18-64	Laser Printer (Planning)	\$ 4,000	
001-1-594-18-64	Website Redesign and Upgrade	\$ 45,000	
001.1.518.88.31	Computer in Video Room	\$ 2,000	
	Emergency Data Processing Alternate Server Site	\$ 34,450	
	Relocate Server Closet to 1st Floor	\$ 8,650	
001.1.518.88.49	Purchase of www.cityofportorchard.com	\$ 5,000	
001.1.518.88.49	Ownership rights payable to Valid Internet Registry	\$ 280	274,039

Supplemental Listing

Court

001.2.512.50.10 & .20	Filing Clerk .6FTE	\$	17,400	
001.2.512.50.31	Update FTR System	\$	2,000	
001.2.512.50.31	Cabling for Courtroom Computers/2 Laptops for Attorneys	\$	1,500	
001.2.512.50.31	Surveillance System & Monitor Upgrade	\$	1,000	21,900

Police

001.3.521.10.10 & .20	New employees-Office staff for Bethel Corridor Annexation	\$	62,249	
001.3.521.22.10 & .20	New employees-Officers for Bethel Corridor Annexation	\$	185,595	
001.3.521.22.21	Uniforms for Officers	\$	3,000	
001.3.521.22.31 & 32	Office Supplies & Fuel for new officers	\$	4,500	
001.3.521.22.10	Overtime for Existing Officers	\$	137,280	
001.3.521.40.41	Range Improvement Plan to Retrofit Outdoor Range Facility	\$	15,000	
001.3.594.21.64	Parking Ticketing System	\$	22,000	
303.6.594.21.64	2 Police Cars for New Officers	\$	58,000	
303.6.594.21.64	Equipment for vehicles	\$	14,000	
001.5.518.30.41	Needs Assessment for Police Facility	\$	25,000	
001.5.518.30.48	Recarpet squadroom	\$	20,000	546,624

Planning & Development

001.4.524.20.41	Interim Building Department Inspector-Bethel	\$	30,000	
001.4.558.20.10 & 20	Part-time Admin Assistant to Full Time	\$	37,038	
001.4.558.20.10 & 20	Special Projects Planner	\$	48,877	
001.4.558.60.41	Contracted Services to provide Waterfront redevelopment plan	\$	50,000	
001.4.558.60.41	GIS Arial Photography	\$	5,000	170,915

Public Works

001.5.594.18.64	New Transfer Switch for Generator and Electrical Modifications	\$	105,000	
001.5.594.72.62	Library Complete Metal Roof Installation	\$	70,000	
001.5.576.80.31	Bike Rack	\$	1,000	
001.5.576.80.48	Security Lighting for Parks areas	\$	5,000	
001.5.576.80.48	Dekalb Street Pier Maintenance and Repairs	\$	5,000	
001.5.576.80.48	Playground Surface Replacement	\$	60,000	
001.5.576.80.48	Active Club Repairs	\$	46,000	
001.5.518.30.48	City Hall-Carpet Cleaning	\$	2,000	
001.5.594.18.62	City Hall -Interior Prep & Paint	\$	80,000	
001.5.594.18.62	City Hall -Exterior Prep,Caulk & Paint	\$	75,000	
001.5.594.18.62	City Hall -Brick Cleaning & Sealing	\$	20,000	
001.5.594.18.62	City Hall -Window Caulking	\$	22,000	
001.5.594.18.62	City Hall -Window Replacement	\$	90,000	
001.5.594.18.62	City Hall -Water Intrusion	\$	100,000	
001.5.594.76.64	Mc Cormick Village Park Main Entry Monument	\$	50,000	
001.5.594.76.64	Playground Equipment	\$	40,000	
001.5.594.76.63	Central Park Irrigation System	\$	25,000	
001.5.594.76.63	Paul Powers Park Design	\$	90,000	
001.5.594.76.64	Parks Equipment Trailer	\$	10,000	
001.5.594.76.63	Riding Lawn Mower	\$	20,000	
001.5.594.76.64	Parks pickup truck	\$	30,000	946,000
101.5.542.61.30	Paint Marque	\$	7,500	
101.5.594.42.64	Bend Pack Four post Hydraulic Hoist	\$	10,000	

Supplemental Listing

101.5.594.42.64	Arrow Board for Back of the Truck	\$	15,000	
101.5.594.42.64	Flail Head for Brush Cutter	\$	7,000	
101.5.594.42.64	New Pick-up Trucks	\$	50,000	
101.5.594.42.64	Purchase a Aerial Bucket Truck	\$	95,000	
101.5.594.66.64	Hydraulic Powered Sander for Truck	\$	10,000	
101.5.594.42.64	New 5 yard dump truck	\$	50,000	
101.5.594.66.64	Snow Plow for 5 yd truck	\$	20,000	
101.5.594.66.64	Snow Plow for 10 yd truck	\$	40,000	
101.5.595.30.63	Traffic Impact Fee Develop/Trans Element of Comp Plan	\$	20,000	
101.5.595.30.63	Residential Paving Program	\$	320,000	
101.5.594.42.64	Grader for Alleys	\$	250,000	
101.5.542.30.40	Joint Planning Area Pre Design	\$	40,000	
101.5.542.61.40	Marquee Sidewalk Retrofit	\$	10,000	
101.5.542.63.40	Bay St Lighting Design & Replacement Program	\$	600,000	
101.5.542.90.30	10-on Capacity Combination Air Lift & Support Stand	\$	1,000	
101.5.542.90.30	Low Profile Transfer Tanker	\$	400	
101.5.594.42.64	2 Gas or Solar Powered Reader Boards	\$	35,000	
101.5.594.42.64	10 Yard Dump Truck	\$	150,000	
101.5.595.30.63	Bay St Ped Path ROW/Easement Acquisition Svs	\$	102,000	1,832,900
401.5.501.38.40	Water Rights Attorney	\$	150,000	
401.5.501.38.40	McCormick STEP Conversion to Grinder Pumps-Yr 1	\$	360,000	
401.5.501.38.30	10-on Capacity Combination Air Lift & Support Stand	\$	1,000	
401.5.594.38.64	2 Pickup Trucks	\$	50,000	
401.5.594.38.64	Bend Pack Four post Hydraulic Hoist	\$	30,000	
401.5.594.38.64	Crane Upgrade for Water Equipment Truck	\$	20,000	
401.5.501.38.30	Extension Parts for Handhelds for Meter Reading	\$	2,600	
401.5.594.38.64	Generastor-Eagle Crest Sewer Lift Station	\$	50,000	
401.5.501.38.40	Joint Planning Area Pre Design Report	\$	100,000	
401.5.501.38.30	Low Profile Transfer Tanker	\$	400	
401.5.594.38.63	Marina Lift Station Final Design & Permitting	\$	250,000	
401.5.594.38.64	Marina Lift Station Seawall Design/ Build	\$	400,000	
401.5.594.38.63	McCormick Lift Station #1 & #2 Construction	\$	1,500,000	
401.5.594.38.63	McCormick Lift Station #1 & #2 Design	\$	200,000	
401.5.594.38.63	Melcher Pump Station Rebuild-Design	\$	50,000	
401.5.594.38.63	Melcher Pump Station Const	\$	250,000	
401.5.594.38.63	MW Golfcourse Clubhouse Grinder Pump Design	\$	10,000	
401.5.594.38.64	Sports Utility Vehicle	\$	20,000	
401.5.594.38.63	Total Rebuild-Bay St. Lift Station (Construction)	\$	750,000	
401.5.594.38.63	Total Rebuild-Bay St. Lift Sta. Final Design & Permitting	\$	200,000	
401.5.501.38.40	Utility Mailing Service	\$	10,000	
401.5.594.38.63	Well #9 Water Quality Upgrades	\$	700,000	
401.5.594.38.63	Well #10 Design PS&E and Permitting	\$	625,000	
401.5.594.38.63	Well #10 Construction	\$	6,000,000	
401.5.594.38.63	Well #11 Construction	\$	700,000	
401.5.501.38.40	Well #4 Decommissioning	\$	100,000	
401.5.594.38.64	Well#7 Fluoride/Chlorine Equipment/pumps	\$	25,000	
401.5.594.38.64	Well#8 Booster Pump Control Valve Upgrade (Sidney Rd)	\$	5,000	12,559,000
421.5.542.40.30	10-on Capacity Combination Air Lift & Support Stand	\$	1,000	
421.5.542.40.30	Low Profile Transfer Tanker	\$	400	
421.5.542.40.40	Joint Planning Area Pre Design	\$	30,000	
421.5.542.40.40	Utility Mailing Service	\$	5,000	
421.5.594.40.63	Farragut & Lawrence Storm Drainage	\$	59,000	
421.5.594.40.63	Arnold Avenue Box Culvert Replacement	\$	100,000	
421.5.594.40.63	Ross Creek Box Culvert Replacement	\$	100,000	

Supplemental Listing

421.5.594.40.63	Port Orchard Boulevard Culvert	\$	500,000	
421.5.594.40.63	Decant Facility Expansion	\$	80,000	
421.5.594.40.64	Street Sweeper	\$	260,000	
421.5.594.60.64	Bend Pack Four post Hydraulic Hoist	\$	10,000	1,145,400
		\$	17,520,087	17,520,087

Administrative



**GENERAL FUND
LEGISLATIVE – CITY COUNCIL**

PROGRAM DESCRIPTION

The City Council is a body of seven individuals elected by the citizens of the City of Port Orchard to establish policy for the City and its citizens. Port Orchard was incorporated as a second class city in 1890, and is governed by a Mayor-Council form of government and elected by its citizens to provide dedicated services to enhance the safety, livability, and prosperity of the community.

GOALS

The Council shall protect and improve the quality of life for City residents by adopting policies that reflect the needs and desires of the majority of citizens living within the City.

OBJECTIVES

- Ensure funding levels that reflect the priorities of City residents
- Monitor policy implementation by examining outcome statistics and financial records
- Improve services to citizens

SIGNIFICANT BUDGET CHANGES & ACCOMPLISHMENTS

No significant budget changes. The Council continues to post its agenda packets, minutes, and meeting videos on the City's website; and continues working towards expanding its boundaries in accordance with the Growth Management Act.

**GENERAL FUND
LEGISLATIVE – CITY COUNCIL**

001.7.511.60.10
001.7.511.60.20
001.7.511.60.30
001.7.511.60.40

EXPENDITURES

ELECTED OFFICIALS

Councilmembers	7	7
Total	7	7

	FY 2011 Budget	FY 2012 Estimated
Council		
Salaries and Wages	\$64,784	\$64,784
Personnel Benefits	\$ 7,126	\$ 9,070
Office and Operating Supplies	\$ 1,500	\$ 1,550
Professional Services – Lobbyist	\$25,000	\$37,200
Communication	\$ 800	\$ 800
Travel	\$ 5,000	\$ 1,735
Operating Rentals and Leases	\$ 3,500	\$ 2,500
Repairs and Maintenance	\$ 1,400	\$ 1,000
Miscellaneous	\$17,915	\$18,847
Total Expenditures	\$127,025	\$137,486

001.7.519.90.40
001.7.531.70.50
001.7.539.30.50
001.7.562.00.40
001.7.562.00.50
001.7.566.00.51
001.7.511.70.50
001.7.511.80.50

Miscellaneous General Government

Assoc of WA Cities Membership	\$ 6,712	\$ 7,138
Puget Sound Air Pollution Control Agency	\$ 4,524	\$ 5,501
Animal Control	\$36,804	\$36,804
Public Health	\$11,443	\$11,443
Substance Abuse	\$ 3,688	\$ 3,500
Election Costs	\$15,000	
Voter Registration	\$15,000	\$15,000

TOTAL ADMINISTRATIVE DEPARTMENT

Includes: Council/Mayor/City Clerk	\$850,432	\$847,511
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**GENERAL FUND
LEGISLATIVE – MAYOR**

PROGRAM DESCRIPTION

The Mayor is elected at large by the citizens of the City of Port Orchard, and serves as the chief administrative official. The Mayor reports to the City Council, and is responsible for managing all of the City departments and its employees, as well as overseeing the day-to-day business operations of the City. The Department Heads all report to the Mayor. The Mayor is also responsible for preparing the annual budget, submitting it to the City Council, and administering it after it is approved by the Council. This includes implementing policy set by the Council; providing City Department overview and liaison; and officially representing the City at public functions and in relations and coordination with other governmental agencies.

GOALS

The Mayor shall assist the Council with policy implementation and in administering high quality cost-effective services to the residents of the City of Port Orchard. The Mayor is charged with implementing all of the duties defined in the Revised Code of Washington and in the City Code. It is the Mayor's duty to implement, within the constraints of time, limited staff, and available funds; the goals of the City Council, and continually monitor the effectiveness of all City operations and exercise custodianship of City property. The Mayor will execute the annual budget and capital improvement program.

OBJECTIVES

- Administer government of the City of Port Orchard and policies of the Council to promote the well-being of citizens in the most cost-effective manner possible;
- Manage the budget process to minimize laying off employees or cutting services, while still maintaining a balanced, deficit-free budget and healthy fund balances;
- Administer the City's Personnel Rules and Regulations;
- Provide oversight to Departmental operations;
- Provide oversight for Capital Projects;
- Provide oversight for City grant application and administration;

SIGNIFICANT BUDGET CHANGES & ACCOMPLISHMENTS

The change from a part-time to full-time Mayor has significantly helped implement the Council's goals and objectives. Highlights of the Mayor's 2011 accomplishments:

- Expanded cooperative action and positive communications between the City and other local governments, as well as regional agencies overseeing funding for capital projects such as the KRCC and PSRC. The Mayor continues to serve on the executive committee of the KRCC and is the alternate representative for the Kitsap Cities to the PSRC.
- Hiring of a professional lobbying firm to help the City secure its share of state Capital Budget money. This resulted in a \$700,000 allocation for restoration of the DeKalb Street pier, as well as several other changes in state statues requested by both Port Orchard and other cities. This is the first major allocation of Capital Budget money the City has ever received.
- Successfully negotiated a lease between the City and the Port of Bremerton that will have the Port fund the repair the City's boat launch, and be part of a larger initiative to help maintain the Port's largest tenant, and over 300 local jobs.

- Assisted the purchaser of a downtown waterfront business in finding interim financing for that purchase, and closing the sale in 2010. This has resulted in a significant expansion of that business in 2011, with major investments in new equipment, technology, higher levels of environmental protection, and several new jobs. That same business owner has made a commitment to the City to move another company he owns to Port Orchard, which will result in an additional 50+ family wage jobs during 2012-2013.
- Expanded the City's "Green Initiative" which has resulted in reduced paper use, and its associated costs, as well as increased internal recycling by the City.
- Obtained a grant for Electric Vehicle (EV) Charging Stations in Downtown, which became operational in August of 2011.
- Oversaw the implementation of electronic billing and payment processes for utilities by the City for the first time in its history.
- Established the City's first legislative agenda for the 2011 Legislative Session.
- Continued to expand the City's boundaries through several annexations, including the successful annexation of the Bethel Corridor during 2011.
- Worked successfully with a local downtown property owner to secure a downtown grocery store and new employer for the City.
- Assured the final implementation of fiber optic technology in the City, which will be used in continuing economic development efforts.
- Implemented an employee good-health initiative that resulted in the City becoming an Association of Washington Cities "Well City." This program saves the City two percent on its employee health care premiums.
- Obtained the Association of Washington Cities "Advanced Municipal Leader" professional certification. This was the result of an intense two-year regimen of study that includes courses in municipal finance, land use, criminal law, and many other areas critical to cost-effective operation of the City on a day-to-day basis.

**GENERAL FUND
LEGISLATIVE – MAYOR**

001.7.513.10.10
001.7.513.10.20
001.7.513.10.30
001.7.513.10.40

EXPENDITURES

Staffing Levels:	FY 2011 Actual	FY 2012 Estimated
Mayor	1	1
Total:	1	1

	FY 2011 Budgeted	FY 2012 Estimated
Mayor		
Salaries and Wages*	\$43,108	\$45,040
Personnel Benefits	\$21,554	\$21,126
Office and Operating Supplies	\$ 1,000	\$ 1,000
Professional Services	\$ 5,000	\$23,000
Communication	\$ 2,500	\$ 800
Travel	\$ 3,000	\$ 2,530
Operating Rentals and Leases	\$ 200	\$ 50
Miscellaneous	\$ 2,500	\$ 6,775
Total Expenditures	\$78,862	\$100,321

001.7.515.20.40
001.7.512.83.40

Mayor – Legal Services		
City Attorney Retainer	\$100,659	\$100,659
City Attorney above Retainer	\$54,723	\$54,723
Prosecuting Attorney (Criminal)	\$83,350	\$86,017
Prosecuting Attorney (Traffic)	\$9,261	\$9,557
Indigent Defense Services	\$97,590	\$97,590
Total Expenditures	\$345,583	\$348,546

TOTAL MAYOR EXPENDITURES	\$424,445	\$424,431
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**Portions of the Mayor's full-time salary are allocated from the general fund and water/sewer/street/storm funds.*

**GENERAL FUND
CITY CLERK – ADMINISTRATION**

PROGRAM DESCRIPTION

The City Clerk/Assistant to the Mayor is the Administrative Services Department Director and is assisted by the Deputy Clerk and Office Assistant in providing support to the Mayor and City Council, which includes providing public access to City records, the administration, and the policy-making process. The Administrative Services Department oversees the City's records management program and public records access; risk management services for the City; provides contract administration; City Code codification; preservation of the legislative history of the City; serves as the custodian of the City seal and official City documents, and serves as a conduit between the City Council, administration and public. The City Clerk coordinates City Council meetings and work sessions, produces meeting packets, and provides records of the proceedings; drafts ordinances, resolutions, and contracts; administers programs assigned by the Council such as residential parking permits; animal licensing; taxicab permits, reviewing of business licenses, and liquor control licenses; public event applications; and master vendor licenses; and staffs the Economic Development-Tourism Committee, which includes the Lodging Tax Advisory Committee and Festival of Chimes and Lights Committee.

GOALS FOR 2012

Provide efficient, effective administrative support to the Mayor and governing body; provide a uniform method for the management, preservation, retention, and disposal of City records; administer certain City contracts, leases and agreements; effectively coordinate risk management issues in a timely, efficient manner; provide accurate, timely information on City Council actions and City services to the public; and increase accessibility of public documents.

OBJECTIVES FOR 2012

- Perform all duties required by RCW and Municipal Code,
- Manage City property leases and contracts,
- Manage the City's risk management issues,
- Manage City-wide phone systems,
- Manage all deeds, easements, and street vacations,
- Manage State mandated commute trip reduction program city-wide,
- Coordinate with the Planning Department regarding newly annexed boundaries of the City, including filings with the Office of Financial Management,
- Coordinate all City Council meetings and provide complete and accurate records of proceedings, ensuring ordinances, resolutions, and other actions of the City Council are correct and reflect the intent of the governing body;
- Coordinate with City Departments items to be placed before the City Council,
- Quarterly Codification of the Port Orchard Municipal Code,
- Improve and update the City Clerk's web pages to ensure timely, up-to-date information to the general public,
- Manage and provide timely response to all public records requests, and
- Develop and implement a City-wide records management program that includes policies and procedures, employee training and awareness program, creation of a records management committee, development of a records management website, and City Code revisions specific to improve records management, development of a vital records program, and evaluation of an electronic imaging system.

SIGNIFICANT ACCOMPLISHMENTS

The City Clerk/Administrative Services Department was busy in 2011 ensuring open and transparent operation and customer services. The Department's accomplishments include:

- Reduction of City-wide telephone costs, while maintaining existing levels of service;

- Created interactive forms for staff and general public, including placement on City’s website;
- Streamlined electronic packet creation and distribution for Mayor, Council, staff and public;
- Increased efficiency of I-Pad use for Mayor and Council relating to outside agency packet information as well as regular Council meeting packets thereby continuing to meet paper reduction goals;
- Met state requirements for disposal of City records;
- Streamlined Public Record Request process;
- Streamlined/updated databases for Ordinance, Resolutions, Minutes, Contracts, Deeds/Easements, and various licenses and permits;
- Worked closely with the City’s lobbying firm in changing state law regarding Planning Commissioner terms; and worked on the following City Legislative Priorities: Public Records Reform, Lodging Tax Advisory Committee, Official Newspaper Designation; and relocating Harbor Lines in the City of Port Orchard; and
- Amended Port Orchard Municipal Code to increase efficiency of City Government:
 - Advance travel
 - Legal Defense of Officials and Employees
 - Taxicab Permitting

BUDGET CHANGES

The Mayor requested the City Clerk/Administrative Services Department’s 2012 budget be reduced to meet funding constraints. As annexations continue to be processed, the Administrative Services Department will continue to see an increase in the number of permits/licenses issued, public records requests received, claims for damages received, and an increase in contracts and bids issued. As the Department’s workload increases, so will the need for a full-time Administrative Assistant, as well as the future potential for a records manager position to assist in responding to public records requests and establishment of a City-wide records management program.

**GENERAL FUND
CITY CLERK – ADMINISTRATION**

EXPENDITURES

001.7.511.30 001.7.514.30 001.4.558.80 001.7.514.80	FY 2011	FY 2012
	Actual	Estimated
Number of Employees		
City Clerk	1	1
Deputy Clerk	1	1
Office Assistant	.75	1
Total:	2.75	3
City Clerk – Administrative Services		
Salaries and Wages*	\$118,313	\$126,794
Personnel Benefits	\$ 33,428	\$39,073
Supplies	\$ 2,000	\$2,000
Other Services & Charges	\$ 20,950	\$12,709
Total Expenditures	\$174,691	\$180,576

* Portions of the Administrative Services Department Salary/Benefits are allocated from the general fund and water/sewer/street/storm funds.

ADMINISTRATIVE DEPARTMENT PRELIMINARY BUDGET

001-7-511.30 OFFICIAL PUBLICATIONS	71,305
511.30.10 SALARIES & WAGES	51,750
511.30.20 PERSONNEL BENEFITS	16,560
511.30.40 OTHER SERVICES & CHARGES	2,995
.42 Communications	100
Municipal Code-Web Hosting	
.44 Advertising	1,895
Publish Legal Notices	
.49 Miscellaneous	<u>1,000</u>
Record Ordinances	
Municipal Code	
001-7-511.60 LEGISLATIVE SERVICES	137,486
511.60.10 SALARIES & WAGES	64,784
Council Salaries (7@\$9,255)	
511.60.20 PERSONNEL BENEFITS	9,070
511.60.30 SUPPLIES	1,550
.31 Office & Operating Supplies	1,550
511.60.40 OTHER SERVICES & CHARGES	62,082
.41 Professional Services	37,200
Lobbyist	
.42 Communications	800
Postage, Phone, Fax	
.43 Travel	1,735
Committee Meals, Travel	
Reimbursements, Annual Retreat	
.45 Rental	2,500
Postage Meter, Copy Machine, and	
Other Rental Expenses	
.48 Repairs & Maintenance	1,000
Copier Maintenance	
.49 Miscellaneous	<u>18,847</u>

ADMINISTRATIVE DEPARTMENT PRELIMINARY BUDGET

Puget Sound Regional Council Dues	3,681
Kitsap Regional Coordinating Council Dues	3,516
Kitsap Regional Economic Development Alliance	9,500
Conference/Workshop Registration	<u>2,150</u>

001-7-511.70 ELECTION COSTS -

511.70.50 Intergovernmental Services	-
.51 Elections	

001-7-511.80 VOTER REGISTRATION COSTS 15,000

511.80.50 Intergovernmental Services	15,000
.51 Voter Registration Costs	

001-7-513.10 EXECUTIVE ADMINISTRATION 100,321

513.10.10 SALARIES & WAGES	45,040
513.10.20 PERSONNEL BENEFITS	21,126
513.10.30 SUPPLIES	1,000
.31 Office & Operating Supplies	1,000
513.10.40 OTHER SERVICES & CHARGES	33,155
.41 Professional Services	23,000
Temporary Help for Public Records	
YMCA Study	
.42 Communication	800
Phone, Postage, Fax	
.43 Travel	2,530
Travel and Meal Reimbursement	
.45 Operating Rentals & Leases	50
.49 Miscellaneous	
Membership/Dues and Training Registrations	6,775
Kitsap Aerospace Alliance	

ADMINISTRATIVE DEPARTMENT PRELIMINARY BUDGET

001-7-514.30 RECORDS SERVICES		108,322
514.30.10 SALARIES & WAGES		75,044
514.30.20 PERSONNEL BENEFITS		22,513
514.30.30 SUPPLIES		1,750
.31 Office & Operating Supplies	1,750	
514.30.40 OTHER SERVICES & CHARGES		9,015
.42 Communication	2,500	
Phone, Fax, Postage		
.43 Travel	1,620	
Travel and Meal Reimbursement		
.45 Operating Rentals & Leases	1,600	
Postage Meter, Copy Machine Lease		
.46 Insurance	50	
Notary Bond		
.48 Repairs & Maintenance	500	
Copy Machine & Misc. Repairs Maintenance		
.49 Miscellaneous	<u>2,745</u>	
Printing, Dues, Registrations, Subscriptions		

001-7-515.20 LEGAL SERVICES		348,546
515.20.40 OTHER SERVICES & CHARGES		
.41 PROFESSIONAL SERVICES		250,956
*001.515.22.41 City Attorney Retainer	100,659	
*001.515.22.41 City Attorney Above Retainer	54,723	
*001.515.21.41 Prosecuting Attorney (criminal)	86,017	
*001.515.23.41 Prosecuting Attorney (traffic)	<u>9,557</u>	
City Attorney fees are under negotiations		
512.83.40 Other Legal Services		97,590
.41 Indigent Defense Services	92,840	
.41 Investigators, Expert Witness, Transcription Costs	4,750	

ADMINISTRATIVE DEPARTMENT PRELIMINARY BUDGET

001-7-519.90 MISCELLANEOUS GENERAL GOVERNMENT		7,138
519.90.40	OTHER SERVICES & CHARGES	7,138
.49	Miscellaneous	7,138
	Assoc. WA Cities Membership	7,038
	Minority & Women's Business Enterprise	<u>100</u>
001-7-531.70 POLLUTION CONTROL		5,501
531.70.50	INTERGOVERNMENTAL SERVICES	5,501
.51	Puget Sound Air Pollution Control Agency	
001-7-539.30 ANIMAL CONTROL		38,000
539.30.50	INTERGOVERNMENTAL PROFESSIONAL	
.51	Kitsap County Humane Society	38,000
001-4-558.80 DEVELOPMENT - COMMUTE TRIP REDUCTION		949
558.80.30	Supplies	
.31	Office and Operating	250
	Other Services & Charges	
.43	Travel	449
.49	Miscellaneous	250
001-7-562.00 PUBLIC HEALTH		11,443
562.00.40	OTHER SERVICES & CHARGES	500
.41	PROFESSIONAL SERVICES	500
	SAIVES	
562.00.50	INTERGOVERNMENTAL PROFESSIONAL SERVICES	10,943
.51	Bremerton Kitsap Co. Health District	8,870
	Governance Center Mortgage	2,073

ADMINISTRATIVE DEPARTMENT PRELIMINARY BUDGET

001-7-566.00	SUBSTANCE ABUSE	3,500
566.00.51	INTERGOVERNMENTAL SERVICES	3,500
	.51 Drug Court	
	Alcoholism Services	
TOTAL ADMINISTRATIVE		847,511

Supplemental Budget Requests

Administrative

2012 Supplemental Budget Requests Total	23,309
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**HIGHEST
PRIORITY**

Employee changes:

23,309

Administrative Services Department -- Office Assistant II (+8 FTE)

The part-time Administrative Services Department Office Assistant II be changed to full-time position.

001.7.514.30.10	Salaries	8,913
001.7.514.30.20	Benefits (34%) (+8FTE)	14,396
		<u>23,309</u>

Note: The Administrative Services Department (ASD) Office Assistant provides support to the Mayor, Council, and City Clerk. This position has many responsibilities including, but not limited to, answering the main switchboard phone lines; management of the Mayor's schedule and calendar of events; website content management for the department; backup to the Deputy Clerk for agenda packet preparation; management of attorney routing numbers, including monthly invoicing; scheduling use of the facility; mailroom functions, including daily distribution of mail to all departments and posting and delivery of City-wide department mail to the post office; management of contracts, including monitoring insurance and bonding requirements; licensing and permitting, which includes taxicabs, public event applications, master vendors, and animal licensing; and assists in the daily management of department records. The ASD strives to provide the best customer service and support services the Mayor's office and the City Council. However, there is an increasing demand for public records requests and each year this number is growing. Many of these requests require a substantial amount of staff time to respond, especially when staff has to search email and electronic data files to ensure compliance. While responding to public records requests is not a core responsibility of the Office Assistant, not having this position full-time does impact the duties and responsibilities of other departmental staff. The eight (8) hours the Office Assistant is not at City Hall requires the Deputy Clerk to fill in and do the Office Assistant's job in addition to her other core duties. This is simply not a productive use of staff's time nor does it allow for efficient workflow of the department in order to meet the City's objectives. It is recognized and understood that an administrative department does not typically generate revenue for the City, however, it is an integral part of the operational needs of the organization. The next logical step is to request that this position become full-time in 2011.

Finance



**GENERAL FUND
CITY TREASURER - FINANCE**

DEPARTMENT DESCRIPTION

The City Treasurer is the Director of the Finance Department. The Finance staff consists of eight finance professionals. Responsibilities include accounting and financial management, business registrations, assessments, and utility billing. The Finance Department manages accounts according to the state's Budgeting, Accounting, Reporting System (BARS). The system prescribes accounting, budgeting, and reporting requirements for all local governments, including the prescribed uniform charts of accounts, accounting and budgeting policies, guidance for preparing financial statements, and instructions for preparing supplemental schedules. Council directives in the form of Ordinances and Resolutions also guide the Department. The City Treasurer is responsible for the oversight of the Information Technologies (IT) Division, which provides technical and operational support to users, and includes procurement, setup and maintenance of all City computer hardware and software. There is currently one IT staff person. The City Treasurer provides supervisory support to Human Resource Management (HR) and the Human Resource coordinator. HR works closely with Finance, specifically with payroll; employee benefit cost analysis; job classifications; wage, salary and cost of living increases. Many HR issues are reported to the Council Finance Committee, which is staffed by the Treasurer.

GOALS

The Governmental Accounting Standards Board (GASB) adopted Statement 54 Fund Balance Reporting and Governmental Fund Type Definitions which Finance is required to put in place in 2012. The requirements in Statement 54 are meant to improve financial reporting by providing fund balance categories and classifications that will be more easily understood. The new classifications set-up a hierarchy based primarily to reflect constraints on how the money in the fund can be spent. In 2012 some City Funds will be renamed while other new Funds will be established because of new GASB classification requirements.

Building upon the successful implementation of credit and debit cards for utility payments Finance continues to expand the use of electronic billing and payment to other city fees. Capturing efficiencies using e-commerce is another goal.

Efforts to fully utilize the integrated Springbrook software programs will continue in 2012.

OBJECTIVES

Finance

- Implementation of Governmental Accounting Standards Board Statement 54. "Fund Balance Reporting and Governmental Fund Type Definitions."
- A professional and courteous finance staff that responds promptly to public inquires and requests.
- Successfully serve the Citizens of Port Orchard by exemplarily performing all duties required by the Revised Code Washington, BARS, and Port Orchard Municipal Code.

- Emphasize accountability, efficiency, innovation and partnerships.
- The prudent investment of cash reserves while adhering to the traditional principles applicable to the investment of public funds.
- Process Payroll, Accounts Payable and Receivables efficiently and accurately. Operate an efficient water, sewer, storm utility billing and accounting program.
- Prepare and monitor financial records for grant funding and prepare grant progress billings.
- Maintain the City's capital assets and inventory records.
- Provide debt service on bond issues and loans.
- Strong internal controls to ensure accuracy and efficiency.
- Promptly respond to requests for financial information, reports, and recommendations.
- Accurate and transparent financial reporting in a format that is easily understood by the public.

Information Technology

- Establish and perform scheduled network system backups.
- Install, configure and maintain all information system hardware and software on the City network. Including real time "mirror" server application.
- Establish, monitor and maintain the network health and security for citywide computer operations.
- Monitor software applications to ensure that appropriate software licensing requirements are met.
- Participate in the development of short and long-term information system plans from local to State and Federal levels.
- Maintain miscellaneous electronic items, such as the clock tower, chimes and courtroom video arraignment system.

SIGNIFICANT BUDGET CHANGES and ACCOMPLISHMENTS

The Finance Department is requesting, in the supplemental budget, an upgrade to payroll software with the addition of departmental timekeeping. This will allow employees to enter their work hours on a daily basis and will make the entire payroll processing procedure more efficient. Included in the Treasurer's supplemental budget is Springbrook Version7 (.Net) application and products.

As the City grows so has its computer needs. It is no longer efficient to manage the entire City's computer needs with only one employee. Information Technology has partnered with the Department of Information Services of Kitsap County for much needed back-up coverage.

001.1.514.22	001.1.514.23	001.1.516.20	001.1.517.90	001.1.518.88
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STAFFING LEVELS

	FY 2010	FY 2011	FY2012
	Actual	Budgeted	Proposed
FINANCE			
City Treasurer	1	1	1
Assistant Treasurer	1	1	1
Accounting Assistants (FT)	6	6	6
Total:	8	8	8

HUMAN RESOURCES/PERSONNEL

HR Coordinator	1	1	1
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INFORMATION TECHNOLOGY

IT Manager/LAN Technician	1	1	1
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EXPENDITURES:

	FY 2010	FY 2011	FY2012
	Actual	Budgeted	Proposed
FINANCE			
Salaries & Wages	141,476	153,434	159,509
Personnel Benefits	49,281	63,808	64,531
Supplies	2,736	3,750	3,300
Other Services & Charges	30,557	51,380	39,315
Capital Outlays	0	0	0
TOTAL EXPENDITURES	224,050	272,372	266,655

HUMAN RESOURCES/PERSONNEL

Salaries & Wages	44,981	47,499	50,739
Personnel Benefits	7,177	9,025	9,133
Supplies	672	500	500
Other Services & Charges	13,190	12,205	11,355
TOTAL EXPENDITURES	66,020	69,229	71,727

	FY 2010	FY 2011	FY2012
	Actual	Budgeted	Proposed
OTHER EMPLOYEE BENEFITS PROGRAMS (WELLNESS COMMITTEE)			
Salaries & Wages	0	0	0
Personnel Benefits	0	0	0
Supplies	201	200	200
Other Services & Charges	40	800	749
TOTAL EXPENDITURES	241	1,000	949
INFORMATION TECHNOLOGY			
Salaries & Wages	54,035	55,547	57,394
Personnel Benefits	20,898	25,552	25,253
Supplies	35249	51,986	30,186
Other Services & Charges	23,627	24,900	29,900
Capital Outlays	5,367	13,615	22,715
TOTAL EXPENDITURES	139,176	171,600	165,448

FINANCE DEPARTMENT PRELIMINARY BUDGET

001-1-514.22.00 FIDUCIARY SERVICES		29,322
514.22.10	SALARIES & WAGES	22,383
514.22.20	PERSONNEL BENEFITS	6,939
001-1-514.23.00 BUDGETING, ACCOUNTING, AUDITING		237,333
514.23.10	SALARIES & WAGES	137,126
514.23.20	PERSONNEL BENEFITS	57,592
514.23.30	SUPPLIES	3,300
.31	Office Supplies	3,300
514.23.40	OTHER SERVICES & CHARGES	39,315
.41	Professional Services	17,700
	State Auditor 2010 Audit	15,500
	GASB 34 Consultant	700
	Micro-Flex Tax Audit	1,500
.42	Communication	3,700
	Phone, Fax	1,700
	Postage	2,000
.43	Travel	3,000
.45	Operating Rentals & Leases	2,500
	Postage Meter,	800
	Copy Machine Lease	1,700
.46	Insurance	100
	Notary Bonds	
.48	Repairs & Maintenance	2,850
	Micro-Flex Tax Tools Maintenance Fee	1,850
	Copy Machine Maintenance	750
	Misc. Repairs & Maintenance	250
.49	Miscellaneous	9,465
	Printing	500
	Dues	400
	Registrations	2,785
	Miscellaneous	200
	Document Shredding	50
	Credit Card Fees	100
	Business License Fees (MLS)	850
	Banking/Bond Fees	500
	Credit Card fees for Parking Boxes	3,000
	Service Subscription for Parking Boxes	1,080

FINANCE DEPARTMENT PRELIMINARY BUDGET

001-1-516.20.00 HUMAN RESOURCES MANAGEMENT 71,727

516.20.10 SALARIES & WAGES		50,739
A portion of salary in general, w/s, street, and storm.		
516.20.20 PERSONNEL BENEFITS		9,133
516.20.30 SUPPLIES		500
.31 Office & Operating	500	
516.20.40 OTHER SERVICES & CHARGES		11,355
.41 Professional Services	5,100	
Drug testing	700	
Personnel investigations	300	
L&I Comp management	<u>4,100</u>	
.42 Communications	1,350	
Phone, Fax, Postage		
.43 Travel	800	
.44 Advertising	1,300	
.45 Operating Rentals & Leases	700	
Postage Meter	200	
Copy Machine Lease	500	
.48 Repairs & Maintenance	250	
Copy Machine Maintenance	150	
Misc. Repairs & Maintenance	<u>100</u>	
.49 Miscellaneous	<u>1,855</u>	
Printing, Dues, Registrations, Subscriptions	1,000	
AWC D&A Testing Consortium	855	

001-1-517.90.00 OTHER EMPLOYEE BENEFITS (WELLNESS COMMITTEE) 949

517.90.30 SUPPLIES		200
.31 Office & Operating	200	
517.90.40 OTHER SERVICES & CHARGES		749
.43 Travel	475	
.49 Miscellaneous	<u>274</u>	

NOTE: The City of Port Orchard earned a WellCity Award from the Association of Washington Cities (AWC) Employee Benefit Trust. The award is based on meeting stringent best practice standards in employee health promotion. The goal is to work on employee health to see an increase in productivity, morale and employee retention, and decreases in absenteeism and injuries. As a recipient of this award, the City receives a 2% premium discount on their Regence BlueShield or Asuris Northwest Health medical coverage for employee & spouses in 2012

FINANCE DEPARTMENT PRELIMINARY BUDGET

001-1-518.88.00 INFORMATION TECHNOLOGY		165,448
518.88.10 SALARIES & WAGES		57,394
A portion of IT position salary in W/S & Storm		
518.88.20 PERSONNEL BENEFITS		25,253
518.88.30 SUPPLIES		30,186
.31 Office & Operating	30,186	
Finance	2,000	
Administrative	1,336	
Police	2,000	
Engineering	1,400	
Planning	2,200	
Court	1,250	
Software Licenses: Misc. Licenses	4,000	
Work-station 8 replacement @ 2,000	<u>16,000</u>	
518.88.40 OTHER SERVICES & CHARGES		29,900
.41 Professional Services	4,500	
Computer Consultant	3,000	
Website Upkeep	<u>1,500</u>	
.42 Communications	1,600	
Modems, Phone, Fax	1,000	
Website Hosting	<u>600</u>	
.43 Travel	1,000	
Training		
.48 Repairs & Maintenance	14,500	
Finance - Software Maintenance		
Miscellaneous Repairs		
.49 Miscellaneous	8,300	
Dues & Subscriptions–UPS		
KRCC-Kitnet Dues		
KRCC-Kitnet Broadband Grant participation		
Training Registrations		
594.18.60 CAPITAL EXPENDITURES		22,715
.64 6TB Network Addressable Storage w/1yr support (offsite Storage and backups)	9,915	
.64 Email Archiving appliance (Barracuda Archiver 450)	12,800	
TOTAL FINANCE DEPARTMENT		504,779

FINANCE DEPARTMENT PRELIMINARY BUDGET

Interlocal Agreement for Annexation Revenue Sharing

598.19.50	INTERGOVERNMENTAL & OTHER PAYMENTS		385,385
.52	Annexation-Property Tax Revenue Sharing	218,635	
.52	Annexation-Sales Tax Revenue Sharing	<u>166,750</u>	

Supplemental Budget Requests

Finance

2012 Supplemental Budget Requests Total	276,139
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Springbrook Software	57,120
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Upgrade from Version 6.05 to a fully functioning Version 7. Includes training, consulting & project management.	32,700
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To include: Finance Suite, Extended Budgeting, Payroll, Project/Grant accounting, Fixed Assets, Central Cash Management & Utility billing

Springbrook allows a multi-year, interest free payment plan.

Break-out:	Total Cost:				
001-1-518.88.48	\$ 14,711	2012	11,034	2013	3,678
401-5-501.38.40	\$ 13,492		10,681		2,810
421-5-542.40.40	\$ 4,497		3,560		937
	\$ 32,700		25,275		7,425

Human Resources Module with Online Employee Self Service	19,800
Annual Maintenance costs	2,520
This cost would be percentaged based on employees	

Additional Costs:	IT Software	1,100
	IT Hardware	1,000

Increase an Accounting Assistant II to Accounting Assistant III	8,036
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	Salaries	5,430
001.1.514.23.10	45% Salaries	2,443
401.5.501.38.10	30% Salaries	1,738
101.5.543.30.10	20% Salaries	1,086
421.5.542.40.10	5% Salaries	163

	Benefits	2,606
001.1.514.23.20	45% Benefits	1,173
401.5.501.38.20	30% Benefits	834
101.5.543.30.20	20% Benefits	521
421.5.542.40.20	5% Benefits	78

Increase an Accounting Assistant I to Accounting Assistant II	6,087
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	Salaries	5,073
001.1.514.23.10	45% Salaries	1,522
401.5.501.38.10	30% Salaries	2,384
421.5.542.40.10	5% Salaries	1,167

	Benefits	1,014
001.1.514.23.20	45% Benefits	304
401.5.501.38.20	30% Benefits	477
421.5.542.40.20	5% Benefits	233

City Hall Building		15,600
001-5-518-30-48	REPAIR & MAINTENANCE	5,600
	Install Door to office #204 in Finance	2,500
	Upgrade Courtroom CCTV System	2,000
	Repair City Hall Chime System for Daylight Savings	<u>1,100</u>
001-5-594.18.64	CAPTIAL OUTLAY	10,000
	Upgrade to modern Chime System (includes all songs)	10,000
	This would replace the 12 yr old system of two	
Information Technology		189,296
	IT Support Specialist 20hr/wk	34,616
	The City has an Information Technology Manager/LAN Technician who supports all of the City's computer hardware and software. When hired in December of 1998 the City had approximately 27 users and 30 pieces of hardware and 2 specialized applications. At the present time we have approximately 86 users and 130 pieces of hardware with well over 65 different applications in use. This is a growth of 200% in users & 400% in equipment and a heavy reliance on 20 times the specialized applications now necessary for daily operations. As the City continues to add staff and citizens, it places a higher demand on our use of technology for superior customer service. This increasing requirement for technology support has already overwhelmed a single person. In the past, technology has been utilized to postpone the hiring of additional IT support, but the time has come to look closer at getting assistance for our one IT staff member. This budget request is for an IT Support Specialist with a proposed salary starting at \$22.95 per hour based on an average from the AWC Salary Survey on jurisdictions of our size.	
	Salaries	24,353
001.1.518.88.10	75% Salaries	18,265
401-5-501.38.10	21% Salaries	5,114
421-5-542.42.10	4% Salaries	974
	Benefits	4,238
001-1-518.88.20	Benefits	3,179
401-5-501.38.20	Benefits	890
421-5-542.42.20	Benefits	169
	Additional costs associated with this new employee:	6,025
001.1.516.20.41	Employment panel/drug screen	25
001.1.516.20.44	Advertising	800
001.1.518.88.31	Desk, Chair, phone	1,700
001.1.518.88.31	New Employee Workstation (IT)	2,500
001.1.518.88.43 .49	Training	<u>1,000</u>
001-1-518.88.31	SUPPLIES	48,300
	Computer in Video Room	2,000
	Replace Laptops (2) (Purchased in 2003)	3,000

Upgrade memory on key workstations (30 @ \$40ea)	1,200
CD Duplicator (Admin)	600
Laser Printer (Court)	1,500
Laser Printer (Admin)	1,500
NAS Mirroring license	2,500

This is required for the unit which would be placed offsite. It will maintain a complete backup of all data stored on the NAS I hope to have at City hall.

2007(5/yr old) Workstation relacment 18@2000	<u>36,000</u>
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The City has historically maintained a three year rotation where workstations were replaced on their 4th birthday. Since 2006, funding for replacement and purchase of new employee workstations has been cut or redirected to the point we now maintain computers into their 6th year. This request, along with the regular budget will return us to our original rotation plan. Note: a 3 year rotation requires 23 workstations per year (a 4 year requires 18).

001.1.518.88.42	OTHER SERVICES & CHARGES	
	Yearly fiber fee for 10mb data to shop (750/mo)	9,000

001-1-594.18.64	CAPITAL OUTLAY	49,000
	High Capacity Laser Printer (Planning)	4,000
	This unit will be placed offsite. It will maintain a complete backup of all data stored on our current server in City hall.	
	Website redesign and upgrade	<u>45,000</u>

	EMERGENCY DATA PROCESSING	34,450
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Alternate Work Site and replicated server located at shop as part of our Disaster Recovery Plan for the Cities IT infrastructure. Such a system would allow resumption of service within hours instead of days in the event of a catastrophic server failure or loss of City

Secure Server Room	5,000
Wiring Infrastructure	5,000
Fireproof Safe (Off site tape storage)	250
Server (to mirror Finance & Exchange Servers)	8,000
Windows Server License	700
Exchange Server license x1	500
Misc./Sundry Facility Expenses (Tables, Chairs, etc.)	5,000
Misc. Software Expenses (Mirroring/Monitoring software)	5,000
Install and configuration Support	<u>5,000</u>

001.1.518.88.49	Purchase www.cityofportorchard.com	5,000	5,280
001.1.518.88.49	Ownership rights payable to a Valid Internet Registrar (estimate \$40/yr paid 7 years in advance)	<u>280</u>	
	RELOCATION OF SERVER CLOSET TO 1st FLOOR		8,650
001.1.518.88.31	Thermal efficient rack (green- no cooling required)	5,500	
001.5.518.30.48	Install 3 30A circuits to handle loads	1,500	
001.5.518.30.48	Cabling 2nd floor telco to 1st floor	<u>1,650</u>	

Municipal Court



**GENERAL FUND
MUNICIPAL COURT**

MISSION STATEMENT

The mission of the Port Orchard Municipal Court is to establish and maintain public trust and confidence in the Court by ensuring independence, accessibility, accountability, and fairness for all citizens.

PROGRAM DESCRIPTION

The Municipal Court as a separate yet equal branch of government is responsible for adjudicating misdemeanor and gross misdemeanor criminal cases for violations occurring within the City limits including criminal traffic cases (such as DUI's), criminal non-traffic cases (such as Assault 4 Domestic Violence), non-criminal traffic infractions (such as speeding) and non-traffic infractions (such as code enforcement violations), and parking tickets. In addition, the Municipal Court is responsible for maintaining all court records involving these cases, to efficiently and effectively administer justice, and to serve the public as well as maintain compliance with the law. The Court is committed to a strong justice system based on public awareness and prevention in order to ensure a safe community for all citizens.

STATISTICS/WORKLOAD MEASURES	2009 Actual	2010 Actual	2011 Projection
CRIMINAL			
DUI	86	83	91
TRAFFIC	433	677	564
NON TRAFFIC	306	314	336
INFRACTION			
TRAFFIC	1732	2475	2148
NON TRAFFIC	69	63	84
PARKING	3144	3349	2964

GOALS FOR 2012

- Continue scanning all post-conviction DUI and DV cases for record retention purposes
- Continue maintenance of bail schedules and court procedures as legislation dictates
- Continue implementation and monitoring of interpreter Language Assistance Plan
- Upgrade Court Security Monitoring system
- Prepare Court for electronic filings and retention

SIGNIFICANT BUDGET CHANGES & ACCOMPLISHMENTS

The Court's proposed budget for 2012 includes requested reductions. As a result of the City annexations, the Court's caseload will grow and as a result of the increased caseload, the needs of the Court will also increase. The Court also continues to see an increased need for Court Interpreters. As funds are made available from the State, the City is reimbursed for a minimal amount of the interpreter costs but the reimbursement does not meet the actual costs of interpreters.

Additionally, the need for a pro tem judge on Thursdays and Fridays for mandatory in-custody hearings for arrests on new charges and warrants continues to increase each year. The Judge by contract

**GENERAL FUND
MUNICIPAL COURT**

does not hear these cases on Thursdays and Fridays yet the Court is mandated by law to hear these cases within a limited time period. It has been increasingly difficult to procure a pro tem judge on Thursdays and Fridays without a contracted obligation even though a number of pro tems are available to the Court. The 2012 budget reflects an increase in pro tem time to allow the Court to manage the use of the pro tems available to the Court.

In addition, upon request by the Mayor to reduce the Court’s budget, the court will be hiring a court clerk instead of a lead court clerk to fill the vacancy in the lead clerk position for a savings of over \$9,000.

The Court’s Proposed Supplemental budget for 2012 includes hiring a file clerk, cabling and computers for counsel in the courtroom, an upgrade to our current security surveillance system, and an upgrade to the current FTR Recording System.

EXPENDITURES

	FY 2011 Budget	FY 2012 Estimated
<u>Staffing Levels:</u>		
Judge	0.6 FTE	0.6 FTE
Court Administrator	1.0 FTE	1.0 FTE
Lead Clerk	1.0 FTE	0.0 FTE
Court Clerk	2.0 FTE	3.0 FTE
Extra Help Position	0.0 FTE	0.6 FTE (Proposed)
Salaries and Wages	\$314,406	\$304,745
Personnel Benefits	\$125,762	\$121,898
Supplies	\$4,250	\$5,175
<u>Other Services & Charges</u>	<u>\$47,643</u>	<u>\$50,904</u>
Total Expenditures	\$492,061	\$482,722
Supplemental Requests	\$16,400	\$21,900

PERFORMANCE MEASURES

Pursuant to the provisions of RCW 2.56 and GR 32, and to ensure that minimum service levels of the administration of justice are in place, the Administrative Office of the Courts (AOC) is directed to conduct performance audits of courts under authority of the Supreme Court, in conformity with criteria and methods developed by the Board for Judicial Administration which have been approved by the Supreme Court.

GENERAL FUND
MONITORING OF PRISONERS (Includes Community Service)
CARE & CUSTODY OF PRISONERS

PROGRAM DESCRIPTION

The City provides a full-time community service program that allows defendants from the Municipal Court to perform community service in lieu of serving time in custody at the County Jail and/or in lieu of payment of fines. The City's Community Service Program includes a full-time supervisor. The community service workers perform services for the City such as cleaning the parks, library, and other duties as assigned by the supervisor.

Monitoring of prisoners that are in custody includes an Agreement between the City of Port Orchard and the Kitsap County Jail for the care and custody of the City's prisoners for detention at the Kitsap County Jail. The Agreement includes an Annual Bed Bank of 3250 bed days at a rate of \$244,842 which includes an annual increase of a minimum 1% based on the CPI-U. Any additional bed days required by the City is paid at a rate of \$75.16 which includes an annual increase of 1% based on the CPI-U.

In addition, the City has an Agreement with the City of Forks Jail for the care and custody of the City's prisoners who are serving a sentence and are eligible to be transferred out of the county. The rate of pay for a bed day at the Forks Jail remains at \$45 per bed day.

SIGNIFICANT BUDGET CHANGES

Per request of the Mayor, the Monitoring of Prisoners and Prisoner Boarding have been reduced to meet budget constraints.

In 2011, the Agreement with the Kitsap County Jail has been revised to reflect the current rates plus the scheduled increases based on the CPI-U.

EXPENDITURES	FY 2011 Budget	FY 2012 Estimated
MONITORING OF PRISONERS		
Salaries	\$ 49,114	\$ 50,788
Personal Benefits	\$ 27,995	\$ 27,933
Supplies	\$ 5,500	\$ 5,600
Other Services & Charges	\$ 1,000	\$ 500
Intergovernmental Services	\$322,400	\$296,727
<u>Interfund Payment for Services</u>	<u>\$ 1,200</u>	<u>\$ 1,200</u>
Total Expenditures	\$407,209	\$382,748
CARE & CUSTODY OF PRISONERS		
Supplies	\$ 4,000	\$ 3,000
<u>Other Services & Charges</u>	<u>\$ 5,000</u>	<u>\$ 4,000</u>
Total Expenditures	\$ 9,000	\$ 7,000
 Total Detention and/or Correction	 \$416,209	 \$389,748

MUNICIPAL COURT PRELIMINARY BUDGET

001-2-512-50	MUNICIPAL COURT (JUDICIAL)	482,722
512.50.10	SALARIES	304,745
	Includes salaries for one .6 FTE judge, 1 full-time court administrator, 3 full-time court clerks	304,745
512.50.20	PERSONNEL BENEFITS	121,898
	Benefits	121,898
512.50.30	SUPPLIES	5,175
.31	Office & Operating Supplies	5,175
	Fax Toner/Drum	550
	Books: West Group	800
	Books: RCW	250
	Postage Meter Supplies	75
	Office Supplies	<u>3,500</u>
512.50.40	OTHER SERVICES AND CHARGES	50,904
.41	Professional Services	18,000
	Protem	13,000
	(Judges Vacation/Sick/Conferences) (Incustodies Thurs/Fri)	
	Interpreters	4,000
	Expert Witness Fees	500
	Bailiff	<u>500</u>
.42	Communication	5,300
	Phone, Fax	2,400
	Postage Meter	<u>2,900</u>
.43	Travel	2,500
	Judge (2 conferences)	1,000
	Administrator (2 conferences)	1,000
	Staff (Training)	<u>500</u>
.45	Operating Rentals & Leases	3,700
	Postage Meter Rental	600
	Copier/Fax Lease	<u>3,100</u>
.48	Repairs and Maintenance	2,150
	Copier Maintenance Contract	750
	FTR Digital Audio Support Contract	900
	Misc. Office Equipment Repair	<u>500</u>
.49	Miscellaneous	<u>19,254</u>
	Printing: Court Forms	8,000

MUNICIPAL COURT PRELIMINARY BUDGET

Printing: JIS Forms	2,000
Printing: Bail Schedules, etc.	750
Association Dues: Judge & Admin	650
County Clerk (Juries)	6,500
Training/Conference:	500
Reg fees for Judge, Administrator & Staff	
Witness Fees/Mileage	100
Shredder Service	224
Miscellaneous	<u>530</u>

MUNICIPAL COURT PRELIMINARY BUDGET

001.2.523.20 MONITORING OF PRISONERS 382,748

(Includes Community Service)

523.20.10 SALARIES AND WAGES		50,788
Includes 1 CS Full-time Supervisor		
523.20.20 PERSONNEL BENEFITS		27,933
523.20.30 SUPPLIES		5,600
.31 Office & Operating Supplies	1,500	
.32 Fuel Consumed	4,100	
523.20.40 OTHER SERVICES & CHARGES		500
.48 Repairs and Maintenance	500	
Repair Community Service Van	250	
Miscellaneous Repairs	250	
523.20.50 INTERGOVERNMENTAL SERVICES		296,727
.51 Intergovernmental Professional Services	296,727	
Prisoner Boarding - Bed Bank (Includes		
increase 1% per contract)	244,824	
Prisoner Boarding - Additional Prisoners		
75.16 per Bed Day		
(Includes increase 1% per contract)	31,903	
City of Forks Jail	20,000	
523.20.90 INTERFUND PAYMENT FOR SERVICES		1,200
.98 Interfund Repair & Maintenance	1,200	
Repair Community Service Van (In House)		

001.2.523.60 CARE & CUSTODY OF PRISONERS 7,000

523.60.30 SUPPLIES		3,000
.31 Office & Operating Supplies	3,000	
Prisoner Prescriptions		
523.60.40 OTHER SERVICES & CHARGES		4,000
.41 Other Services & Charges	4,000	
Prisoner Medical Services		

TOTAL JUDICIAL 872,470

Supplemental Budget Requests Municipal Court

2012 Supplemental Budget Requests Total	21,900
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001-2-512.50 MUNICIPAL COURT (JUDICIAL)

512.50.10	SALARIES	15,000
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File Clerk - .6 FTE

512.50.20	PERSONNEL BENEFITS (19%)	2,400
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File Clerk - .6 FTE

512.50.30	SUPPLIES	4,500
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	.31 Upgrade to FTR Recording System	2,000
	To update current recording system.	

	Cabling for Courtroom computers and 2 laptop computers for attorneys - first step in electronic filing capabilities	1,500
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	Surveillance System & Monitor Upgrade	1,000
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001-2-512.50 TOTAL MUNICIPAL COURT (JUDICIAL) - SUPPLEMENTAL	21,900
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Law Enforcement



updated 9-8-11

CITY OF PORT ORCHARD

POLICE

AND

EMERGENCY SERVICES

ANNUAL OPERATING

BUDGET

2012

TOTALS BY OBJECT		2012	2011	2010
521.00.10 SALARIES & WAGES		\$ 2,103,601.00	\$ 1,831,551.00	\$ 1,781,974.00
Salaries & Wages	\$ 2,103,601.00	\$ 1,831,551.00	\$ 1,781,974.00	
521.00.20 BENEFITS		\$ 827,555.00	\$ 818,112.00	\$ 683,155.00
Benefits	\$ 808,955.00	\$ 795,812.00	\$ 661,355.00	
Uniforms	\$ 18,600.00	\$ 22,300.00	\$ 21,800.00	
521.00.30 OFFICE & OPERATING		\$ 117,750.00	\$ 132,497.00	\$ 130,340.00
Office & Operating Supplies	\$ 69,250.00	\$ 83,747.00	\$ 84,890.00	
Fuel Consumed	\$ 48,500.00	\$ 48,750.00	\$ 45,450.00	
521.00.40 OTHER SERVICES & CHARGES		\$ 96,800.00	\$ 104,400.00	\$ 126,750.00
Professional Services	\$ 8,000.00	\$ 8,000.00	\$ 11,250.00	
Communications	\$ 12,100.00	\$ 13,600.00	\$ 14,900.00	
Travel	\$ 11,000.00	\$ 15,250.00	\$ 13,350.00	
Advertising	\$ 500.00	\$ 750.00	\$ 750.00	
Rentals & Leases	\$ 8,500.00	\$ 9,100.00	\$ 10,250.00	
Insurance	\$ 100.00	\$ 100.00	\$ 100.00	
Utilities	\$ 600.00	\$ 350.00	\$ 650.00	
Repairs & Maintenance	\$ 31,500.00	\$ 33,750.00	\$ 47,750.00	
Miscellaneous	\$ 24,500.00	\$ 23,500.00	\$ 27,750.00	
521.00.50 INTERGOVERNMENTAL SERVICES		\$ 120,412.00	\$ 116,889.00	\$ 96,764.00
Intergovernmental Services	\$ 120,412.00	\$ 116,889.00	\$ 96,764.00	
521.00.90 INTERFUND PAYMENT FOR SERVICES		\$ 12,600.00	\$ 12,350.00	\$ 8,350.00
Interfund Payment for Services	\$ 12,600.00	\$ 12,350.00	\$ 8,350.00	
594.21.64 CAPITAL EXPENDITURES		\$ 140,650.00	\$ 93,250.00	\$ 76,000.00
Capital expenditures (001)	\$ 68,650.00	\$ -		
Capital expenditures (303)	\$ 72,000.00	\$ 93,250.00	\$ 76,000.00	
	\$ 3,419,368.00	\$ 3,419,368.00	\$ 3,109,049.00	\$ 2,903,333.00
			\$ 3,109,049.00	\$ 2,903,333.00

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.10	LAW ENFORCEMENT ADMINISTRATION		623,409
521.10.10	SALARIES & WAGES		366,025
	Police Chief Townsend	123,865	
	Police Commander Marti	110,831	
	Records/Evidence Manager Circelli	59,738	
	Records/Evidence Specialist Francom	48,039	
	Records/Evidence Specialist Lindberry (PT)	<u>23,552</u>	
521.10.20	PERSONNEL BENEFITS		214,084
.20	Benefits		212,784
	For FTE's and PTE's above	124,449	
	LEOFF1 retirees medical	87,335	
	LEOFF1 retirees prescriptions	<u>1,000</u>	
.21	Uniforms		<u>1,300</u>
	2 Commissioned (2 x \$500)	1,000	
	3 Non-commissioned (3 x \$100)	<u>300</u>	
521.10.30	SUPPLIES		11,500
.31	Office & Operating Supplies		9,000
	Office Supplies, Office Equipment, legal manuals		
	RCW Books, Vehicle Tires, Parts & Supplies		
	Replace 5 chairs		
.32	Fuel Consumed		<u>2,500</u>
521.10.40	OTHER SERVICES AND CHARGES		31,800
.41	Professional Services		4,000
	Promotional Testing – Assessment Centers		
	Polygraph, Medical, & Psychological Testing		
	Lateral/Entry Oral Boards , Lateral Level Testing		
.43	Travel		5,250
	2 Management Conferences/Retreats	250	
	Exec Level Meetings/Conf/Training Functions	<u>5,000</u>	
.44	Advertising		500
	Employment Advertising, Continuous Lateral Entry Program		
	Police Legal Notices/Property Auctions		
.45	Rentals & Leases		5,200
	Office Machines: Copier		
.46	Insurance		100
	Notary Bonds		
.48	Repairs & Maintenance		9,750
	ILEADS RMS Maintenance Fees	2,000	
	WSP ACCESS Terminal Fees	3,000	

LAW ENFORCEMENT PRELIMINARY BUDGET

	Municipal Code Codification	750	
	Vehicle Maint., Copier Maint. & Misc. Repairs	<u>4,000</u>	
.49	Miscellaneous		<u>7,000</u>
	Conference Registrations, Membership Dues, Subscriptions		
	Printing/Publishing, Business Cards, Shredding Service		
	IACP Net, Employee/Citizen Recognition, Crime Mapping		
	State/Federal Surplus Contract Fees, Citizen Observer		

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.21	LAW ENFORCEMENT INVESTIGATION	370,867
521.21.10	SALARIES AND WAGES	270,248
	Detective Martin-Technical Investigations (incl. leave buyout)	115,850
	Ofc. Deatherage	78,459
	Detective Foster - Technical Investigations	<u>75,939</u>
521.21.20	PERSONNEL BENEFITS	77,919
.20	Benefits	75,669
.21	Uniforms	<u>2,250</u>
	3 Detectives Clothing Allowance (3 x \$550)	2,250
	Uniform replacements for patrol functions (3 x \$200)	
521.21.30	SUPPLIES	11,500
.31	Office & Operating Supplies	7,500
	Evidence Processing Supplies	
	Vehicle Tires, Parts and Supplies	
	Investigative Supplies	
	Office Supplies	
	Crime Scene Van Supplies	
.32	Fuel Consumed	<u>4,000</u>
521.21.40	OTHER SERVICES AND CHARGES	6,100
.41	Professional Services	2,500
	Handwriting Exemplar Analysis	
	WSP Total Station Crew for Response to Suspicious Deaths	
	Personal and Financial History Searches	
	Forensic Examinations	
	Crime Scene Technician Costs	
.43	Travel	250
	For Investigative Purposes	
.47	Public Utility Services	100
	Storage Facility Utilities	
.48	Repairs & Maintenance	1,000
	Varda Alarm & Cameras Maintenance	
	Vehicle Maintenance	
	Crime Analysis Software Maintenance	
.49	Miscellaneous	<u>2,250</u>
	Crime Lab Fees & Shipping	
	Film Developing	
	Evidentiary Vehicle Tows	

LAW ENFORCEMENT PRELIMINARY BUDGET

521.21.90 INTERFUND PAYMENT FOR SERVICES		5,100
.95 Interfund Operating Rentals & Leases	3,600	
Storage Facility for Vehicles/Evidence(\$300/mth x 12mths)		
.98 Interfund Repairs & Maintenance	1,500	
Vehicle Maintenance by City Mechanic	<hr/>	

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.22	LAW ENFORCEMENT PATROL	1,289,635
521.22.10	SALARIES AND WAGES	905,433
	Sgt. Schuster	89,963
	Sgt. Glantz	90,704
	Sgt. Holden	87,182
	Ofc. Patterson (incl. leave buyout)	87,348
	Ofc. Jensen	77,946
	Ofc. Ernst	77,654
	Ofc. Counselman	74,623
	Ofc. Schandel	77,066
	Ofc. Morrison	77,760
	Ofc. Main (offset by grant for salary/benefits)	71,136
	Ofc. Schaibly	69,998
	Ofc. (replacement for Patterson)	24,053
	10 Reserve Officers	
521.22.20	PERSONNEL BENEFITS	326,702
	.20 Benefits	316,902
	.21 Uniforms	9,800
	10 Commissioned (10 x \$700)	5,000
	10 Res. Officers [7 x \$300; 3 @ \$700(new)]	3,000
	2 Body Armor Repl. (2 x \$900) 2 FTEs	<u>1,800</u>
521.22.30	SUPPLIES	43,000
	.31 Office & Operating Supplies	17,000
	Office Supplies	
	Reserve Officer Equipment	
	Vehicle Tires, Parts and Supplies, Flares	
	Vehicle Warning Devices, Batteries, Lights	
	.32 Fuel Consumed	<u>26,000</u>
521.22.40	OTHER SERVICE AND CHARGES	11,000
	.45 Operating Rentals & Leases	-
	McCormick Woods Substation @ \$150/mo	
	.48 Repairs & Maintenance	8,000
	Vehicle Maintenance	
	Emergency Equipment Repair	
	Reserve Vehicle Maintenance	
	Radio and Light Bar Installations	
	Fire Extinguisher Recharging	
	Vehicle Washes	
	.49 Miscellaneous	<u>3,000</u>

LAW ENFORCEMENT PRELIMINARY BUDGET

Police Vehicle Graphics Replacement
Membership Dues
Printing Expenses

521.22.90 INTERFUND PAYMENT FOR SERVICES		3,500
.98 Interfund Repairs & Maintenance	3,500	
Vehicle Maintenance by City Mechanic		

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.23	LAW ENFORCEMENT MARINE PATROL	30,100
521.23.10	SALARIES AND WAGES	17,500
	Ofc. Holden, Jensen, Martin, Patterson, Schandel, Brandon and Sgt Schuster	14,000
	Grant Overtime (Safer Boating Grant)	<u>3,500</u>
521.23.20	PERSONNEL BENEFITS	3,850
	.20 Benefits	3,850
521.23.30	SUPPLIES	4,000
	.31 Office & Operating Supplies	1,500
	Boating Supplies	
	Lines, Fenders, Lighting	
	Charts, GPS, Cleaning Supplies	
	State Required Education Programs/Materials	
	.32 Fuel Consumed	<u>2,500</u>
521.23.40	OTHER SERVICE AND CHARGES	4,750
	.43 Travel	250
	.45 Operating Rentals & Leases	1,000
	Vessel Moorage	
	.47 Public Utility Services	250
	Electricity at Moorage	
	.48 Repairs & Maintenance	2,500
	Boat Maintenance	
	.49 Miscellaneous	<u>750</u>
	Equipment Installations	
	Marine Membership Dues	
	State Required Conferences	
	Printing of Brochures and Materials	

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.25	LAW ENFORCEMENT GAMBLING, LIQUOR AND VICE, P.O.P.	222,089
521.25.10 SALARIES AND WAGES		150,418
Ofc. Humphrey	74,392	
Ofc. Walker	<u>76,026</u>	
521.25.20 PERSONNEL BENEFITS		62,671
.20 Benefits	61,671	
.21 Uniforms	<u>1,000</u>	
2 Commissioned (2 x \$700)		
521.25.30 SUPPLIES		7,000
.31 Office & Operating Supplies	1,500	
Office Supplies		
Vehicle Tires, Parts and Supplies		
.32 Fuel Consumed	<u>5,500</u>	
521.25.40 OTHER SERVICES AND CHARGES		1,250
.48 Repairs & Maintenance	750	
Vehicle Maintenance		
.49 Miscellaneous	<u>500</u>	
Reduce Underage Drinking Materials		
Responsible Alcohol Service Programs/Brochures		
Problem Oriented Policing Materials		
521.25.90 INTERFUND PAYMENT FOR SERVICES		750
.98 Interfund Repairs & Maintenance	750	
Vehicle Maintenance by City Mechanic		

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.30 LAW ENFORCEMENT CRIME PREVENTION/COM. POLICING 264,534

521.30.10 SALARIES AND WAGES		191,191
Ofc. Brandon (Offset by SKSD FUNDS of \$67,243)	73,015	
Ofc. McKinney	73,590	
PSO Court Security/Crime Prevent Wheeler (1560 hrs)	<u>44,586</u>	
521.30.20 PERSONNEL BENEFITS		64,593
.20 Benefits	63,093	
FTE Benefits		
PTE Benefits		
.21 Uniforms	<u>1,500</u>	
3 Commissioned (3 x \$700)	1,500	
521.30.30 SUPPLIES		5,500
.31 Office & Operating Supplies	2,000	
Office Supplies for Volunteers		
Bicycles, Parts and Accessories		
Vehicle Tires, Parts and Supplies		
Emergency Equipment Parts		
.32 Fuel Consumed	<u>3,500</u>	
521.30.40 OTHER SERVICES AND CHARGES		2,500
.48 Repairs & Maintenance	1,500	
Vehicle Maintenance		
Bicycle Maintenance		
.49 Miscellaneous	<u>1,000</u>	
Community Policing Project Materials		
Association Dues		
Crime Prevention Pamphlet/Brochure Printing		
Crime Prevention/Traffic Safety Promotional Items		
521.30.90 INTERFUND PAYMENT FOR SERVICES		750
.98 Interfund Repairs & Maintenance	750	
Vehicle Maintenance by City Mechanic		

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.40	LAW ENFORCEMENT TRAINING		20,298
521.40.10	SALARIES AND WAGES		250
	Meal Reimbursements Through Payroll for Non-Overnight Training	250	
521.40.20	PERSONNEL BENEFITS		48
	.20 Benefits	48	
521.40.30	SUPPLIES		6,500
	.31 Office & Operating Supplies	6,500	
	Ammunition, Targets		
	Video and Textbook Training Programs		
	Defensive Tactics Equipment		
	Traditional Office Supplies for In-House Training Programs		
521.40.40	OTHER SERVICES AND CHARGES		13,250
	.41 Professional Services	500	
	Outside Speakers and Instructors		
	.43 Travel	4,000	
	Vehicle Expenses Related to Travel for Training		
	Commercial Transportation		
	Food and Lodging		
	.45 Operating Rentals & Leases	2,000	
	Portable Restroom Facilities at Current Police Range		
	Training Room Facilities Rental		
	EVOC Track Rental (\$1500)		
	.47 Public Utility Services	250	
	Utility at the Police Range		
	.48 Repairs & Maintenance	500	
	Police Range Maintenance		
	.49 Miscellaneous	<u>6,000</u>	
	Tuition Costs		
521.40.90	INTERFUND PAYMENT FOR SERVICES		250
	.98 Interfund Repairs & Maintenance	250	
	EVOC Car Repairs		

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.70	LAW ENFORCEMENT TRAFFIC POLICING	306,724
521.70.10	SALARIES AND WAGES	202,536
	Ofc. MacFann	76,537
	Ofc. Wofford	78,169
	Public Service Officer Haner	24,581
	Public Service Officer Lohre	<u>23,249</u>
521.70.20	PERSONNEL BENEFITS	76,938
	.20 Benefits	74,938
	Officer FTE Benefits	
	PSO PTE Benefits	
	.21 Uniforms	<u>2,000</u>
	2 Commissioned (2 x \$700)	1,000
	2 PSO's (2 x \$500)	<u>1,000</u>
521.70.30	SUPPLIES	15,000
	.31 Office & Operating Supplies	10,500
	Vehicle Tires, Parts and Supplies	
	Pursuit Immobilization Devices	
	Motorcycle Parts	
	Office Supplies	
	Parking Supplies	
	Lidar Radar Gun Supplies	
	Doppler Radar Guns / Supplies	
	In-Car Video Camera Systems	
	.32 Fuel Consumed	<u>4,500</u>
521.70.40	OTHER SERVICES AND CHARGES	8,250
	.41 Professional Services	250
	WSP Total Station Crew Response for fatalities	
	.48 Repairs & Maintenance	6,000
	Vehicle Maintenance	
	ALPR Unit Maintenance	
	Motorcycle Maintenance	
	Radar Unit Maintenance	
	Radar Calibration	
	.49 Miscellaneous	<u>2,000</u>
	Shipping for Radar Units	
	Shipping for Preliminary Breath Tests	
	Ticket Books/E-Tickets	

LAW ENFORCEMENT PRELIMINARY BUDGET

521.70.50 INTERGOVERNMENTAL SERVICES		2,500
.51 Intergovernmental Professional Services	2,500	
Traffic Safety Task Force Fee		
521.70.90 INTERFUND PAYMENT FOR SERVICES		1,500
.98 Interfund Repairs & Maintenance	1,500	
Vehicle Maintenance by City Mechanic		

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.90 LAW ENFORCEMENT – OTHER MUNICIPAL SERVICES 57,650

521.90.30 SUPPLIES

.31 Office & Operating Supplies	2,250
Innovative Police Equipment (Offset by CJ Funds)	
Livescan FBI Certified Printer	1,250
DUI Supplies (Offset by CJ Funds)	
Portable Breath Testing Devices	<u>1,000</u>

001-3-594.21 CAPITAL OUTLAYS

.64 Machinery and Equipment (Offset by CJ Funds)	55,400
Portable Pole Camera System	12,000
Livescan Desktop Tenprint System	10,150
75% of Hybrid Police Vehicle	30,000
50% of Hybrid P.V. Equipment	<u>3,250</u>

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-525.10	EMERGENCY SERVICES ADMINISTRATION	14,523
525.10.50	INTERGOVERNMENTAL SERVICES	14,523
.51	Intergov't Professional Services Kitsap County Emergency Management	14,523
001-3-525.40	EMERGENCY SERVICES TRAINING	1,250
525.40.40	OTHER SERVICES AND CHARGES	1,250
.43	Travel Travel to FEMA, DHS, DEM Training	500
.48	Repairs & Maintenance Move primary EOC to Station 31	500
.49	Miscellaneous Tuition Costs for FEMA Department Training on Hazmat, WMD, Terrorism	<div style="border-top: 1px solid black; display: inline-block;">250</div>
001-3-525.60	EMERGENCY PREPAREDNESS	2,100
525.60.30	SUPPLIES	1,000
.31	Office & Operating Supplies Back Up Power Supplies Back Up Site Communications & Set-up Traditional Office Supplies Food and Water Supplies Respirators - Breathing Elements Cots	1,000
525.60.40	OTHER SERVICES AND CHARGES	1,100
.42	Communications Existing EOC Telephone Service Alternative Communication and Cellular Data Pack	1,100

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-528.80	COMMUNICATIONS, ALARMS & DISPATCH	123,689
528.80.30	SUPPLIES	8,000
.31	Office & Operating Supplies	8,000
	Radio Parts	
	Replace 1 Mobile Radio (1 x \$1250) - narrow band switchover	
	Replace Portable Radios (1 x \$950) - narrow bar	
	Cellular Phone Replacements	
	Replace 2 base station radios @ HQ (2 x \$1500) - narrow band switch	
	Computer Air Cards	
528.80.40	OTHER SERVICES AND CHARGES	12,300
.42	Communication	11,000
	Cellular Services	
	Air Card Service	
	Land Line and Long Distance Services	
	Postage	
	Language Translation Service Line	
.45	Operating Rentals & Leases	300
	Postage Meter	
.48	Repairs & Maintenance	<u>1,000</u>
	Radio Maintenance	
	Radio Reprogramming	
528.80.50	INTERGOVERNMENTAL SERVICES	103,389
.51	Intergov't Professional Services	103,389
	CENCOM Dispatching Services	
TOTAL LAW ENFORCEMENT		3,326,868

LAW ENFORCEMENT PRELIMINARY BUDGET

104-3-521.21	SPECIAL INVESTIGATIVE UNIT FUND 104	20,500
521.21.20	PERSONNEL BENEFITS	750
.21	Uniforms	750
	Special Response Unit Uniforms	
	K-9 Special Duty Uniforms	
521.21.30	SUPPLIES	2,500
.31	SIU Supplies	2,500
	Drug Testing Kits	
	Ballistic Shields	
	Officer Safety Equipment for High Risk Warrants	
	Criminal Intelligence and Analysis Programs	
	Parts to Retrofit Seized Firearms for Police Use	
	Air conditioning Device for K-9 Car	
	Canine Food and Supplies	
521.21.40	OTHER SERVICES AND CHARGES	3,250
.41	Professional Services	
	Canine Veterinary Services	750
.43	Travel	
	Travel for Canine / Drug Detection Training	750
.49	Miscellaneous	
	Tuition for Canine / Drug Detection Training	<u>1,750</u>
	Drug Seizure Tows	
	Association/Membership Dues	
	Community Awareness Pamphlets	
521.21.90	INTERFUND PAYMENT FOR SERVICES	750
.98	Interfund Repairs & Maintenance	750
	City Maintenance - Canine Vehicle Maintenance	
	City Maintenance - Seized Vehicle Maintenance	
594.21.60	CAPITAL OUTLAYS	13,250
.64	Machinery and Equipment	
	25% of Hybrid Police Vehicle	10,000
	50% of Hybrid P.V. Equipment	<u>3,250</u>
TOTAL SPECIAL INVESTIGATIVE UNIT		20,500

LAW ENFORCEMENT PRELIMINARY BUDGET

303-6-594.21	CUMULATIVE RESERVE FOR EQUIPMENT FUND 303 - LAW ENFORCEMENT CAPITAL OUTLAY		72,000
594.21.60	CAPITAL OUTLAYS		72,000
.64	Machinery & Equipment		72,000
	2 New Police Interceptor Vehicles	58,000	
	@ \$29,000 x 2		
	Equipment \$7000 X 2 Vehicles	14,000	
TOTAL CUMULATIVE RESERVE FOR EQUIPMENT			72,000

LAW ENFORCEMENT PRELIMINARY BUDGET

001-3-521.10	LAW ENFORCEMENT ADMINISTRATION	\$ 623,409
001-3-521.21	LAW ENFORCEMENT INVESTIGATION	\$ 370,867
001-3-521.22	LAW ENFORCEMENT PATROL	\$ 1,289,635
001-3-521.23	LAW ENFORCEMENT MARINE PATROL	\$ 30,100
001-3-521.25	LAW ENFORCEMENT GAMBLING, LIQUOR AND VICE, P.O.P.	\$ 222,089
001-3-521.30	LAW ENFORCEMENT CRIME PREVENTION/COM. POLICING	\$ 264,534
001-3-521.40	LAW ENFORCEMENT TRAINING	\$ 20,298
001-3-521.70	LAW ENFORCEMENT TRAFFIC POLICING	\$ 306,724
001-3-521.90	LAW ENFORCEMENT – OTHER MUNICIPAL SERVICES	\$ 57,650
001-3-525.10	EMERGENCY SERVICES ADMINISTRATION	\$ 14,523
001-3-525.40	EMERGENCY SERVICES TRAINING	\$ 1,250
001-3-525.60	EMERGENCY PREPAREDNESS	\$ 2,100
001-3-528.80	COMMUNICATIONS, ALARMS & DISPATCH	\$ 123,689
Subtotal		\$ 3,326,868
104-3-521.21	SPECIAL INVESTIGATIVE UNIT FUND 104	\$ 20,500
303-6-594.21	CUMULATIVE RESERVE FOR EQUIPMENT FUND 303 - LAW ENFORCEMENT CAI	\$ 72,000
TOTAL EXPENDITURES		\$ 3,419,368
Less Revenues (Excluding Fines)		\$ 305,840
GRAND TOTAL		\$ 3,113,528

Budget Comparison		2012		% increase /decrease
		2011 Actual	Proposed	
001-3-521.10	LAW ENFORCEMENT ADMINISTRATION	\$ 647,042	\$ 623,409	-3.65%
001-3-521.21	LAW ENFORCEMENT INVESTIGATION	\$ 299,329	\$ 370,867	23.90%
001-3-521.22	LAW ENFORCEMENT PATROL	\$ 1,093,457	\$ 1,289,635	17.94%
001-3-521.23	LAW ENFORCEMENT MARINE PATROL	\$ 33,025	\$ 30,100	-8.86%
001-3-521.25	LAW ENFORCEMENT GAMBLING, LIQUOR AND VICE, P.O.P.	\$ 219,751	\$ 222,089	1.06%
001-3-521.30	LAW ENFORCEMENT CRIME PREVENTION/COM. POLICING	\$ 242,565	\$ 264,534	9.06%
001-3-521.40	LAW ENFORCEMENT TRAINING	\$ 21,048	\$ 20,298	-3.56%
001-3-521.70	LAW ENFORCEMENT TRAFFIC POLICING	\$ 294,996	\$ 306,724	3.98%
001-3-521.90	LAW ENFORCEMENT – OTHER MUNICIPAL SERVICES	\$ 17,497	\$ 57,650	229.49%
001-3-525.10	EMERGENCY SERVICES ADMINISTRATION	\$ 13,500	\$ 14,523	7.58%
001-3-525.40	EMERGENCY SERVICES TRAINING	\$ 3,000	\$ 1,250	-58.33%
001-3-525.60	EMERGENCY PREPAREDNESS	\$ 3,600	\$ 2,100	-41.67%
001-3-528.80	COMMUNICATIONS, ALARMS & DISPATCH	\$ 125,189	\$ 123,689	-1.20%
Subtotal		\$ 3,013,999	\$ 3,326,868	10.38%
104-3-521.21	SPECIAL INVESTIGATIVE UNIT FUND 104	\$ 8,850	\$ 20,500	
303-6-594.21	CUMULATIVE RESERVE FOR EQUIPMENT FUND 303 - LAW ENFOF	\$ 93,250	\$ 72,000	
TOTAL EXPENDITURES		\$ 3,116,099	\$ 3,419,368	

LAW ENFORCEMENT PRELIMINARY BUDGET

Police & Emergency Services Revenue 2011

Marine Patrol: Boating Registration Fees/Kitsap County	\$	9,000
Crime Prevention: SKSD School Resource Officer	\$	67,243
Police: Off-Duty Officer Reimbursement	\$	6,000
Federal Boating Safety Grant for Overtime and Repairs	\$	12,000
Universal Hiring Grant - Recovery Funding	\$	45,000
Federal Protective Body Armor Grant	\$	800
TOTAL - GRANTS & SALARY REIMBURSEMENTS	\$	140,043
Fingerprinting	\$	2,300
Records Check	\$	12,000
South Kitsap Fire & Rescue Marine Patrol Maintenance Fee	\$	1,000
Police Reports	\$	1,700
Concealed Weapons Permit	\$	500
Firearms Range Rental Fees	\$	750
Traffic: DUI Law Enforcement Cost Recovery	\$	2,800
SIU Seizure Funds & Investigative Assessments	\$	4,000
Criminal Justice Funds (Violent Crime/DUI/Special Programs)	\$	20,247
Sales Tax - Criminal Justice	\$	120,500
GRAND TOTAL REVENUE, EXCLUDING FINES	\$	305,840

Supplemental Budget Requests

Police & Emergency Services

2012 Supplemental Budget Requests Total		546,624
<hr/>		
001-3-521.10	LAW ENFORCEMENT ADMINISTRATION	\$ 62,249
<hr/>		
521.10.10	SALARIES & WAGES	36,333
	Bethel Corridor Support Staff position	
	Records/Evidence Specialist hired 1/1/12	36,333
521.10.20	PERSONNEL BENEFITS	
	.20 Benefits	25,916
	For above	25,916
<hr/>		
001-3-521.22	LAW ENFORCEMENT PATROL - OPTION A	\$ 193,095
<hr/>		
521.22.10	SALARIES & WAGES	<u>123,028</u>
	Bethel Corridor Officers	
	Officer 1 hired 1/1/12	61,514
	Officer 2 hired 1/1/12	61,514
521.22.20	PERSONNEL BENEFITS	<u>65,567</u>
	.20 Benefits	
	For above officers	62,567
	.21 Uniforms	3,000
521.22.30	SUPPLIES	<u>4,500</u>
	.31 Office and Operating Supplies	2,500
	New officer equipment (firearms, radio gear, belt gear, etc)	
	.32 Fuel Consumed	2,000
<hr/>		
001-3-521.22	LAW ENFORCEMENT PATROL - OPTION B	\$ 137,280
<hr/>		
521.22.10	SALARIES & WAGES	<u>137,280</u>
	Bethel Corridor Officers	
	Overtime for Existing Officers to Respond to	137,280
	Calls/Patrol Bethel Corridor	
	48 hours/week x 52 weeks = 2496 hours x \$55/hour	

001-3-521.40 LAW ENFORCEMENT TRAINING \$ 15,000

521.40.40 OTHER SERVICES AND CHARGES

.41 Professional Services
Range Plan to Retrofit Outdoor Range Facility 15,000
(2009 carryover)

001-3-594.21 LAW ENFORCEMENT CAPITAL OUTLAY \$ 22,000

594.21.60 CAPITAL OUTLAYS

.64 Machinery & Equipment
Parking Enforcement Citation System 22,000
(2009 carryover)

303-6-594.21 LAW ENFORCEMENT CAPITAL OUTLAY \$ 72,000

594.21.60 CAPITAL OUTLAYS

.64 Machinery & Equipment 72,000
2 Police Interceptors for new officers @ \$29K eac 58,000
Equipment for above cars @ \$7K each 14,000

001-5-518-30 OTHER GOVERNMENTAL SERVICES \$ 45,000

518.30.40 OTHER SERVICES AND CHARGES

.41 Professional Services 25,000
Needs Assessment for Police Facility (2010)
.48 Repairs and Maintenance 20,000
Re-carpet squad room, records & public areas of
police dept (2009)

CRIMINAL JUSTICE FUNDS FOR 2012

Revenue

		Est Beginning Cash	108,574
1.	313.71.00	Sales Tax Criminal Justice Funding	120,500
2.	336.06.10	MVET Criminal Justice - High Crime	-0-
3.	336.06.21	MVET Criminal Justice - Violent Crimes/Pop	9,000
4.	336.06.26	MVET Criminal Justice - Special Programs	9,447
5.	336.06.51	DUI/Other Criminal Justice Assistance	1,800
<hr/>			
TOTAL REVENUE			249,321
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Expenditures

1.	521.22.10	Salary of Officer Schandel	71,898
1.	521.22.10	Overtime projected	12,994
1.	521.22.20	Benefits	31,410
			<hr/>
			116,302
3-5.	594.21.64	Capital Outlay-Innovative Police Equip	55,400
			Hybrid, Pole Camera, Desktoplivespan FBI certified printer
3-5.	521.90.31	Innovative Police Equip (10 print fingerprint printer)	1,250
4.	562.00.41	Special Assault Investigation & Victims Svs (SAIVES)	500
4.	566.00.51	Drug Court	1,000
5.	521.90.31/48	Breathalyzer and Repairs	1,000
	521.40.49	Training on new DUI laws	
			<hr/>
			59,150
Est Ending Cash			73,869
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TOTAL EXPENDITURES			249,321
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Planning & Development



**GENERAL FUND
PLANNING & DEVELOPMENT DEPARTMENT**

MISSION STATEMENT

Provide efficient, effective, and customer service oriented service and professional expertise regarding land use, permitting, and long range planning for the natural and built environment of Port Orchard, supporting the goals of the community, the Mayor, and City Council.

PROGRAM DESCRIPTION

- 1. Professional policy guidance.** Provide professional policy guidance to the Mayor, City Council, Planning Commission, Design Review Board and other City departments on all matters related to land use, built environment, and long range comprehensive planning within the City and its unincorporated urban growth area (UGA).
- 2. Community planning activities.** Provide direction for community planning efforts, including the development of neighborhood and sub-area plans, economic and community development, future capital facility needs and facilitation of community participation in City planning efforts.
- 3. Land use permit process.** Administer the City of Port Orchard's land use permit process for the review and processing of: Developments under the City Zoning Code, Title 16 of the Port Orchard Municipal Code (POMC). Shoreline management permits under the State Shoreline Management Act (RCW 90.58) and City Shoreline Master Program. Subdivisions and short plats, environmental policy per RCW 43C.21, and design review, pursuant to the Land Use Regulatory Code. Review and update City land use development codes and maps, as appropriate.
- 4. Port Orchard Design Review Board.** Provide staff support and professional guidance to the Port Orchard Design Review Board pertaining to the City's design standards, overlay districts, and land use application activities.
- 5. Port Orchard Planning Commission.** Provide staff support and professional guidance to the City of Port Orchard Planning Commission.
- 6. Hearing Examiner.** Provide administrative services for the office of the Hearing Examiner. Prepare staff reports, public noticing, distributions, and professional representation for public hearings.
- 7. Urban growth area project review.** Review applications and environmental assessment reports on projects within unincorporated Kitsap County lying within the City's urban growth area in order to provide comment on the impacts and recommended mitigation measures to the Kitsap County Department of Community Development.
- 8. Annexation guidance.** Provide guidance to landowners or interest groups who desire to annex unincorporated areas into the City of Port Orchard, consistent with State law and the City's annexation policy. Process annexation petitions with Kitsap County, the Kitsap Regional Coordinating Council, and the Kitsap Boundary Review Board.
- 9. Code enforcement.** Provide enforcement of the City's land-use development, environmental and nuisance codes in a fair, equitable and timely manner. Enforcement coordinates with other departments in resolving complaints and provides a positive client-service attitude to enhance the City's enforcement of land-use and nuisance codes.

**GENERAL FUND
PLANNING & DEVELOPMENT DEPARTMENT**

10. Inter-governmental relations. Act as liaison between City, county, regional, state, tribal and federal governmental organizations and agencies, representing the interests of the City of Port Orchard and its citizens. This includes continued involvement in inter-jurisdictional coordination under the Growth Management Act through participation and attendance at the Growth Management Coordinating Committee meetings.

11. Grant Development. Develop grant applications with county, regional, state, and federal agencies for City of Port Orchard projects related to Parks, Planning, Building, Engineering, Public Works, Capital Facilities and Economic Development.

12. Economic Development. Facilitate and produce products that assist the City in the pursuit of the adopted goals and funding for the Economic Development projects identified by the Mayor and City Council.

DEPARTMENT GOALS FOR 2012

1. Completion of the Shoreline Master Program Update. This is a requirement of the State of Washington. Port Orchard's current shoreline regulations were developed in the 1970's and need to be revised for concurrency.

2. Kitsap County Urban Growth Area Remand. A recent decision by the Growth Management Hearings Board to recalculate and resize Urban Growth Areas within Kitsap County will have significant impacts upon the future growth of the City of Port Orchard. The Department will work closely with Kitsap County to prepare a South Kitsap/Port Orchard Urban Growth Area that is compliant with State regulations and accommodates the future needs of the Municipality.

3. Incorporation of Bethel Corridor. The Annexation of the Bethel Corridor requires Inter-local Agreements with Kitsap County for the transfer of funding, services, property, and responsibility which will be part of the Department work program for 2012. Additionally, evaluation and incorporation of existing sub area plans, transportation plans, and significant updates to the City of Port Orchard Comprehensive Plan are required to accommodate the 2011 annexations.

4 Capital Facilities Plan Update: The City of Port Orchard Capital Facilities Plan is proposed to be updated in 2012. The original capital facilities plan was prepared in 1994 and has had minor updates, but has not had a significant rewrite nor updated assessment of inventory, existing levels of service (LOS), needs & gap analysis, nor incorporation of the major annexations that have occurred since 2007. A major rewrite of this plan by the Department will facilitate the capital expenditures for the City for the next six years, and will accommodate the twenty year planning horizon requirement for most funding.

5. Annual Comprehensive Plan update. Annually consider amendments to the Port Orchard Comprehensive Plan to include possible revisions to the land use element map based upon City Sub-Area Planning efforts or processing privately initiated amendments.

6. Technical planning assistance on special projects. Provide technical assistance on City projects, studies or proposals. For example Parking Garage proposal, Waterfront Boardwalk / Mosquito Fleet Trail construction, Blackjack Creek Trail planning, Downtown Lighting Plan, etc.

7. Public Involvement in the implementation of development regulations. Maintain integrity of development regulations through fair, equitable and reasonable enforcement of City standards. Increase the efficiency and quality of front counter assistance.

**GENERAL FUND
PLANNING & DEVELOPMENT DEPARTMENT**

8. Training opportunities for City Council, Planning Commission, Design Review Board, and community organizations. Utilize publications, media, power point, and other technology to introduce citizens, council, boards, commission, and community organizations to new and existing land-use processes and concepts.

9. Business process evaluation. Continue to implement improved efforts for efficient processing of the land use and building permit processing system and provide excellent customer service. Continue to improve overall client relationship performance respective to permit application consultation, code familiarization, permit review and inspection services. Participate in refining permit-tracking processes to provide greater oversight and implementation of central permit coordination.

10. Economic Development. The City Council has expressed interest in exploring ways to provide economic development opportunities within the City. Staff will be working with private citizens, regional organizations, state and federal agencies to assist and implement the goals, policies regulations and potential projects that would promote economic development as identified in the 2003 Port Orchard Economic Development Plan.

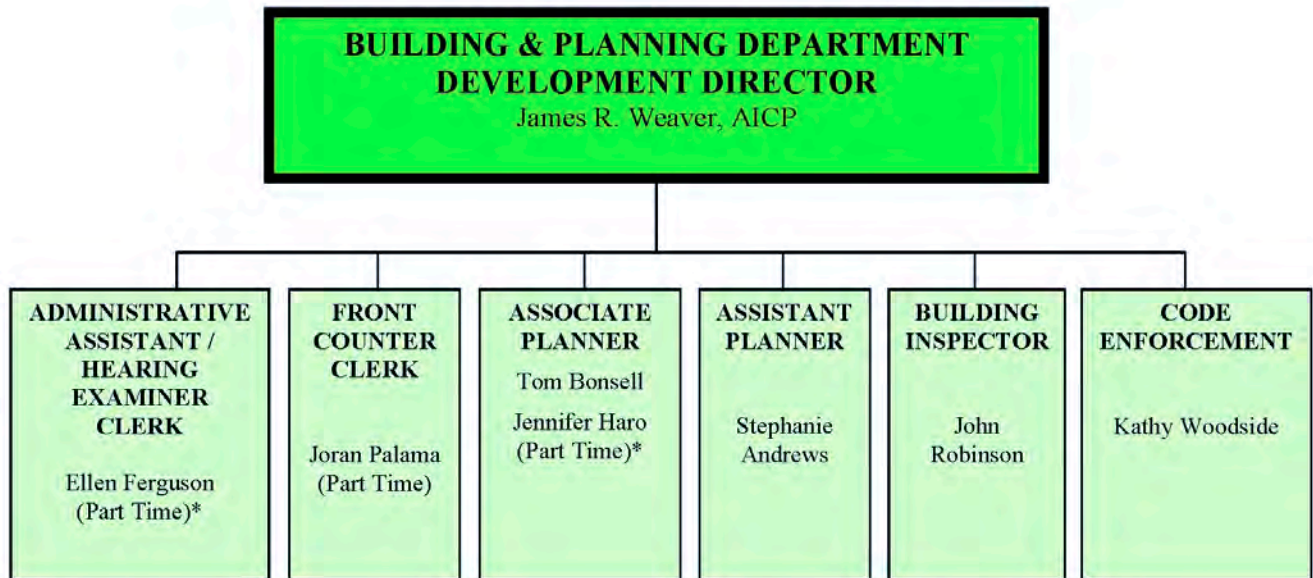
11. Grant Funding. Pursue 2012 grant funding opportunities for planning updates, City parks projects, community development funds, downtown revitalization efforts, affordable housing, medical benefit districts, transportation improvements, parking garage design, annexation, and waterfront development.

**GENERAL FUND
PLANNING & DEVELOPMENT DEPARTMENT**

SIGNIFICANT BUDGET CHANGES & ACCOMPLISHMENTS

No notable significant budget changes were projected for the 2012 cycle. Funding shifts in 2011, and complete separation of the Building Department from Public Works was extremely successful and allowed greater efficiencies within all the Departments. Due to the significant economic downturn, substantial cuts to department operation accounts had occurred in 2010, 2011, and projected for 2012 but permit activity and service provision has increased due to the annexation of significant areas. State funding of mandated updates such as the Shoreline Management Plan and Transfer of Development Rights programs have assisted the department. Primary focus is the maintenance of the present investments the City has with highly skilled and trained workforce resources, while striving to provide an acceptable level of service to the public with the remaining available resources.

Planning and Development Department 2011 accomplishments include; Absorbing all Building Department responsibilities from Public Works, completion of the Bethel Annexation, completing the Downtown Lighting Plan, preparing the Shoreline Master Program Draft Update, and updating the Port Orchard Comprehensive Plan, completing a Land Use Regulatory Code update, processing extensive annexation requests, preparing grant application packages, City Economic Development documents, and supporting Downtown Revitalization efforts.



(*Supplemental Budget items for full time clerk– Grant funded, ½ time Temporary Associate Planner)

**GENERAL FUND
PLANNING & DEVELOPMENT DEPARTMENT**

524.20
558.60
559.20

EXPENDITURES – PLANNING-BUILDING

Staffing Levels:	FY 2011	FY 2012
	<u>Actual</u>	<u>Estimated</u>
Planning Director	1	1
Associate Planner	1	1
Assistant Planner	1	1
Code Enforcement Officer	1	1
Admin Assistant/Hearing Examiner Clerk*	1	.5
Front Counter Clerk	.5	.5
Building Inspector	1	1
Temporary Part Time Associate Planner*	.5	-
Total:	<u>7</u>	<u>6</u>

(*Supplemental Budget items for full time clerk– Grant funded, ½ time Temporary Associate Planner)

Planning & Building Departments	FY 2010	FY 2011	2012
		<u>Budget</u>	<u>Estimated</u>
Salaries and Wages	487,699	486,026	422,725
Personnel Benefits	157,909	170,948	151,404
Supplies	9,450	11,680	8,531
Other Services & Charges	43,376	137,964	91,283
Interfund Payment for Services	<u>950</u>	<u>750</u>	<u>1750</u>
Total Expenditures	<u>749,384</u>	<u>778,284</u>	<u>675,693*</u>

*Does not accommodate for \$87,000 in 2012 grant revenues nor supplemental items related to those grants.

**PLANNING / BUILDING DEPARTMENT
BUDGETS (2010-2012)**



PLANNING DEVELOPMENT DEPARTMENT PRELIMINARY BUDGET

001-4-524.20 INSPECTIONS, PERMITS, CERTIFICATE & LICENSES (BUILDING) 152,363

Inspections, Permits, Certificate & Licenses includes the Building Department and complete responsibility for Front Counter Office Staff. The department is under the review of the City Development Director/Planning Director and the Department reviews all building plans, conducts inspections, issues permits and certificates.

524.20.10	SALARIES & WAGES		102,566	
	Planning Director (10% of Salary)		10,819	
	Building Inspector (100% of Salary)		71,612	
	Part-Time Front Counter (100% of Salary)		20,135	Note 1
524.20.20	PERSONNEL BENEFITS		29,744	
	Planning Director (10% of Benefits)		2,818	
	Building Inspector (100% of Benefits)		22,594	
	Part-Time Front Counter (100% of Benefits)		4,332	Note 1
524.20.30	SUPPLIES:		3,888	
.31	Office and Operating Supplies		2,688	
	Car parts & supplies	500		
	Office Supply & Copy paper	1,500		
	Film	38		
	Materials for notices	300		
	Building Code Books	350		
.32	Fuel Consumed		1,200	
524.20.40	OTHER SERVICES AND CHARGES		15,915	
.41	Professional Services (recoverable from expedited permits)		4,000	Note 2
.42	Communications		2,050	
	Telephone/Fax Service	950		
	Postage	600		
	Pager & Phone Svs, Nextel, Cell phones	500		
.43	Travel		750	
.45	Rentals and Leases		750	
.48	Repairs and Maintenance		2,950	
	Postage meter	50		
	Office Equipment Repair	150		
	Copier Maintenance	750		
	Palladin/Interlocking Support-LIS Program	2,000		Note 3
.49	Miscellaneous		5,415	
	Permit Forms/Inspect. Cards	615		
	Subscriptions	900		
	Conferences	900		
	Dues	900		

PLANNING DEVELOPMENT DEPARTMENT PRELIMINARY BUDGET

	Printing	400	
	Software	500	
	Bldg. Official Training	1,000	
	Credit Card Service Fees	<u>200</u>	
524.20.90	INTERFUND PAYMENT FOR SERVICES		250
.98	Inter-fund Transfer	250	
	Mechanic		

001.4.524.20 NOTES

- NOTE 1: The Building Permit Front Counter is essential in the services provided to the Port Orchard citizens and is the main interaction that any customers have regarding interaction with the Building or Planning Departments. The front counter is responsible for all phone calls to the Departments, receiving customers, scheduling appointments & inspections, intake of Building and Land Use permits, calculating fee amounts, tracking building permit processing, documenting signoff on inspections, managing access and filing to Building and Land Use files, and issuing completed permits. Presently the front counter is staffed by one part time office assistant,
- NOTE 2: The Building Department has provided service to an ever expanding municipality through the use of a single Building Inspector, at significant cost savings to the City. The level of service provided has far exceeded industry standards in customer response, flexibility, and accommodating time-critical inspections for large commercial, industrial, residential, and institutional complex construction projects. Given that all these inspections rely on a single individual, the absolute need has been identified for additional outside inspection services to be provided during times of sickness, vacation, training, or any other absence that would not allow the Building Department to conduct inspection services. This amount typically can be recoverable through revenue generated for the expedited permitting process for inspections.
- NOTE 3: The City will use Palladin/Interlocking Software Land Information System for permit issuance and management. This budget item would provide for annual total of \$11,000 for technical support from the software vendor. This is essential support the City requires to effectively use the program. 20% of these fees are in this category, the other 80% in Planning.

PLANNING DEVELOPMENT DEPARTMENT PRELIMINARY BUDGET

001-4-558.60 PLANNING & COMMUNITY DEVELOPMENT 514,907

The Planning Department consists of the Development Director, Associate Planner, Assistant Planner, part time Admin. Assistant/Hearing Examiner Clerk, and Code Enforcement Officer. Additionally, a half time special projects planner has been grant funded historically. The Planning Department was awarded a \$97,000 Department of Commerce Planning Grant for a TDR Pilot Project for 2011-2012, which the carryover is also reflected in the 2012 Department budget numbers. The 2012 Budget also promotes the essential supplemental request for designation of the Admin. Assistant / Hearing Examiner Clerk as a full-time position (grant funded) to coordinate with the TDR grant for the Planning Department with the Full Time salary provided entirely from grant funds and includes an \$48,500 allotment for the creation of the City Capital Facilities Plan to continue funding the part time special projects planner as a supplemental item.

558.60.10 SALARIES & WAGES		319,159	Note 1
Planning Director	97,374		
Associate Planner	70,224		
Assistant Planner	54,660		
Code Enforcement Officer	70,818		
Plan Admin Asstnt/HE Clerk (Part Time/FT would be Grant Funded)	26,083		Note 2
558.60.20 PERSONNEL BENEFITS		121,280	Note 1
Planning Director	25,366		
Associate Planner	32,456		
Assistant Planner	26,485		
Code Enforcement Officer	25,510		
Admin Assistant/Hearing Examiner Clerk (FT would be Grant Funded)	11,463		Note 2
558.60.30 SUPPLIES		4,350	
.31 Office & Operating Supplies	3,600		
Graphics materials	400		
Film/Photography supplies	200		
Office Supplies & Copy Paper	2,500		
Car Parts & Supplies	500		
.32 Fuel Consumed	<u>750</u>		
558.60.40 OTHER SERVICES & CHARGES		68,618	
.41 Professional Services	7,000		
A/V Tech Support	1,000		
Hearing Examiner (Offset in Revenues)	<u>6,000</u>		Note 3
.42 Communications	4,350		
Postage	2,000		
Telephone Fax/Svs	2,000		
Postage - Annexation	<u>350</u>		
.43 Travel	500		

PLANNING DEVELOPMENT DEPARTMENT PRELIMINARY BUDGET

.44 Advertising		3,000	
Regular advertising	3,000		
.45 Rentals & Leases		2,000	
Copier & Postage meter lease	2,000		
.48 Repairs & Maintenance		7,100	
Postage Meter	500		
Office Equipment, Vehicle Repair, Copier Maintena:	600		
Palladin/Interlocking Support - LIS Program	6,000		Note 4
.49 Miscellaneous		44,668	
Subscriptions	250		
Dues	1,500		
Seminar Fees	1,500		
Printing	3,000		
Conferences	2,000		
Software	2,000		
Title Reports	200		
Professional Services (Offset by Expedited Pmt Revenue)	5,000		
Miscellaneous Expenses (Offset by TDR Grant)	768		Note 5
Pass-Through Grant Funding for Kitsap County (TDR Grant carryover)	21,750		Note 5
Professional Services / Code Codification	6,000		
Credit Card Service Fees	700		
558.60.90 INTERFUND PAYMENT FOR SERVICES			1,500
.98 Interfund Repairs & Maintenance		1,500	
Vehicle Maintenance by City Mechanic	1,500		

001.4.558.60 NOTES

- NOTE 1: The Part Time Special Projects Planner has been grant supported for two years. The Supplemental Budget allocates \$48,500 to complete the Capital Facilities Plan update required in 2012 by the Public Works Department. The project funds the Department a total of \$48,500 for the 2012 budget , which includes the salary & benefits (\$48,033 in 2012) for the Associate Special Projects Planner.
- NOTE 2: The Planning Department Administrative Assistant was approved for full time status within the Planning Department via Resolution 032-10 approved by City Council on September 14, 2010. The position serves the City in multiple responsibilities including: TDR Grant requirements, Clerk to the Hearing Examiner, preparing public notices, annexation processing, department distribution mailings for Planning Commission meetings, project filing and records keeping, permit intake, processing of SEPA determinations, and preparing planning commission / public hearing minutes. In addition, this position is essential in processing and all public noticing applications for land use permits, zoning, long range planning, Right of Way vacations, and City annexations. The 2012 budget continues this position to serve the Planning Departments in a full time capacity with 1/2 time funded from the TDR Grant. This position is intended by the Department to be a permanent position and is further offset by Department grant funds identified in Note 5 below.
- NOTE 3: In 2008 the City Council approved a Hearing Examiner for determination of quasi-judicial decisions. The Hearing Examiner fees have been mostly cost recoverable within the permit process for land use permits, except for home occupation permits and appeal processes which were determined by Council to remain subsidized. The amount identified in the 2012 budget has been provided to accommodate un-anticipated Hearing Examiner costs, specifically regarding any Appeals for the Department.
- NOTE 4: The City used Palladin/Interlocking, Inc. this year to upgrade, manage and provide technical assistance and training on the LIS permitting system for both Planning and Building staff. This budget item would provide ongoing annual service for Planning Dept's share (80%), and would allow us to provide additional training for new and existing employees to use the system on upgrades to the system (\$11,000 total). The system works extremely well and will benefit from increased training into maximizing the efficiency of the software.
- NOTE 5: The Port Orchard Planning Department successfully received a Washington State Department of Commerce Grant to conduct Transfer of Development Rights planning research. The grant funds the Department a total of \$97,000 , with \$87,000 of carryover for the 2012 budget, which the 2012 supplemental budget would include the salary (\$37,037 in 2012) identified for the Administrative Assistant/HE Clerk. \$21,750 would remain for a pass through distribution to Kitsap County Department of Community Development for 2012. The total 2012 department budget would be reduced by \$87,000 with the reflection of the 2012 Grant amount allocation.

PLANNING DEVELOPMENT DEPARTMENT PRELIMINARY BUDGET

001-4-559-20 HOUSING AND COMMUNITY SERVICES 8,423

This budget category provides for the City’s enforcement effort when a structure (generally a dangerous building) has to be demolished or secured.

When a house is determined to be dangerous, the City can use the Uniform Building Code to make repairs or condemn the building. The Code Enforcement Officer will then send out a notice and start a legal process to abate that condition. If the City orders repairs to be made to a structure or have a building demolished, the City needs to be prepared to complete this action if the property owner fails to comply with the order. On occasion, the Police Department may need to abate sunken vessels, and those costs are paid from this category. The State now reimburses 90% of the cost to remove a sunken vessel if the property owner does not have the resources.

559.20.10 SALARIES & WAGES	1,000
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This is a portion of the Code Enforcement Officer’s salaries when an abatement action is implemented.

559.20.20 PERSONNEL BENEFITS	380
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559.20.30 SUPPLIES	293
.31 Office & Operating	293

559.20.40 OTHER SERVICES & CHARGES		
.49 Miscellaneous	6,750	
Contracted abatement of house 1 @\$7,500 each	<table border="0" style="margin-left: auto;"> <tr> <td style="border-top: 1px solid black;">6,750</td> </tr> </table>	6,750
6,750		

TOTAL PLANNING & DEVELOPMENT 675,693

Supplemental Budget Requests

Building, Planning, & Community Development

2012 Supplemental Budget Requests Total	170,915
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ESSENTIAL SUPPLEMENTAL ITEMS (grant or project funded)	85,915
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001-4-558.20 PLANNING & COMMUNITY DEVELOPMENT

001-4-558.20 ADMIN ASSISTANT/HE CLERK BROUGHT TO FT (grant funded)	37,038
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558.20.10	SALARIES & WAGES	26,083
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.10	Admin Assistant/HE Clerk brought to FT (Grant Funded)	26,083
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558.20.20	PERSONNEL BENEFITS	<u>10,955</u>
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.20	Benefits (17%) For above Admin Assistant/HE clerk (Grant Funded)	10,955
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The City has expanded through annexations, including McCormick Woods and the 2012 Bethel Corridor which significantly impacted the need to respond to citizen requests, phone calls, coordinate inspections, and manage permitting files. In addition, the position is needed to accommodate the deliverables for the Transfer of Development Rights grant. It has been identified that the Administrative Assistant/HE Clerks needs have been impacted the greatest, and that providing the position full time status is necessary to accommodate the overload placed upon the existing services. The total amount for this position to accommodate the demand would amount to \$37,037 (100% salary & benefit). This amount would be utilized from 2012 carryover TDR Grant funds (\$87,000) as this individual assisted and carried out the duties of that grant deliverable.

001-4-558.20 SPECIAL PROJECTS PLANNER (CAPITAL FACILITIES PLAN)	48,877
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558.20.10	SALARIES & WAGES	42,135
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.10	Part-Time Special Projects Planner (Capital Facilities Plan)	42,135
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558.20.20	PERSONNEL BENEFITS	<u>6,742</u>
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.20	Benefits For above Special Projects Planner (Capital Facilities Plan)	6,742
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The City requires an update of the Capital Facilities Plan for Public Works. Outside consultants to conduct the plan would range from \$80,000 to \$100,000 to adequately complete the plan for the Public Works Department. Internal planning staff has the ability to prepare the plan at a significant savings due to existing information and ongoing internal efficiencies. The part time associate special project planner position has been grant funded for 2009-2011 and is adept at completing State required project plans at great savings to the City. The total amount of \$48,876 would be allocated to the part time associate special projects planner position for completion of this needed document.

SECONDARY SUPPLEMENTAL ITEMS 85,000

001-4-524.20 INSPECTIONS, PERMITS, CERTIFICATE & LICENSES 30,000

524.20.40	Other Services and Charges	30,000
.41	Professional Services (Interim Building Department Inspector-Bethel)	30,000

The Annexation of the Bethel Corridor would severely impact the ability for the Building Inspector to maintain time-critical inspections for large commercial, industrial, residential, and institutional complex construction projects (Wal-Mart, Home-Depot, Etc.). This supplemental request would only be enacted upon the completion of the annexation. The anticipated annexation of Bethel Corridor would substantiate this request as part of the 2012 Budget.

001-4-558.60 PLANNING & COMMUNITY DEVELOPMENT 50,000

558.60.40	Other Services and Charges	50,000
.41	Professional Services (POB Waterfront Redevelopment)	50,000

Expense is proposed professional contract services with outside company to provide Master Plan and Park Design for Waterfront Park in coordination with Port of Bremerton. Proposal would be in cooperation with Port of Bremerton to integrate existing parking management, coordination of leaseholds, and identification of improvements to waterfront, and coordination of waterfront park developments.

001-4-558.60 PLANNING & COMMUNITY DEVELOPMENT 5,000

558.60.40	Other Services and Charges	5,000
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.41 Professional Services (GIS Aerial Photography) 5,000

Expense is proposed professional share of county wide cost for updating GIS Aerial Photography layers. Contract services with outside company to provide GIS and photography data.

TOTAL SUPPLEMENTAL 2012 BUDGET REQUESTS	170,915
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001-4-524.20 INSPECTIONS, PERMITS, CERTIFICATE & LICENSES \$ 152,363
Finance Department 2012 Targets \$ 152,863
Difference from Finance Targets \$ (500)

001-4-558.60 PLANNING & COMMUNITY DEVELOPMENT \$ 514,907
Finance Department 2012 Targets \$ 494,443
Department Revenues From Grants/Projects \$ (106,000)
Difference (Savings) from Finance Targets \$ (85,536)

001-4-559-20 HOUSING AND COMMUNITY SERVICES \$ 8,423
Finance Department 2012 Targets \$ 8,423
Difference (Savings) from Finance Targets \$0

SUBTOTAL \$ **675,693**

DEPARTMENT REVENUES

1 Department of Commerce - TDR Planning Grant 2012 carryover \$ 87,000
2 Interdepartmental Allotment - Capital Facilities Plan \$ 19,000

TOTAL DEPARTMENT REVENUES \$ 106,000

TOTAL EXPENDITURES \$ **675,693**

Less Grant/Project Revenues (Excluding Fees, Payments, or Fines) \$ (106,000)

GRAND TOTAL \$ **569,693**

Finance Department 2011 Targets \$ 655,729
Difference (Savings) from Finance Targets \$ (86,036)
Essential Supplemental Items: \$ 85,915

Budget Comparison		2010	2011	2012	2011-2012
		Approved	Approved	Proposed	% increase /decrease
001-4-524.20	INSPECTIONS, PERMITS, CERTIFICATE & LICENSES	\$ 203,625	\$ 154,889	\$ 152,363	-1.63%
001-4-558.60	PLANNING & COMMUNITY DEVELOPMENT	\$ 536,769	\$ 614,405	\$ 514,907	-16.19%
001-4-559-20	HOUSING AND COMMUNITY SERVICES	\$ 8,990	\$ 8,990	\$ 8,423	-6.31%
	SUBTOTAL	\$ 749,384	\$ 778,284	\$ 675,693	-13.18%
DEPARTMENT REVENUES					
	1 Department of Commerce - TDR Planning Grant 2012 carryover	\$ -	\$ 97,000	\$ 87,000	
	2 Interdepartmental Allotment - Capital Facilities Plan	\$ -	\$ -	\$ 19,000	
	SUBTOTAL	\$ -	\$ 97,000	\$ 106,000	9.28%
	TOTAL EXPENDITURES	\$ 749,384	\$ 681,284	\$ 569,693	-16.38%

Public Works



PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

001-5-518.30	OTHER GOVERNMENTAL SERVICES/CURRENT EXPENSE	526,242	
518.30.10	SALARIES & WAGES Public Works employees do miscellaneous jobs and repairs in City Hall.	5,000	
518.30.20	PERSONNEL BENEFITS	2,250	
518.30.30	SUPPLIES	1,000	
.31	Office and Operating Supplies	1,000	
	Cleaning materials	200	NOTE 1
	Misc. repair parts	200	
	New Equipment	300	NOTE 2
	Painting Supplies	300	NOTE 3
518.30.40	OTHER SERVICES AND CHARGES	419,992	
.41	Professional Services (ABM)	35,000	NOTE 4
.42	Communications	2,400	NOTE 5
.45	DNR Leases (2011)	21,620	NOTE 6
.46	Insurance	281,177	
.47	Public Utility Services	52,425	
	Electricity	44,000	
	Natural Gas	2,500	
	Water/Sewer	5,000	
	Storm Drainage	925	NOTE 7
.48	Repairs and Maintenance	27,370	
	Maintenance at 213/215 Prospect Lot	200	
	Repairs	600	NOTE 8
	Phone System Repairs	600	NOTE 9
	Electrical Repairs	600	
	Alarm Monitoring	900	
	HVAC Maintenance	16,000	NOTE 10
	Elevator Maintenance	6,000	NOTE 11
	Fire System Maintenance	2,470	NOTE 12
559.30.63	PSE Schedule 74 Bay Street Underground Design To reimburse Puget Sound Energy for Phase 1 completion in 2011 of the Bay Street Undergrounding Project	98,000	

The priority of Facilities is to maintain what we have.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

- NOTE 1: Cost of cleaning materials included in the janitorial contract, this line item pays for paper towels, which are not included in this contract.
- NOTE 2: The Community Service Supervisor maintains the City Hall, Prospect Street Rentals, Library, Active Club, and the Public Works Shop. This budget item allows for a piece of equipment, such as a vacuum cleaner, to be replaced. These funds would be used to replace this type of equipment, if it was necessary. Portion for City Hall is paid from this fund category.
- NOTE 3: The City/Community Services Supervisor will do regular maintenance to include painting of interior of building.
- NOTE 4: City Hall, Library, City Shop, and Active Club are maintained by a contract janitorial service that runs calendar year. The 2012 total contract is expected to be \$71,510. The portion for City Hall is \$35,000. Exterior window cleaning will be done by City personnel.
- NOTE 5: Communications include the pay phone for City Hall, the elevator alarm line and the fire alarm telephone. (Pending transfer from Paetec to Qwest for services.)
- NOTE 6: The City pays Department of Natural Resources (DNR) for leasing parking on the waterfront between the Marina and the Library.
- NOTE 7: Storm Drainage is for storm drainage fees for the City gravel parking lot at 213/215 Prospect and City Hall impervious surfaces.
- NOTE 8: This is for preventive maintenance of City Hall.
- NOTE 9: The City contracts for phone system repairs within City Hall.
- NOTE 10: The City contracts with an HVAC company for preventive maintenance of the City Hall and Library HVAC system, which includes the fans, motors, and exterior chiller. (Refer to 001.5.572.50.48)
- NOTE 11: The elevator in City Hall has a maintenance contract.
- NOTE 12: The building and elevator fire alarm systems have to be inspected and maintained annually. All fire extinguishers also have to be inspected and recharged if necessary.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

001-5-532.10	ENGINEERING/CURRENT EXPENSE	117,217
532.10.10	SALARIES & WAGES This is 20% of the Engineer's, 30% of the Office Mgr, 40% of the Secretarial, & 10% of the Assistant City Engineer's wages.	79,391
532.10.20	PERSONNEL BENEFITS	24,611
532.10.30	SUPPLIES	3,900
.31	Office and Operating Supplies	2,400
	Car expenses	400
	Car radio conversion to digital as required by FCC (1 EA)	1,400
	Office Supplies/Copy Paper	300
	Wide Format Copier Materials	300
.32	Fuel Consumed	<u>1,500</u>
532.10.40	OTHER SERVICES AND CHARGES	9,015
.41	Professional Services	250
	GIS Technical Support	<u>1,000</u>
.42	Communications	1,950
	Telephone/Fax Services	650
	Postage	650
	Phone Service	<u>650</u>
.43	Travel	750
.44	Advertising	400
.45	Rentals and Leases (Copier/Postage Mtr)	2,000
.48	Repairs and Maintenance	715
	Copier	300
	Office Equipment	115
	Vehicle Repair	<u>300</u>
.49	Miscellaneous	<u>2,950</u>
	Dues (incl. Water Conservation Assoc.)	900
	LIS Permit Software Fees	1,000
	Seminar fees	500
	Municipal Code Codification Fees	300
	Miscellaneous	50
	Printing	<u>200</u>
532.10.90	INTERFUND PAYMENT FOR SERVICES	<u>300</u>
.98	Interfund Transfer (Mechanic)	300

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

- NOTE 1: The budget includes \$500 for GIS support (County or City).
- NOTE 2: The Department's share for the copier lease is 20%.
- NOTE 3: Public Works currently has 5 licenses from Paladin Software for the LIS Permitting Software system.
- NOTE 4: This is Engineering's portion of the costs associated with updating the section of the Municipal Code that pertains to Engineering.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

001-5-572.20	LIBRARY SERVICES/CURRENT EXPENSE		0
	No longer applicable given the City becoming part of the KRL District		
572.20.50	INTERGOVERNMENTAL SERVICES		0
.51	Intergovernmental Professional Services	0	
001-5-572.50	LIBRARY FACILITIES /CURRENT EXPENSE		159,160
	Pursuant to the contract between the City and the Regional Library District (KRL), the City owns and maintains the Library building, but is not bound to capital improvements. Staff continues to work with KRL to identify capital improvement needs and/or deferred maintenance items and hope to find viable funding alternatives in the future.		
572.50.10	SALARIES & WAGES		2,000
	Public Works employees do small repairs of the Library building.		
572.50.20	PERSONNEL BENEFITS		360
572.50.30	SUPPLIES		950
.31	Office and Operating Supplies	950	
	Cleaning materials (i.e. Paper Towels)	200	
	Maintenance supplies	<u>750</u>	
572.50.40	OTHER SERVICES AND CHARGES		35,850
.41	Professional Services (ABM)	20,000	NOTE 1
.45	Rentals and leases	100	
.47	Public Utility Services	14,750	
	Electricity	8,600	
	Natural gas	3,000	
	Water/Sewer	2,750	
	Storm Drainage	<u>400</u>	
.48	Repairs and Maintenance	900	
	HVAC Maintenance	900	NOTE 2
.49	Miscellaneous	<u>100</u>	
594.72.60	CAPITAL EXPENDITURES		120,000
.62	Library Roof Replacement	120,000	
	Carry-over from 2011. Additional funding needed (see Supplemental) Possible funding from Fund 302 REET		

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

- NOTE 1: City Hall, Library, City Shop, and Active Club are maintained by a contract janitorial service that runs calendar year. The 2012 total contract is expected to be \$71,510. The portion for the Library is \$20,000.
- NOTE 2: The City contracts with an HVAC company for preventive maintenance of the City Hall and Library HVAC system, which includes the fans, motors, and exterior chiller. (Refer to 001.5.518.30.48)

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

001-573.00.00	SPECTATOR & COMMUNITY EVENTS/CURRENT EXPENSE	32,623
	FESTIVAL OF CHIMES & LIGHTS	
001-573.90.10	SALARIES & WAGES	15,373
	Public Works	9,572
	Deputy Clerk	<u>5,801</u>
	(No Police Overtime Budgeted for 2012)	
001-573.90.20	PERSONNEL BENEFITS	6,000
001-573.90.30	SUPPLIES	2,200
.31	Office and Operating Supplies	2,100
	Tree & Misc	2,100
.32	Fuel Consumed	<u>100</u>
001-573.90.40	OTHER SERVICES AND CHARGES	9,050
.44	Advertising	6,000
.45	Operating Rentals & Leases	2,100
	Manlift (decorate tree and Downtown)	2,000
	Canopy and Generator	<u>100</u>
.48	Repairs & Maintenance	100
	Misc R&M	50
	L&I Electrical inspection	<u>50</u>
.49	Miscellaneous	<u>850</u>
	Fireworks & Barge	0
	Printing (Maps, schedules, flyers)	300
	Audio	300
	Carolers	0
	Misc (incl. rubber stamps, prizes)	<u>250</u>
SUBTOTAL PUBLIC WORKS GENERAL FUND		835,242

Supplemental Budget Requests

Public Works (Current Expense)

2012 Supplemental Budget Requests Total	564,000
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001.5.518.30.48	City Hall Improvements	389,000
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This funding is proposed REET money in 2013 after CFP update

Interior Prep and Paint	80,000
Exterior Prep, Caulk and Paint	75,000
Brick Cleaning & Sealing	20,000
Window Caulking	22,000
Window replacement	90,000
Water Intrusion	100,000
Carpet Cleaning	2,000

001.5.594.18.64	New Transfer Switch for Generator and Electrical	105,000
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The City Hall Generator is in need of a transfer switch (and panel reconfiguration) that will allow the power to be shifted to the main power or generator without manual switching, which is hazardous.

001.5.594.72.62	Library Roof Replacement	70,000
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In addition to carry-over from 2011 to complete the project as currently designed. Possible funding from Fund 302 REET.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

101-5-540.00.00 STREET FUND	1,046,126
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542.30.00	ROADWAY	108,075
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This budget item allows for the maintenance and repair of existing roads. Typically this is considered grading and patching.

542.30.10	Salaries & Wages		69,000
542.30.20	Personnel Benefits		29,325
542.30.30	Supplies		4,250
	Asphalt	2,500	
	Crushed rock	1,000	
	Supplies	250	
	Auto parts & fuel	500	
542.30.40	Other Services		5,500
	Printing	250	
	Saw cutting	250	
	Vehicle Repairs	2,500	
	Dump Fees	2,500	

542.61.00	SIDEWALKS	10,025
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This budget provides for the repair of sidewalks on a limited basis. It is used to allow the City to replace specific sections as needed.

542.61.10	Salaries & Wages		3,000
542.61.20	Personnel Benefits		1,275
542.61.30	Supplies		4,750
	Concrete	2,000	
	Fuel	250	
	ADA Access	2,500	
542.61.40	Other Services & Charges		1,000
	Grind Sidewalks	500	
	General Maintenance	500	

NOTE 1

NOTE 1: The City has a responsibility to meet ADA standards on the streets. This budget allocation provides for work that may be identified in 2012.

542.63.00	STREET LIGHTING	122,125
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This budget provides for the operation and maintenance of streetlights.

542.63.10	Salaries & Wages		1,000
542.63.20	Personnel Benefits		425
542.63.30	Supplies		700
	Marque sidewalk lights	500	

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

	Misc Supplies	<u>200</u>	
542.63.40	Other Services & Charges		<u>120,000</u>
	Includes electricity for McCormick Woods		

542.64.00	TRAFFIC CONTROL DEVICES	174,575
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In addition to sign maintenance, this budget provides for the operation and maintenance of traffic signals. Kitsap County Public Works repairs the signals, intersection lights and other traffic control devices (school zones, etc.) by interlocal agreement. The budget item also allows for traffic signs, annual street striping and speed bumps.

542.64.10	Salaries & Wages	53,000	NOTE 2
542.64.20	Personnel Benefits	22,525	
542.64.30	Supplies	5,300	
	Standard Street signs/posts	3,000	
	MUTCD Manuals	0	
	Traffic Counters	200	NOTE 3
	Fuel	500	
	Barricades	200	
	Grinder/Painter	0	
	Paint & Supplies	1,000	
	No Parking Posters	400	
	Speed bumps Asphalt	<u>0</u>	
542.64.40	Other Services & Charges		<u>93,750</u>
	Contract with Kitsap County/WSDOT	35,000	
	Electricity for signal	5,000	
	Street striping (Includes McCormick Woods)	29,000	
	Buttons	3,000	
	Thermoplastic	14,000	
	Specific Street Signs	750	
	Sign Replacement	1,000	
	Guardrail Repair	<u>6,000</u>	

NOTE 2: The two seasonal workers utilized in previous years were moved to supplemental.

NOTE 3: Traffic counts are needed throughout the City and at McCormick Woods Drive and Old Clifton Road and McCormick Woods Drive and Glenwood Road.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

542.65.00 PARKING FACILITIES 5,888

This budget provides for the maintenance of the parking lots.

542.65.10	Salaries & Wages		3,500
542.65.20	Personnel Benefits		1488
542.65.30	Supplies		500
	Fuel	250	
	Supplies	<u>250</u>	
542.65.40	Other Services & Charges		<u>400</u>
	Printing	200	
	Signs	200	

542.66.00 SNOW AND ICE CONTROL 81,625

The Department cannot predict how much effort will be needed each winter. This budget item pays for the Public Works Department to be called out to sand icy roads, as needed. When a winter storm does arrive, the Public Works crew splits into two 12-hour shifts until the event is over. The shifts then respond to the snow and ice 24 hours a day, as long as the roads need to be cleared. If all the budget money is not used, it is part of cash carry-over for the next year.

542.66.10	Salaries & Wages		45,000
542.66.20	Personnel Benefits		19,125
542.66.30	Supplies		<u>12,500</u>
	Fuel	6,000	
	Sand	4,000	
	Repair parts	2000	
	Miscellaneous	<u>500</u>	
542.66.40	Other Services & Charges		<u>5000</u>

542.70.00 ROADSIDE 44,375

This budget item provides for roadside maintenance and cleaning. Brush cutting, grading, and hauling abandoned trash to the landfill are typical activities.

542.70.10	Salaries & Wages		25,000
542.70.20	Personnel Benefits		10,625
542.70.30	Supplies		8,000
	Fuel	750	
	Repair parts	750	
	Noxious Weed Abatement	250	
	Tree Removal	6,000	
	Small Equipment	<u>250</u>	

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

542.70.40	Other Services & Charges		750	
	Noxious Weed Abatement	500		NOTE 4
	Dump Fees	250		

NOTE 4: These are start up costs for a State required program. Future years will require more City funding. Potential here for a contract with Kitsap County.

542.80.00 ANCILLARY OPERATIONS (City Cleanup) 14,775

City Cleanup occurs twice a year, Spring and Fall.

542.80.10	Salaries & Wages		9,000	
542.80.20	Personnel Benefits		3,825	
542.80.30	Supplies		800	
	Fuel	750		
	Tarps	50		
542.80.40	Other Services		1,150	
	Advertisements	150		
	White Goods	500		
	Landfill Costs	500		

542.90.00 MAINTENANCE ADMINISTRATION 73,875

This budget item provides funding for the vehicle and equipment expenses.

542.90.10	Salaries & Wages		35,000	
542.90.20	Personnel Benefits		14,875	
542.90.30	Supplies		23,000	
	Fuel	500		
	Misc. tools	500		
	Supplies	2,000		
	Truck repair parts	20,000		NOTE 5
542.90.40	Other Services		1,000	
	Hazmat - parts cleaner	500		
	Vehicle Repairs	250		
	Fire Extinguisher Inspections	250		

Note 5: Includes 9 vehicles for mandated radio upgrades before 2013

543.10.00 MANAGEMENT 114,182

This item comprises 20% of the Engineer's, 50% Supervisor's and 8% of the Mayor's salaries for supervision.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

543.10.10	Salaries & Wages	75,144	
543.10.20	Personnel Benefits	33,815	
543.10.40	Other Services & Charges	<u>5,223</u>	
	KRCC Transportation	2,723	NOTE 6
	Update Road Standards	<u>2,500</u>	NOTE 7

NOTE 6: The County, Kitsap Transit, and each city contribute a portion of the expense for KRCC to coordinate the transportation grant program.

NOTE 7: The City needs to finalize updates the City road standards (including lights) to reflect the changes in the engineering standards.

543.30.00	GENERAL SERVICES	106,950
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This item comprises 12% of the Treasurer, 16% of Asst. Treasurer, 10% HR, a portion of the public works office manager and secretaries and some of the accounting assistants' salaries for accounting services.

543.30.10	Salaries & Wages	69,000	
543.30.20	Personnel Benefits	29,325	
543.30.30	Supplies	1,500	
	Office Supplies	1,500	
543.30.40	Other Services & Charges	<u>7,125</u>	
	Telephone	600	
	Audit	700	NOTE 8
	Copy machine	800	
	Municipal Code Codification Fees	500	NOTE 9
	Claims for Damages	1,000	NOTE 10
	Legal expenses	2,000	
	CDL Licenses	600	
	CDL Physicals	<u>925</u>	

NOTE 8: The utility's share of the Annual State Audit cost.

NOTE 9: This is Road's and Street's portion of the costs associated with updating the section of the Municipal Code that pertains to Roads and Streets.

NOTE 10: Claims reimbursement is to reduce the number of AWC Insurance Claims for minor claims the City submits for processing.

543.50.00	ROAD AND STREET FACILITIES	49,982
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This provides the funding for the Street Department buildings.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

543.50.10	Salaries & Wages	27,566	
543.50.20	Personnel Benefits	11,716	
543.50.30	Supplies	200	
543.50.40	Other Services & Charges	<u>10,500</u>	
	Laundry Service	500	
	Electricity	1,500	
	Natural gas	2,000	
	Utilities (Water/Sewer/Storm)	1,000	NOTE 11
	Repairs	250	
	Janitorial Services for Shop	<u>5,250</u>	NOTE 12

NOTE 11: Utilities are for the water, sewer and storm drainage fees for the City Shop, South Shed, Decant Facility, and Lloyd Parkway Properties.

NOTE 12: City Hall, Library, City Shop, and Active Club are maintained by a contract janitorial service that runs calendar year. The 2012 total contract is expected to be \$71,510. The portion for the City Shop is \$5,250.

543.60.00	TRAINING		1,675
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This budget provides for one employee to attend the annual meeting on street maintenance. If the ESA rules or other circumstances require additional maintenance training, funds are provided for the City to participate in County training programs.

543.60.10	Salaries & Wages	1,000
543.60.20	Personnel Benefits	425
543.60.40	Other Services & Charges	<u>250</u>

595.00.00	ROAD & STREET CONSTRUCTION		138,000
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595.30.63	RESIDENTIAL PAVING PROGRAM		125,000
	Annual paving program. Funds may transfer from REET - Fund 302		

595.61.63	SIDEWALK REPLACEMENT PROGRAM	13,000
	This budget item provides funds to continue replacing bad sections of residential sidewalks throughout the City or upgrading ADA curb ramps.	

TOTAL PUBLIC WORKS GENERAL FUND			1,881,368
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Supplemental Budget Requests

Street

2012 Supplemental Budget Requests Total	1,832,900
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- | | | |
|------------------------|---|----------------|
| 101.5.542.30.40 | <p>JPA Pre-Design - Streets</p> <p>Develop Pre-Design Report & Conceptual Roadway Plan for the Joint Planning Area (JPA). See supplemental sections for 401.5.501.38.40 for Water/Sewer and 421.5.542.40.40 for Storm as needed to complete this activity.</p> | 40,000 |
| 101.5.542.90.30 | <p>10-Ton Capacity Combination Air Lift & Support Stand</p> <p>These two air jacks can be used to lift and support the heavy trucks from the front or rear of the vehicles. Total cost of \$3,000 is split between Street, Water/Sewer & Storm Drainage (see supplements for other utilities).</p> | 1,000 |
| 101.5.542.61.30 | <p>Paint Marque</p> <p>The underside of the marquee in Downtown requires paint.</p> | 7,500 |
| 101.5.542.61.40 | <p>Marquee Sidewalk Retrofit</p> <p>This would allow the city to fix the problems in the downtown area where water from the marquee pools on the sidewalk during rain events.</p> | 10,000 |
| 101.5.542.63.40 | <p>Bay Street Street Lighting Design and Replacement Program</p> <p>For the design and replacement program of +/-25 existing Bay Street city owned street power poles for lighting (old power poles converted to street light use) are rotting at the base and are in need of replacement. Will be replaced with 15 new street lights on south side of Bay Street. Includes marquee modifications as</p> | 600,000 |
| 101.5.542.90.30 | <p>Low Profile Transfer Tanker</p> <p>This transfer tanker will be used to drain engine oil out of the larger diesel engines in the City trucks and other equipment. Total cost of \$1200 is split between Streets/Water/Sewer/Storm Drainage (see supplements for other utilities).</p> | 400 |

101.5.594.42.64	2 Gas or Solar Powered Reader Boards This would allow the City to post changeable messages for events and road closures throughout the city.	35,000
101.5.594.42.64	10 Yard Dump Truck With the McCormick Woods annexation the City added 22 lane miles requiring maintenance, a part of this maintenance includes snow plowing and ice control during winter weather which will require one additional plow (see below).	150,000
101.5.594.42.64	Arrow Board for Back of the Truck The City staff will purchase an arrow board that will be mounted behind our trucks to provide for safe traffic control when dealing with emergency work.	15,000
101.5.594.42.64	Bend Pack Four Post Hydraulic Hoist This hoist system can be used to lift all of the City's heavy trucks, International Dump Trucks, Vacon truck, sweeper truck, and the lighter 1 ton trucks. Total cost of \$30,000 is split between Streets, Water/Sewer & Storm Drainage (see supplements for other utilities).	10,000
101.5.594.42.64	Flail Head for Brush Cutter This will allow staff to purchase a flail head to enhance the capability of the City's brush cutter.	7,000
101.5.594.42.64	Grader for Alley's et al This would allow Public Works employees to grade alleys and would also be able to be used during snow and ice removal.	250,000
101.5.594.42.64	New Pick-up Trucks This would replace two of the street pick-ups (Numbers 10 and 26) from 1995 and 1999. They are worn out and experiencing metal fatigue. The old trucks will be surplus.	50,000
101.5.594.42.64	5 Yard Dump Truck This would replace #24 a 1990 Ford F800 Dump Truck with the 5 yard bed. It is worn out and experiencing metal fatigue. To complete maintenance during winter operations a new plow mount is also required (see below). The old truck and plow will be surplus together.	50,000

101.5.594.42.64	Purchase an Aerial Lift Bucket Truck The City staff will use this bucket truck primarily for street (tree limbing & light repairs) and some parks purposes.	95,000
101.5.594.66.64	Hydraulic Powered Sander for Truck This will provide staff with the ability to purchase a new sander box for the truck.	10,000
101.5.594.66.64	Snow Plow Attachment for 5 Yard Dump Truck This would replace the snow plow attachment for the replacement truck, #24 a 1990 Ford F800 Dump Truck, with the 5 yard bed. It is worn out and experiencing metal fatigue. The truck is listed above. The old truck and plow mount will be surplus together.	20,000
101.5.594.66.64	Snow Plow Attachment for 10 Yard Dump Truck With the McCormick Woods annexation the City added 22 lane miles requiring maintenance, as part of this maintenance snow plowing and ice control will require one additional dump truck (see above) and plow attachment.	40,000
101.5.595.30.63	Bay Street Pedestrian Pathway (Enhancement) Right-of-Way Easement Acquisition Services Universal Field Services proposal for the next phase of work (acquisitions) to include project funding estimate, administrative offer summary, negotiations, and right-of-way certification as required for the next achievable milestone on the Bay Street Pedestrian Pathway Project. Does NOT include funding for actual acquisitions. Funding may come from REET.	102,000
595.30.63	TRAFFIC IMPACT FEE The City needs to create traffic impact fees and complete the transportation plan. Impact fees will be paid by developers during their permitting process. This will allow for a consultant to complete & recommend rate structure to the City and finish the transportation element of the comprehensive plan.	20,000
595.30.60	RESIDENTIAL PAVING PROGRAM Annual paving program. Funds may transfer from REET - Fund 302	320,000

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

102.5.590.00.00 ARTERIAL STREET

395,000

Arterial Street provides the matching share for the federally funded highway projects. In 2012, the City will work on two grant funded projects. Please see below for current projects.

TREMONT STREET WIDENING

325,000

Tremont Street Widening Project is the largest of the federal aid projects the City is currently working on. This project will widen Tremont Street from Port Orchard Boulevard to State Road 16 and install two roundabouts. The City was successful in obtaining several million dollars from Surface Transportation Program (STP) and Kitsap Regional Coordinating Council (KRCC) for design and right of way acquisition. This Total Project Cost appears to be about a \$17 million (\$14 million Construction) and is anticipated to be constructed in 2013/2014. Right-of Way Certification assumed to be completed in early 2012. Construction funding still needs to be acquired.

595.10.00 ENGINEERING 55,000

.10 SALARIES

.20 BENEFITS

.63 OTHER IMPROVEMENTS

Design/Engineering

55,000

595.20.00 RIGHT OF WAY 270,000

.10 SALARIES

.20 BENEFITS

.61 LAND

Includes remaining R/W acquisitions and Miller
Demo @ \$20,000(not grant funding eligible)

270,000

CEDAR HEIGHTS JR. HIGH SCHOOL SIDEWALK (CONSTRUCTION)

70,000

Construction for a new concrete sidewalk from Lippert Drive to Cedar Heights Jr. High School began in 2006, a redesign was completed in 2011. The new sidewalk needs to include increasing the capacity of the culvert system at Pottery and Lippert due to past flooding issues. The storm water addition for the design was not included in the grant and will need to be funded from the Storm Drainage Fund budget for a total of \$25,000 (See Storm Drainage Budget). Redesign to be completed within 2011. The City will rebid the project for construction in early 2012 if additional funding is secured (TIB application pending).

595.11.00 ENGINEERING 0

.10 SALARIES

.20 BENEFITS

.63 OTHER IMPROVEMENTS

0

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

Peer Design Review

595.71.00 CONSTRUCTION		70,000
.10 SALARIES		0
.20 BENEFITS		0
.63 OTHER IMPROVEMENTS		<u>70,000</u>

Contract

City of Port Orchard PW Dept applied for 400k grant through TIB.

If successful, construction to occur in 2012.

TOTAL ARTERIAL STREET 395,000

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

401-5-501.38	WATER AND SEWER UTILITIES	4,021,180	
501.38.10	SALARIES	873,932	
501.38.20	PERSONNEL BENEFITS	349,573	
501.38.30	SUPPLIES	118,000	
	Auto parts (incl radio conversion x 15 ea)	20,000	
	Bremerton water	8,000	
	Chlorine (McCormick Sewer)	5,000	NOTE 1
	Chlorine (Water System)	10,000	NOTE 2
	Consumer Confidence Report (CCR)		
	Letters/H2O Use Efficiency Supplies	2,000	NOTE 3
	Cross Connection Control Program	4,000	NOTE 4
	Crushed rock	1,000	
	Fluoride	2,500	
	Fuel	5,000	
	Hydrant repair parts	2,000	
	McCormick sewers parts	2,000	NOTE 5
	McCormick water parts	2,000	NOTE 6
	Meter parts	2,000	
	Meters-Touch Read Conversion	4,000	NOTE 7
	Misc. supplies	4,000	
	Pipe	4,000	
	Public Works materials	2,500	NOTE 8
	Pump Station Odor Control Supplies	10,000	NOTE 9
	Sewer mains parts	8,000	
	Sewer service pumps & parts	10,000	
	Telemetry parts	2,000	
	Water mains parts	8,000	
501.38.40	OTHER SERVICES & CHARGES	916,800	
	Annual State audit	5,000	NOTE 10
	Asphalt sawing	1,500	
	Beeper	200	
	Billing Software Maintenance	7,000	NOTE 11
	Blackjack Creek Mitigation	3,000	
	Calibrate sewer meter	2,000	
	Carpet Cleaning at Shop	1,000	
	CDL Licenses	100	
	CDL Physical	500	
	Certification Training	3,000	
	Chlorinator Repairs	4,000	

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

City Franchise Tax (5%, B&O Tax)	192,750	NOTE 12
Claims for Damages	2,000	NOTE 13
Copier maintenance	900	
Credit Card Program	5,000	
Cross Connection Control Program	5,000	NOTE 14
DOH Permit	5,000	
Electricity	121,000	
Equipment rental	2,000	
Fuel Tank Replacement	7,000	NOTE 15
Insurance (AWC)	154,000	
Laundry	400	
Leak Detection	25,000	NOTE 16
Legal	8,000	
McCormick STEP Service Calls	25,000	NOTE 17
McCormick STEP System Tank Pumping	16,000	NOTE 18
Miscellaneous Equipment	2,500	NOTE 19
Miscellaneous repairs	12,000	
Municipal Code Codification Fees	1,500	NOTE 20
Natural gas	2,500	
Office Copier	800	NOTE 21
Postage	2,000	
Printing	500	
Pump repairs	18,000	
Renew operator certificate	300	
Sanitary Sewer Main Maintenance	65,000	
Includes labor & equipment for root foaming, root cutting, pipe cleaning, TV inspection, pipe patch -CIPP point repairs, joint grouting & lateral grouting		
Shop Janitorial Services	7,250	NOTE 24
State Excise tax	78,000	NOTE 25
Storm Drainage Utility Fee	100	
Telephones/Cell phones/Verizon	5,000	
Travel	3,000	
Underground location fees	4,000	
Update Utility Standards	12,000	NOTE 26
Water/Sewer Utility Bill (Facilities)	7,000	
Water testing, routine	7,000	
Reservoir Cleaning	32,000	NOTE 27
Well testing, VOC, IOC and Chlorine Res	10,000	NOTE 28
Wet well pumping	40,000	NOTE 29
USGS Groundwater Study - KPUD	10,000	NOTE 30

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

501.38.50 INTERGOVERNMENTAL SERVICES (SKWRF) 1,369,710
 The City pays 48% of the operational cost of the South Kitsap Water Reclamation Facility (formerly joint wastewater treatment facility).

582.34.77 REDEMPTION OF LONG TERM DEBT NOTES 7,000
 For each home which connects to the McCormick Woods water system, the City may transfer funds from #403 to #401 \$700 to pay McCormick Woods Partners. It is anticipated that up to 10 homes will be connected in the year 2012.

401.5.594.38.60 CAPITAL OUTLAY FOR WATER SEWER 324,445

594.38.62 BUILDINGS AND STRUCTURES 90,000
 4-Stall Carport at PW Shop 90,000
 Second 4-Bay Carport at Public Works Shop to provide cover/protection of City vehicles/equipment. Possible funding from #403 Reserve.

594.38.63 IMPROVEMENTS OTHER THAN BUILDINGS 60,000
 Well #9 Water Quality Upgrades (See Supplemental) 0
 Final design and construction of needed water quality improvements at Well #9 pursuant to 2011 Pre-Design Report findings. Possible funding from #403 Reserve

Well #11 Construction (See Supplemental) 0
 Pursuant to the 2011 Final Design "PS&E" for the DOH mandated replacement of Well #1, #2 & #3 at McCormick Woods. Possible funding from #403

Sewer Main Lining 60,000
 The City will continue to line sanitary sewer mains within various streets (as identified by 2011 TV results) in various areas of the City. This is a systematic and affordable method to repair older pipes, reduce infiltration and extend pipe life (refer to 401.5.501.38.40 Sanitary Sewer Main Maintenance.)

594.38.64 MACHINERY AND EQUIPMENT 174,445

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

	McCormick STEP Conversion to Grinder Pumps Year 2 (See Supplemental) There are currently 579 homes on STEP Systems within McCormick Woods. Over the next 10-year period, the City will replace 60 STEP Systems per year with grinder pumps at an estimated cost of \$6,000 per system or a total of \$360,000 including tax. Possibly funded from #403 Reserve	0
	300 KW Portable Generator In 2011, this funded item was unable to be completed due to additional site specific electrical upgrade costs. Additional costs have been added.	140,000
	Telemetry Additions The new SCADA Telemetry system is operational. The City needs to add the sewer lift stations and the water system not currently on the system into the telemetry system. The telemetry system would monitor the automatic pumps, measure the volume of wastewater and water, and send out an alarm at low and high flows. (Funds may transfer from #403)	34,445
597.00	INTERFUND TRANSFER	61,720
	City Hall This budget item provides for the annual payment by the utility towards the new City Hall.	61,720
TOTAL WATER SEWER		4,021,180

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

- NOTE 1 The two large pump stations that pump the McCormick Woods wastewater through the force main on Old Clifton Road use chlorine to reduce the odor of the septic effluent. The concentrated chlorine liquid is kept in 300-gallon tanks at each of the two pump stations. See Supplemental for odor control project (Section 401.5.594.38.62).
- NOTE 2 The water systems at the City and McCormick Woods are chlorinated. This budget item provides for the chemicals and supplies to accomplish this.
- NOTE 3 This item will provide for funding for printing and mailing of the consumer confidence report which needs to be completed annually and for water use efficiency.
- NOTE 4 This item is for residential and commercial property inspections for cross connections. This includes inspections, inventorying, and reporting as required by the State Department of Health. This line item provides for the cost of the mailings, printing in house, and miscellaneous mailing supplies.
- NOTE 5 The City is responsible for the operation and maintenance of the residential sewer pumps, septic tanks, and electrical system in McCormick Woods for the general mains. This budget item provides parts for the miscellaneous pipe repairs and electrical repairs for 635 homes (605 existing and 30 remaining).
- NOTE 6 The City is responsible for the operation and maintenance of the water system in McCormick Woods. This budget item provides for miscellaneous pipe repair parts and equipment parts for the general mains.
- NOTE 7 The City uses water meters which have to be manually read and often uncovered, which is labor intensive. In McCormick Woods, the City uses a “Touch Read” system which has the water information read electronically directly into the hand held computer. The Touch Read system has proven itself, and the City should be converting to it to reduce future labor expenses. As a multiyear process, the City has been converting neighborhoods to the more modern water meters.
- NOTE 8 This budget item provides for miscellaneous improvements on the Public Works Facility.
- NOTE 9 The two large sewer pump stations for McCormick Woods require annual replacement of the odor control chemicals. Otherwise there are noticeable odors.
- NOTE 10 The utility's share of the Annual State Audit cost.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

- NOTE 11 The City pays maintenance to support the utility billing software.
- NOTE 12 City Franchise Tax is for business and operating (B&O).
- NOTE 13 Claims reimbursement is to reduce the number of AWC Insurance Claims for minor claims the City submits for processing.
- NOTE 14 This item is for residential and commercial property inspections for cross connections. This includes inspections, inventorying, and reporting as required by the State Department of Health. This line item provides for the cost of setting up software to track annual inspections, commercial property inspections, and some possible training.
- NOTE 15 This item is for the fuel tank replacements associated with water and sewer facilities. 21,000 is allocated for water facilities at City Hall/Well #4 and Melcher Pump Station. 12,000 is allocated for the sewer facilities at the Marina Lift Station.
- NOTE 16 Specialized contractors can use hydro-phones to locate water leaks. The City periodically has portions of the water system inspected to find and repair water leaks from the mains or hydrants. This reduces the waste of water and demonstrates to the State that the City has an active program to conserve water. City to alternate between City water system and McCormick Woods water system, money in this years budget is for the McCormick Woods water system.
- NOTE 17 As a repair, the septic tanks of the homes in McCormick Woods are pumped. For a residential system failure, the tank would be pumped by a septic tank operator and this would eliminate the blockage. This item includes pumping, labor and parts.
- NOTE 18 As a preventive maintenance measure, the City would normally pump the tanks of 121 homes this year. The goal is to have each home's septic tank pumped about every 5 years. By scheduling this work, the department is trying to reduce the number of emergency responses. The department is also in the process of converting a handful of STEP Systems to grinder pumps each year. This funding if approved (located on the supplement), would allow for the pumping of 60 homes in 2012.
- NOTE 19 This item will provide for funding of additional equipment needed to do work to include safety equipment and confined space items.
- NOTE 20 This is Water and Sewer's portion of the costs associated with updating the section of the Municipal Code that pertains to Water and Sewer.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

- NOTE 21 The Utility's share for the copier maintenance is 20%.
- NOTE 22 To reduce infiltration, the City needs to finish grouting the sewer main under the baseball fields behind Givens Community Center and to grout at Kendal, Seattle and Austin Street.
- NOTE 23 Each year the City televises portions of the sewer system looking for pipe failures and to prepare the next year's work schedule. Systematic inspection of the sewer system complies with the AWC risk manager's recommendations.
- NOTE 24 City Hall, Library, City Shop, and Active Club are maintained by a contract janitorial service that runs calendar year. The 2012 total contract is expected to be \$71,510. The portion for water/sewer of the City Shop contract is \$6,000. Additionally, the balance of this item is for the Shop contract to replace area rugs weekly.
- NOTE 25 State Excise Tax is income tax the City is required to pay for water and sewer fees.
- NOTE 26 This is to update the Water and Sewer Utility Standards for Development in the Developer's Handbook.
- NOTE 27 Reservoir cleaning of Well 4, Well 6 and Well #11 distilling basins.
- NOTE 28 On annual basis, wells will be tested for water quality. Additional requirement for testing for chlorine byproducts is required because of the intertie with Bremerton's water system.
- NOTE 29 As a preventive maintenance measure, the City pumps certain wet well chambers of the sewer pumps. This removes considerable grease before it enters the collection system and reduces the wear and tear on the pumps. This includes city owned stations, step systems (Sidney Glen Elementary School and McCormick Woods), and Cedar Heights Junior High School.
- NOTE 30 This is an annual commitment 2011 thru 2016, with KPUD as Lead Agency for the City's portion of the USGS Kitsap County Groundwater Study.

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

WATER/SEWER CUMULATIVE RESERVE FUND 403

From Cumulative Reserve:

403 597.00	OPERATING TRANSFERS OUT TO 401	141,445
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	McCormick STEP System Conversion to Grinder Pumps	0
	There are currently 579 homes remaining on STEP Systems in McCormick Woods that have not had the opportunity to convert to grinder pumps. Over the next 9 year period, the City will replace 60 STEP Systems per year with grinder pumps at an estimated cost of \$6,000 per system or a total of \$360,000	

	Telemetry Additions	34,445
	The new SCADA Telemetry system is operational. The City needs to add the sewer lift stations and the water system not currently on the system into the telemetry system. The telemetry system would monitor the automatic pumps, measure the volume of wastewater and water, and send out an alarm at low and	

	USGS Groundwater Study KPUD #1 ILA - Year 2	10,000
	This is the City of Port Orchard's portion of USGS study, KPUD will act as the lead agency for this funding. This is the City's portion of USGS project for a five year program from 2011 to 2016.	

	4-Stall Carport at PW Shop	90,000
	Second 4-Bay Carport at Public Works Shop to provide	

	REDEMPTION OF LONG TERM DEBT NOTES	7,000
	For each home which connects to the McCormick Woods water system, the City may transfer funds from #403 to #401 \$700 to pay McCormick Woods Partners. It is anticipated that up to 10 homes will be connected in the year 2012	

TOTAL WATER/ SEWER CUMULATIVE RESERVE FUND 403		141,445
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Supplemental Budget Requests

Water Sewer

2012 Supplemental Budget Requests Total	12,559,000
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401.5.501.38.30 Extension Parts for Handhelds for Meter Reading 2,600
 This would provide two new extensions for the hand held units purchased in 2009 and will replace the current extensions for meter reading which are old and outdated. Possible funding from #403 Reserve.

401.5.501.38.30 10-Ton Capacity Combination Air Lift and Support Stand 1,000
 These two air jacks can be used to lift and support the heavy trucks from the front or the rear of the vehicles. Total cost of \$3,000 is split between Streets, Water/Sewer & Storm Drainage (see supplements for other utilities).

401.5.501.38.30 Low Profile Transfer Tanker 400
 This transfer tanker will be used to drain engine oil out of the larger diesel engines in the City trucks and other equipment. Total cost of \$1,200 is split between Streets, Water/Sewer & Storm (see supplements for other utilities).

401.5.501.38.40 Joint Planning Area Pre-Design Report - Water/Sewer Improvements and Topographic 100,000
 Develop Pre-Design Report & Conceptual Water/Sanitary Sewer plan for the Joint Planning Area (JPA). See Supplemental sections 101.5.542.30.40 for Streets and 421.5.542.40.40 for Storm Drainage and Mapping. Possible funding from #403 Reserves.

401.5.501.38.40 McCormick STEP Conversion to Grinder Pumps - YR 2 360,000
 There are currently 579 homes on STEP Systems within McCormick Woods. Over the next 10-year period, the City will replace 60 STEP Systems per year with grinder pumps at an estimated cost of \$6,000 per system or a total of \$360,000 including tax. Possibly funded from #403 Reserve

401.5.501.38.40	Utility Mailing Service Fee This would be a fee the utility would pay to allow a consultant to stuff the envelopes and mail the utility bills for utilities, including water, sewer and storm drainage. This will create a cost savings to the Treasurer's Staff time since bills are currently hand stuffed, and create a cost savings to the utilities. 67% funded by Water/Sewer and 33% funded by Storm Drainage.	10,000
401.5.501.38.40	Water Rights Attorney Funds needed to hire a water rights attorney to finalize existing and future water rights for all City water sources.	150,000
401.5.501.38.40	Well #4 Decommissioning As part of securing the water rights for Well #10, Well #4 needs to be abandoned. (Well #5 is already decommissioned.)	100,000
401.5.594.38.61/64	Marina Lift Station Final Design (PS&E) & Permitting Based upon the 2011 Pre-Design Report, this would provide final design PS&E and Permitting as required for design and	250,000
401.5.594.38.61/64	Rebuild of Bay Street Lift Station Final Design & Permitting Pursuant to the BHC 2010 Pre-Design Report, this would provide for final design of the Bay Street Sewerage Lift Station (located at 1213 Bay St.). Possible funding from #403 Reserve.	200,000
401.5.594.38.61/64	Rebuild of Bay Street Lift Station (Construction) Pursuant to BHC Final Design, this would provide for construction of the Bay Street Sewerage Lift Station (located at 1213 Bay St.). Possible funding from #403 Reserve.	750,000
401.5.594.38.61/63	Well #10 Construction Construction pursuant to future Well #10 final PS&E from PACE (see below). This also includes Well #6 pump house modifications design and construction.	6,000,000
401.5.594.38.63	Marina Lift Station Seawall Design/Build This is to repair the seawall at the Marina Lift Station before it fails and spills diesel into Sinclair Inlet. Possible funding source is #403.	400,000

401.5.594.38.63	McCormick Lift Station #1 & #2 Design Per BHC Engineering recommendations, pump station #1 & #2 rehabilitation of fatigued equipment, mitigate odor issues using modern technology, and housing and pump component repairs for the building. This item pays for pre-design and design. Possible funding source is #403.	200,000
401.5.594.38.63	McCormick Lift Station #1 & #2 Construction Rehabilitation and upgrade of aging and fatigued equipment. Possible funding source is #403.	1,500,000
401.5.594.38.63	McCormick Woods Golf Course Clubhouse Grinder Pump Design Design to retrofit existing clubhouse STEP system with grinder pump system.	10,000
401.5.594.38.63	Melcher Street Pump Station Construction In conjunction with Well #10 and Well #6 improvements, upgrades are required to the Melcher Street Pump Station. Possible funding source is #403.	250,000
401.5.594.38.63	Well #10 Design (PS&E) & Permitting Pursuant to PACE Pre-Design Report, this includes design of transmission main from Well #10 to Well #6, Well #6 site and Maple Street access road improvements at the well site. Possible funding source is #403.	625,000
401.5.594.38.63	Well #11 Construction Pursuant to the 2011 Final Design "PS&E" for the DOH mandated replacement of Well #1, #2 & #3 at McCormick Woods. Possible funding from #403 Reserve.	700,000
401.5.594.38.63	Well #9 Water Quality Upgrades Final design and construction of needed water quality improvements at Well #9 pursuant to 2011 Pre-Design Report findings. Possible funding from #403 Reserve	700,000

401.5.594.38.64	Bend Pack Four Post Hydraulic Hoist This hoist system can be used to lift all of the Cities heavy trucks, International Dump Trucks, Vacon truck, sweeper truck, and the lighter 1 ton trucks.	30,000
401.5.594.38.64	Crane Upgrade for Water Equipment Truck This will be used to upgrade the existing City truck with a stronger crane that provides more lifting capability. This is the equipment to lift sewer pumps out of stations.	20,000
401.5.594.38.64	New Pick-up Trucks This would replace two of the water and sewer pick-ups (Numbers 13 and 28) from 1998 and 1999. They are worn out and experiencing metal fatigue. The old trucks will be surplus.	50,000
401.5.594.38.64	Purchase a New Generator for Eagle Crest Sewer Lift Station This generator will provide emergency power to this lift Station. Possible funding from #403 Reserve.	50,000
401.5.594.38.64	Rebuild of Melcher Street Pump Station Design In conjunction with Well #10 and Well #6 improvements, upgrades are required to the Melcher Street Pump Station. Possible funding source is #403.	50,000
401.5.594.38.64	Well #7 Fluoride/Chlorine Equipment/Pumps Clortek T6 Upgrade is needed equipment for Well #7 to meet compliance with water standards. Possible funding source is #403.	25,000
401.5.594.38.64	Well #8 Booster Pump Control Valve Upgrade (Sidney Road) This item provides funding to replace the Singer Valve at the Booster Pump Station, which has become a maintenance problem.	5,000
401.5.594.38.64	New Sport Utility Vehicle This will replace the 2001 Blazer, currently with 118,000 miles. Currently the driver's door does not completely block the weather or close completely due to a bend body frame, the frame has extensive metal fatigue, and the vehicle is showing extensive wear. The old vehicle will be surplus.	20,000

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

421-5-542.00 .00 STORM DRAINAGE UTILITY		740,390
542.40 .00 STORM DRAINAGE		531,006
542.40 .10	SALARIES & WAGES	213,488
542.40 .20	BENEFITS	74,720
542.40 .30	SUPPLIES	12,380
	Concrete	1,000
	Fuel	6,000
	Office Supplies	1,000
	Pipe	1,000
	Vehicle Supplies (vacuum truck)	<u>3,380</u>
542.40 .40	OTHER SERVICES AND CHARGES	230,418
	Annual Audit (GASB Consultant)	1,000
	AWC Insurance	13,500
	Cell Phone Bills	1,500
	City Franchise Tax (5%)	36,800
	Claims for Damages	1,000
	Credit Card Program	5,000
	Decant Station Sewer	400
	Decant Station Sewer Permit Fees	600
	Electricity	2,100
	Equipment Rentals/Miscellaneous	25,000
	GAP Analysis	45,000
	Kitsap County for Public Outreach & Legal	4,000
	Municipal Code Codification Fees	200
	Natural Gas	1,000
	Pond Maintenance	42,453
	Postage	1,500
	Radio Upgrade (1 ea)	1,400
	Shop Fire Alarm Fees	365
	Signs	1,000
	Software maintenance (Springbrook)	1,000
	State Excise Tax	26,400
	Stormwater Permits	2,000
	Training Registrations	2,000
	Travel for Storm Drainage training	1,000
	Update Developer's Handbook	5,000
	Vacuum Truck Repairs	5,000
	Water/Sewer Fees	<u>1,700</u>

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

542.67 .00 STREET CLEANING 59,384

The City is required to establish and implement practices to reduce stormwater impacts associated with runoff from streets, parking lots, roads or highways owned by the City including street cleaning.

542.67 .10	Salaries & Wages		30,990
542.67 .20	Personnel Benefits		13,326
542.67 .30	Supplies		10,568
	Brooms	4,000	
	Repair parts	4,000	
	Fuel	2,568	
542.67 .40	Other Services & Charges		4,500
	Water Service for Sweeper Pad	1,500	
	Sweeper repair & maintenance	3,000	

595.40 .63 STORM DRAINAGE CONSTRUCTION 25,000

Cedar Heights Junior High Sidewalk/Pottery Lippert 25,000

The Pottery/Lippert culvert would collect water that now floods near the intersection of Pottery Avenue and Lippert Road and direct it to the open ditch in the southwest corner of the intersection. Additionally, design elements associated with storm drainage improvements associated with the Cedar Heights Sidewalk project are part of this line item. This project would be completed in conjunction with the Cedar Heights Sidewalk Project in Arterial Street. This project should be redesigned in 2011 with construction anticipated in early 2011 or early 2012.

TOTAL STORM DRAINAGE UTILITY OPERATING FUNDS 615,390

421.9.287.01 .00	Assigned Fund Balance - Equipment		125,000
	Utility Equipment Replacement	125,000	
	The Utility began the program by saving \$50,000 in 2010 and \$75,000 in 2011 for equipment replacement. An additional \$125,000 will be added in 2012		

TOTAL STORM DRAINAGE UTILITY 740,390

PUBLIC WORKS DEPARTMENT PRELIMINARY BUDGET

- NOTE 1 The City is required to have an annual audit from the State. This item provides some funding should the auditor look at the stormwater fund.
- NOTE 2 Claims reimbursement is to reduce the number of AWC Insurance Claims for minor claims the City submits for processing.
- NOTE 3 This study would look at the Storm Drainage Utility as a whole, compliance with the new NPDES Permit, and services in annexed areas, and determine areas where the City is excelling and areas where improvements could be made to become more efficient.
- NOTE 4 In 2009 the City entered into an Interlocal Agreement with Kitsap County Surface and Stormwater as part of a peninsula wide collaborative for Public Education and Outreach. In 2012 the City will need to continue to implement a social marketing campaign to address the highest contributors to stormwater pollution, enhance public awareness on stormwater and provide access to information resources, continue in education and outreach activities within the community to promote stormwater, and conduct the second survey to gauge understanding within the community.
- NOTE 5 This is Storm Drainage's portion of the costs associated with updating the section of the Municipal Code that pertains to Storm Drainage.
- NOTE 6 This line item provides for the necessary funding for contractors to complete the needed pond maintenance to City owned facilities.
- NOTE 7 This would be the contribution needed from storm drainage to update the stormwater section of the Developer's Handbook.

Supplemental Budget Requests Storm Drainage

2012 Supplemental Budget Requests Total		1,145,400
421.5.542.40.30	<p>SUPPLIES</p> <p style="margin-left: 40px;">10-Ton Capacity Combination Air Lift and 1,000 These two air jacks can be used to lift and support the heavy</p> <p style="margin-left: 40px;">Low Profile Transfer Tanker 400 This transfer tanker will be used to drain engine oil out of the</p>	1,400
421.5.542.40.40	<p>OTHER SERVICES AND CHARGES</p> <p style="margin-left: 40px;">Utility Mailing Service Fee 5,000 This would be a fee the utility would pay to allow a consultant to</p> <p style="margin-left: 40px;">Joint Planning Area Pre-Desgin Report 30,000 Develop a topographic base map for the Joint Planning Area</p> <p style="margin-left: 40px;">Improvements Other than Buildings 839,000</p>	35,000
421.5.595.40.63	<p>Farragut & Lawrence Storm Drainage 59,000 Residential neighborhood storm drainage improvements</p> <p style="margin-left: 40px;">Arnold Avenue Box Culvert Replacement 100,000 The existing culvert needs to be designed and constructed to</p> <p style="margin-left: 40px;">Ross Creek Box Culvert Replacement 100,000 Proposed culvert replacement at Ross Creek and SR166 as</p> <p style="margin-left: 40px;">Port Orchard Boulevard Culvert 500,000 This is a project to mitigate the flooding that occurs at the culvert</p> <p style="margin-left: 40px;">Decant Facility Expansion 80,000 This is a project to expand the decant area to allow the City to</p>	

Machinery & Equipment

270,000

421.5.594.40.40

Street Sweeper

260,000

The vehicle #22 is the street sweeper , it is a 2001, bought used,

Bend Pack Four Post Hydraulic Hoist

10,000

This hoist system can be used to lift all of the Cities heavy trucks,

Port Orchard Parks & Recreation



Public Works Department

PARKS and RECREATION DEPARTMENT PRELIMINARY BUDGET

001-5-576.80	PARKS/CURRENT EXPENSE	992,233
576.80.10	SALARIES & WAGES This is 5% of the Engineer's, and 4% of the Assistant Treasurer. Also included are the wages and clothing allowance of the Parks Department employee. This budget item provides for the 2 college students who begin their duties in June (\$9,120). Providing park maintenance and assisting on larger projects. Wages are \$9.50/hr for returning students and \$9.00/hr for first year workers. There are no fringe benefits.	79,536 NOTE 1
576.80.20	BENEFITS Regular Employees Summer Students	26,247
576.80.30	SUPPLIES	24,850
.31	Operating Supplies	24,050
	Vandalism repair parts	3,000
	Cleaning materials	2,000
	Repair Supplies	1,000
	Truck expenses (incl. car radio conversion)	1,700
	Equipment repair parts	450
	Active Club Park Improvements	10,000
	Mutt Mitts	1,400
	Fertilizer	1,000
	Equipment replacement	3,500
.32	Fuel Consumed	800
576.80.40	OTHER SERVICES AND CHARGES	56,100
.41	Professional Services (ABM)	11,600
	Janitorial & CDL Physical	11,600
.42	Communications	700
.44	Advertising	100
.45	Rentals & Leases	500
.47	Public Utility Services	17,800
	Electricity	5,800
	Natural Gas	2,200
	Water/Sewer	4,000
	Storm Drainage	5,800
.48	Repairs and Maintenance	24,000
	Vehicle & Equipment Repair	1,000
	Maintenance Tools	1,000

PARKS and RECREATION DEPARTMENT PRELIMINARY BUDGET

	Building Repair	6,000	
	Tree Cutting/Tree Spraying	7,000	NOTE 8
	Park Services Maintenance	9,000	
.49	Miscellaneous	<u>1,400</u>	
	Printing	200	
	Noxious Weed Control	600	
	Misc. (dumping fees)	550	
	CDL Licenses	<u>50</u>	
594.76.63	CAPITAL OUTLAY		805,500
.62	Active Club - RMSA required door panic hardware (Funds will transfer from Fund 302)	5,000	NOTE 9
.63	Blackjack Creek Trail	121,500	
	The total Grant required an \$84,000 match of City Funds from REET - Fund 302 and will be administered by Planning. \$60,000 of the total will be grant funding. For 2012 carry-over, \$50,600 from RCO grant and \$70,900 from Municipal Facilities Fund 302.		
.63	Dekalb Pier	679,000	
	Repair, Replace & Renovate. Department of Commerce funds allocated to the City within State 2012-2013 Budget.		

TOTAL PARKS			992,233
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PARKS and RECREATION DEPARTMENT PRELIMINARY BUDGET

- NOTE 1: In 2009, 2010 and 2011, Public Works reduced from 4 college students and 2 seasonal workers to only 2 college students to help with park maintenance. In 2012, Public Works will continue until the economy recovers.
- NOTE 2: The parks and particularly the playground restrooms experience vandalism. Money has been allocated for the repair of toilet fixtures and such with stainless steel fixtures.
- NOTE 3: This budget item provides recreational opportunity expenditures for tangible projects chosen by Council. 2012 will focus on the Active Club park amenities. This will be funded by the Recreation Reserve.
- NOTE 4: Every year, some piece of equipment fails and needs to be replaced. This budget item allows for the City to replace that unforeseen item without slowing down the work pace.
- NOTE 5: City Hall, Library, City Shop, and Active Club are maintained by a contract janitorial service that runs calendar year. The 2012 total contract is expected to be \$71,510. The portion for the Active Club is \$11,600.
- NOTE 6: Included in this budget item is \$500 to rent a portable toilet for Ross Point during the winter smelt season.
- NOTE 7: Storm Drainage is for storm drainage fees for the Active Club, Central Park, and Van Zee Park.
- NOTE 8: The City uses a contractor to spray and cut the trees in the downtown area to control caterpillars, fungus and remove dead or dying trees.
- NOTE 9: As required and pursuant to 2011 RMSA Loss Control Survey.

Supplemental Budget Requests

Parks & Recreation

2012 Supplemental Budget Requests Total	382,000
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001.5.576.80.31	Bike Rack A bike rack is needed to allow employees and citizens who ride their bikes to City Hall to conduct business to have a safe, secure location to lock their bike's up while here.	1,000
001.5.576.80.48	Ongoing Dekalb Street Pier Maintenance and Repair The Dekalb Street Pier needs ongoing maintenance and repairs to remain operational.	5,000
001.5.576.80.48	Active Club Improvements These funds would allow necessary repairs to the Active Club, such as bathroom upgrades, repair of broken windows, insulating the remaining windows and equipment replacement. This would be funded from the Recreation reserve.	46,000
001.5.576.80.48	Security Lighting for Some Park Areas This would allow the upgrade of existing lighting to make the parks more secure.	5,000
001.5.594.76.63	Central Park Irrigation System Cost to have a contractor install an automatic sprinkler system at Central Park.	25,000
001.5.594.76.63	Paul Power Park Design (Schematic & Final PS&E) Redesign of existing Paul Powers Park Facilities to accommodate potential youth sport activities.	90,000
001.5.594.76.64	Equipment Trailer for Parks Department Parks needs to replace their equipment trailer, this line item would allow for the purchase of a replacement trailer.	10,000
001.5.594.76.64	Riding Lawn Mower for Parks Maintenance The current Kubota riding lawn mower is 8 years old and starting to show wear.	20,000

001.5.576.80.48	Playground Surface Replacement	60,000
	Playgrounds are currently surfaced with pea gravel, this item would allow the pea gravel to be replaced with engineered (or rubber) wood chips.	
001.5.594.76.64	Playground Equipment	40,000
	The City would purchase equipment to be placed in a City playground. Possible funding could be a grant, donation or possible Park Reserves.	
001.5.594.76.64	New Pick-up Truck for Parks	30,000
	This would replace the park employee's pick-up (Number 9) from 1998. It is worn out and experiencing metal fatigue. The old truck will be surplused.	
001.5.594.76.64	McCormick Village Park Main Entry Monument	50,000
	This would be a sign that would show the MVP Plan for the park. Funding from this item would come from the McCormick Woods Park Restricted Fund Balance.	

Hotel / Motel





CITY OF PORT ORCHARD

City Clerk

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TO: City Council
 FROM: Port Orchard Lodging Tax Advisory Committee (LTAC)
 RE: **Recommendation of 2012 Lodging Tax Allocation**
 DATE: "*****"August 31, 2011

Committee Members: Councilmember Chang; Kathleen Wilson, Port Orchard Bay Street Association (POBSA); Chan Park, Comfort Inn; Diane Robinson, Kitsap Visitors Convention Bureau (KVCB); Dick Berg, Vista Motel; and Amy Iglio, POBSA. Absent: Heather Cole, Hidden Treasures B&B. Staff present: City Clerk Patti Kirkpatrick and Deputy City Clerk Brandy Rinearson.

The City of Port Orchard Lodging Tax Advisory Board met on August 31, 2011, at City Hall, at 3:00 p.m. The projected the lodging tax revenue for the 2012 budget year is \$71,000.

Based upon the City Treasurer's projected 2012 budget Revenue of \$71,000, the Lodging Tax Advisory Committee makes the following funding recommendations:

<u>2012 Lodging Tax</u>	<u>Request</u>	<u>Recommendation</u>	<u>%</u>
Audubon's Great WA Birding Trail	\$ 5,000	\$ 0	0%
Cedar Cove Days	\$17,500	\$ 8,400	13%
City Economic Development/Tourism Committee	\$25,500	\$ 13,400	20%
Fathoms O'Fun Festivals	\$10,500	\$ 6,600	10%
Fathoms O'Fun – Concerts by the Bay	\$ 7,500	\$ 3,750	6%
Kitsap Visitor Convention Bureau	\$18,000	\$ 17,500	26%
Port of Bremerton-Boater Bags	\$ 1,500	\$ 600	1%
Port of Bremerton – Kitsap Harbor Festival	\$ 3,600	\$ 1,800	3%
Port Orchard Bay Street Association	\$14,100	\$ 6,333	10%
Port Orchard Chamber of Commerce	\$18,956	\$ 6,125	9%
Sidney Museum and Arts Association	\$10,275	\$ 2,012	3%
Totals:	\$132,431	\$ 66,600	100%

Committee members discussed the purpose of Lodging Tax Revenue funding, changes to the requirements for eligibility to receive funding, and allowable uses of the monies. Lodging tax revenues are to be used for "tourism promotion" that will attract "out of town visitors" or "tourism-related facility acquisition and operation" (RCW 67.28.1815).

The following are summaries of the Committee's review and recommendations for the 2012 funding allocations:

Audubon's Great WA Birding Trail: The Audubon is seeking funding to offset costs for the brochures and advertising, promoting the ribbon cutting ceremony, and to help with the revealing of the final series at the State Capitol. It was noted that the brochures are already printed and include the birding areas of Port Orchard. The organization will be using social media extensively to promote their maps and trails. The requested funding amount is \$5,000. The Committee came to a consensus that the funding requested would not bring heads to beds, rather the funds would be used to offset costs of ceremonial events and traveling expenses.

❖ Recommended allocation: \$0 (0%)

Cedar Cove Days: Cedar Cove Association requested funding in 2009 to promote a four-day arts and literary festival in August 2009. Cedar Cove Association is looking to hold another four-day art and literary festival in August 2013 and their funding request is \$17,500. The Committee came to a consensus that although the event planning takes time; they felt the event planning would not bring heads in beds in 2012. The Committee support the request to update CCA's website and suggested CCA consider holding the event during the shoulder season when the hotels are not generally full.

❖ Recommended allocation: \$8,400 (13%)

City Economic Development/Tourism Committee:

The City's Economic Development/Tourism Committee submitted a request to promote easy access to local businesses that cater to family-related recreation and tourism. The requested funding amount is \$25,500, which included funding Sunday foot ferry services, signage, and other projects to be determined by the City's Committee. The LTAC Committee agreed that the City should be the leader in supporting the community with directional signage, downtown maps, and guidance to promote more sponsorships of local events. The Committee agreed that future Festival of Chimes and Lights should have a goal to be locally sponsored; and for the Economic Development Committee to collaborate with the KPVCB on regional media avenues.

❖ Recommended allocation: \$13,400 (20%)*

**The amount of \$4,000 to be dedicated to directional signage improvements.*

Fathoms O'Fun Festival:

Fathoms O'Fun Festival requested funding for 2012 to promote family recreational activities that attract and benefit local and regional residents as well as visitors from throughout the state, the country and internationally. Fathoms O'Fun Festival's funding request is for \$10,500. The Committee agreed that the Fathoms organization is a tremendous asset in spreading the word of the local Port Orchard Community events and recommends they continue to focus on sponsorships and fundraising efforts.

- ❖ Recommended allocation: \$6,600 (10%)

Fathoms O’Fun – Concerts by the Bay Committee:

Fathoms O’Fun Festival – Concerts by the Bay requested funding for 2012 to promote free family concerts that attract and benefit local and regional residents as well as visitors from throughout the state, the country and internationally. Concert by the Bay’s funding request is for \$7,500. The Committee agreed that while the event doesn’t necessarily put head in beds, they are considered a major local event.

- ❖ Recommended allocation: \$3,750 (6%)

Kitsap Peninsula Visitor & Convention Bureau (KPVCB):

The KPVCB requested funding for effectively marketing Port Orchard and the South Kitsap area as a premier Puget Sound tourist destination. The requested funding amount is \$18,000. The Committee recommended the KPVCB be the lead agency in promoting tourism and eliminating duplicate marketing efforts, and to work with non-profit organizations such as the Chamber in these efforts. Committee member Diane Robinson recused herself during this discussion.

- ❖ Recommended allocation: \$17,500 (26%)*

**the total amount to be proportionate to the other Cities’ allocations.*

Port of Bremerton-Boater Bags:

The Port of Bremerton submitted a request for \$1,500 for advertising promotion for “Welcome to Port Orchard” canvas totes, which are filled with local merchant coupons and discounts and given to visiting boaters. The Committee agreed that this event primarily supports the boaters and not the overall City, does not put heads in beds, and should be commercially supported

- ❖ Recommended allocation: \$600 (1%)

Port of Bremerton/Kitsap Harbor Festival:

The Port of Bremerton submitted a request for \$3,600 for advertising promotion for an annual festival promoting tourism in Kitsap County, including Port Orchard. The Committee believes the festival has merit, but recommended that the City of Bremerton support the festival equally.

- ❖ Recommended allocation: \$1,880 (3%)*

**the amount is conditional upon matching funds from the City of Bremerton.*

Port Orchard Bay Street Association:

Bay Street Association requested increased funding for 2012, which includes the Boating Season Kickoff and the Downtown Waterfront Art Walk for advertising and brochures. Bay Street Associations’ funding request is \$14,100. The Committee recommended this organization work with other organizations to maximize their advertising efforts; for all of the downtown business merchants to support the expense of the beautification of the planters; and to partner with the KPVCB in promotion and marketing of its collaborative efforts for better regional and tourism

results. Committee members Amy Iglie and Kathleen Wilson recused themselves during this discussion.

❖ Recommended allocation: \$6,333 (10%)

Port Orchard Chamber of Commerce:

The Chamber of Commerce submitted a request to increase distribution of consumer/tourism response packets and general media promotion of Port Orchard. The requested funding amount is \$18,956. The Committee recommended the Chamber focus on business retention; however, the Committee did support funding for the Chamber's efforts to serve as a visitor center annex, with the stipulation that they be open on the weekends. Further, the Committee recommended that the Chamber needs to form a closer working relationship with the KPVCB in relation to print and electronic media.

❖ Recommended allocation: \$6,125 (9%)*

**The Committee stipulated that \$4,000 be applied towards the Chamber being a KPVCB Visitor Center Annex that is open on the weekends, with the balance of funds to be used towards print and electronic media.*

Sidney Museum and Arts Association:

Sidney Museum and Arts Association submitted a request to increase publicity to increase tourism in Port Orchard through visits to the Sidney Gallery and Museums. The requested funding amount is \$10,275. The Committee supported funding to assist with the SMAA's website upgrades; however, the Committee recommended SMAA consider asking for a \$5 admission donation; charge a commercial rent for use of its space; and to be self-supporting. Further, the Committee felt SMAA should reduce its advertising in regional and state publications and become more proactive in partnering with the KPVCB in its marketing efforts.

❖ Recommended allocation: \$2,012 (3%)