



**City of Oak Harbor
City Council Meeting**

**Agenda for
Wednesday
November 3, 2010
6:00pm**

Oak Harbor City Council
REGULAR MEETING
6:00 p.m.
Wednesday, November 3, 2010

Welcome to the Oak Harbor City Council Meeting

As a courtesy to Council and the audience, PLEASE TURN YOUR CELL PHONES OFF before the meeting begins. During the meeting's Public Comments section, Council will listen to your input regarding subjects of concern or interest that are not on the agenda. For scheduled public hearings, please sign your name to the sign up sheet, located in the Council Chambers if you wish to speak. The Council will take all information under advisement, but generally will not take any action during the meeting. To ensure your comments are recorded properly, state your name and address clearly into the microphone. Please limit your comments to three minutes in order that other citizens have sufficient time to speak. Thank you for participating in your City Government!

CALL TO ORDER

INVOCATION Russell Schlecht – Living Word

ROLL CALL

MINUTES 10/14/10 Budget Workshop, 10/19/10 Regular Meeting

NON-ACTION COUNCIL ITEMS:

1. Annual Presentation by Chamber of Commerce.
2. Public Comments.

COUNCIL CONSIDERATION AND ACTION ON THE FOLLOWING MATTERS:

3. Consent Agenda:
 - a. Approval of Accounts Payable Vouchers (Pay Bills).
- Page 91
4. Public Hearing and Final Consideration – Ordinance, Property Tax Increase for 2011.
Page 94
5. Ordinance – Personnel Appeals Board.
Page 102
6. Public Hearing- 2011 - 2012 Budget and Department Presentations.
7. City Administrator's Comments
8. Council Members' Comments.
 - Standing Committee Reports
9. Mayor's Comments.

ADJOURN

*"Try not to become a man of success but rather to become a man of value."
- Albert Einstein*

If you have a disability and are in need of assistance, please contact the City Clerk at (360) 279-4539 at least two days before the meeting.

City Council Meeting
Thursday, October 14, 2010, 6:00 p.m.
Budget Workshop – Oak Harbor Police and Oak Harbor Fire Departments
City Hall – Council Chambers

CALL TO ORDER

Mayor Slowik called the meeting to order at 6:00 p.m.

ROLL CALL

Mayor Jim Slowik
Six Members of the Council,
Jim Campbell
Scott Dudley
Beth Munns
Danny Paggao, Mayor Pro Tem
Jim Palmer
Bob Severns

Paul Schmidt, City Administrator
Doug Merriman, Finance Director
Rick Wallace, Chief of Police
Mark Soptich, Fire Chief
Lt. Tim Sterkel, OHPD
Lt. John Dyer, OHPD
Romy Velasquez, OHFD

Councilmember Rick Almberg was absent.

OAK HARBOR POLICE DEPARTMENT

Chief of Police, Rick Wallace used a PowerPoint presentation for the Police Department's 2011 – 2012 Budget Requests. The presentation is attached to these minutes as Exhibit A. Total request for 2011 is \$5,216,560. Total request for 2012 is \$5,351,972.

Councilmembers' questions are shown in **bold** throughout the minutes.

What does the increase from 2010 to 2011 represent?

For administrative needs, this projection was based on instructions from the Finance Department. The majority of this increase is based on contractual agreements.

For salaries and wages in the Investigations Division, did we add a person?

No, but the adjustment made in 2008 and 2009 for the Detective Sergeant position is now reflected in Investigations. This is a budget adjustment, not additional personnel.

How do 568 cases compare statistically?

I believe it is an increase.

As we raise utility rates, are you a customer too?

Yes, we track utility amounts.

How do calls for service rank between 2008 and 2009?

In 2005 we had more calls for service and the next year we began an aggressive and targeted campaign on high traffic locations. The bump up in 2009 may be an anomaly. Calls for service numbers are a little less explainable in upward and downward trends

and it will be interesting to see the 2010 trend (with the finish of 2010). Mayor Slowik noted that there had been an active calls for service period with the nightclubs and this may be reflected in 2009's numbers. Chief Wallace added that the department is now tracking 911 hang-up calls as part of these statistics.

Do the funds from traffic citations go to the Police Department or the general fund?

The small portion that we receive from overall fine goes to the general fund. The majority goes to the state, court, and county.

Regarding the Patrol Division, which is the Department's largest division, one patrol officer is on temporary assignment to the Jail Division which is reflected in benefits, salaries and wages.

Care and Custody of Prisoners, the number of males and females?

587 males and 267 females. There will be an increase in these numbers and financial benefit through recent jail services agreements with other agencies to use the City's jail space.

What is Professional Services (EHD)?

Medical, dental, and pharmaceutical which is contracted.

Why is there overtime in the jail?

The jail is a 24 hours a day/7-day a week operation and it is difficult to minimize overtime. One officer is on duty for the bulk of the day. If that officer is ill, the shift has to be filled. These are twelve hour shifts.

Does the jail staff vary depending on vacancy? Are we required to have more than one officer?

When prisoners have to go to court, officers have to go to court, and staffing is doubled up. From midnight to 6:00 a.m., there is generally only one officer. The jail's capacity is fifteen. We are comfortable with our staffing level. At-home monitoring devices are paid for by the user, but it is listed as part of the budget. This revenue will exceed the expense.

With regard to Operations – General (Support Services) there is a drop in proposed funding for Communications (ICOM) from 2010 to 2011.

Last year, all of ICOM's users participated in paying off a high-interest existing regional loan that ICOM had incurred for remodeling and equipment.

Salaries and benefits are increasing.

These are significant portions of the total budget and notably, benefits costs have risen.

Capital outlay is not funded in 2012.

The \$29,000 capital outlay reflects replacement of the jail's antiquated video system. An upgrade will not replace the jail being checked by officers. This cost will occur in 2011 with no anticipated costs in 2012.

The 1998 LTGO Fire Bond?

Bond service payments ended in 2009 and the bond was paid off in 2010 (for Police and Fire Departments).

The bond that was paid off in 1996, what was that used for?

The operating transfer out g.o. bond was issued to build the Fire Station and improve the Police Department. This was a bond voted on by the public which had a property tax application. With the payoff, there is a drop in City property taxes.

Mr. Merriman also talked about **personnel benefits**: 10 years ago they were 25 percent of salaries. Two areas that have been increasing – medical increases by 10 to 12 percent per year, and retirement contributions have increased. The state makes a projection on what they are earning in their trust funds today. When earning levels are good, the state doesn't charge us as much; 1 or 2 percent. Today, without as much investment income, the state is charging us 8 to 10 percent. The swings go up and down with the state's investments.

Returning to the \$29,000 to replace the 15 year old jail video system, had you planned for it?

We discussed whether it could fit in the technology fund and it couldn't, so it needed to be budgeted for 2011; we could not save up for it.

For a while, you did not see a lot of police officers on the street and now they are very visible and I commend the Department for that. My real question is, do you need more people?

Chief Wallace: Yes, but the real answer is we are doing fine. I would like to revisit the high school resources officer position when the economy is better. That position is not more important than a motorcycle officer, detective, or streets crimes officer and it cannot be reassigned from another department. We did not receive the grant funds from COPS which were applied for but we will reapply next year.

Has there been a significant change at the high school?

What we have lost is our ability to interconnect complaints and issues in the high school, but we do respond with patrol officers if there is a problem.

Discussion continued about **Animal Control** as detailed in Mr. Merriman's handout (page 14).

If the shelter is relocated to building 29, is the \$10,600 for repair and maintenance in 2011 the cost of this relocation?

This is a budget estimate. Also, office and operating supplies (\$6,200) will drop in 2012 to \$1,236. If the relocation does not happen, these funds would not be used.

It looks like the animal control officer is receiving a 10 percent raise. Is this correct?

It is actually a 2 percent raise.

Returning to the Police Department, with the County's drop in staffing, do you anticipate additional responses because of their problems?

There has not been a request for support from the Sheriff, but the reality is our officers may be responding out into County areas to make sure that their deputies are alright as long as it does not have a negative effect on services provided to the citizens of Oak Harbor.

Mayor Slowik called for a short break at 7:00 p.m. and the meeting reconvened at 7:05 p.m.

OAK HARBOR FIRE DEPARTMENT

Mark Soptich, Fire Chief, used a PowerPoint presentation for the proposed 2011 – 2012 Fire Department budget discussion. The presentation is attached to these minutes as Exhibit B. The Fire Department has maintained a combination department, has not hired new full-time positions since 1997, seeks to finalize the Department re-organization, and has retained the Department's Class 4 rating with the Washington Surveying and Rating Bureau. Requested capital purchases in 2011 and 2012 include replacement of the rescue unit, installation of an apparatus bay exhaust system, and marine unit purchase. Long-term funding is needed for the apparatus replacement program.

Grant funds?

Grant funds have been applied for with regard to replacing the 1985 rescue unit and the apparatus bay exhaust system. The only way to clear exhaust from the bay right now is by opening the doors and running ceiling fans.

How many personnel are on D shift?

4 per shift. The pool size increases; not staffing increases.

Are the funding numbers budget numbers?

Yes, they are not actual numbers.

The \$770,729 in line 9900; what is that?

Multiple vehicles and equipment. Mayor Slowik added that bonding for larger items would not reserve these funds and past policy has been to bond.

What is the life on engines?

Twenty years. The fire bonds for 2008 engines retire in 2012. Mayor Slowik noted that the rescue unit is not in the equipment rental fund; it would be purchased out of the department. Mr. Merriman added that the loans for the fire engines came from a local program for state government in Olympia and this program still exists.

Normally we would bond for a capital item. Is this unique?

Mr. Merriman noted that using the word "bond" should interchange with the word "finance." With the local program, the state issues the bond for us (and other cities) and we pay a piece of that. We do pay off the current round of engines in 2012 and would look at bonding then.

Putting this into the equipment replacement fund would be thinking ahead.

The goal, over 5 or 6 years, is to set aside funds. Looking where we started 10 years ago, it would take quite a while to get to that amount.

How would the rescue unit be funded then?

Mayor Slowik responded that it would come out of the budget and have to be authorized by the Council. We are budgeting for 10 percent and grant funding. Mr. Merriman noted that what he would show is the grant side of it. The net of the two is matching the purchase which is about 10 percent of the purchase price.

The Fire Department is funded through the general fund. The rescue unit needs to be shown in the budget. With an approved grant, a budget amendment would occur then. Chief Soptich noted that the Department owned a 1981 rescue unit which was sold in 1995. The budget to replace it was not authorized. The Department then went to a DNR vehicle which failed so a support vehicle is being used in its place.

With regard to the **Department of Emergency Services**, it is a small budget whose largest portion is derived from Homeland Security grants

How are you doing with actual expenses versus the budget?

In September, we are at 72.95% and we should be at 74%. Page 15 of Mr. Merriman's handout shows actual numbers.

Mayor Slowik returned to the discussion of **equipment rental funds** and **bonding**. If you bond and make payments and reserve for the future, you are paying twice – paying the bond and reserving. \$770,729 is a significant amount. This is a policy change and decision for the Council. Chief Soptich added that his numbers are not in defiance of what the Mayor is talking about and Mayor Slowik added that this is being done with all departments; we know there will have to be some cuts.

GENERAL FUND

Finance Director Doug Merriman had handed out a working copy of the budget spreadsheet which is still in a state of change. This spreadsheet is attached to these minutes as Exhibit C. The first two pages show general fund revenues and Mr. Merriman added assumptions such as property taxes. There is a 5% turn in revenues between 2010 and 2011. Expenditures begin on page three and the third and fourth columns of Level 3 represent what the departments have requested. Page 20 shows the cash flow imbalance to the negative between revenues and expenditures along with the negative effect of I-1100 and I-1105 if these initiatives pass. The proposed columns for 2011 and 2012 show a reduction of this imbalance but the balance is still to the negative. With a revenue shortfall, 2011 may be one of the years when the City will need to tap into its reserves. In good years, we reserved up to 20% and these funds have been set aside. With the defined shortfall, the question becomes how much of the reserve do we use since we do not know what the economic climate will be in the future.

Page 3 – City Council

Main change is under professional services but these funds were pulled out of another budget to cover recording of the City Council meetings. These numbers do not include recording workshops or the Muni T.V. presentations. Muni T.V. presentation funding is part of the Mayor's budget. The Interfund Technology Contribution is for Council's laptops. Travel funds have been reduced.

Page 4 – Judicial

There is not a lot of room in this budget which is generated from the County. We have had a discussion with the County about rent which has been reduced. We are continuing to look at probation and the interlocal agreement for the district court. There is a 1.3% reduction from 2010.

Page 5 - Mayor

\$7,560 in professional services is for the Muni T.V. recordings. Salaries and wages cover the Mayor and Mayor's Executive Assistant. Miscellaneous has been reduced.

Page 6 – City Administrator

Salaries and wages cover the City Administrator and Administrative Assistant.

How are benefits reduced from 2010 to 2011?

This is only a projection, an assumption. This has gone up just less than 1 percent.

Page 7 – Human Resources

Salaries and wages cover the Human Resources Director and Assistant at 1.5 FTE. Professional services jumped between 2009 and 2010 for a consultant's salary survey which may now be done in-house and drops this line item to \$19,000. The Wellness Program also nets the City a 2% discount in benefits premiums.

Could we contract out all HR services?

This has been done in smaller cities, but for a city our size changes in law need a Human Resources department. It could be more expensive to contract this work out.

Page 8 – Finance

Salaries and wages include Finance staff and the City Clerk. With a change in staff demographics, benefits costs have gone up (less singles, more families). The PERS contribution is also within these costs. The reduction in the yellow column (changes) reflects a position this is not used now. Interfund Technology Contribution is a charge from Public Works and Mr. Merriman will research the proposed amounts. Licensing comes from another line item. \$10,000 is proposed for the Utilities Department upgrades (safety issues).

Page 9 – Legal

Operating supplies reflect a one-time purchase from Westlaw software. The yellow column brings that back down.

EXTENSION OF MEETING TIME

Mayor Slowik extended the meeting's posted time from 8:00 p.m. to 8:20 p.m.

What does the 2009 \$141,732 in Legal's Professional Services line item represent?

Mr. Hawkins was brought in and we were also paying for the previous prosecuting attorney.

Why are there Interfund Technology Contribution line items in each department?

This line represents computers which are cycled out, licensing agreements, and future payments.

Page 10 – Development Services

Engineering is no longer a part of this department.

With salaries and wages, we allocated out some of the planning staff and the work they do.

Why are there three salaries and wages line items?

They split out planning and building and residual costs.

Page 11 – General Governmental

Voter Records/Elections depends on how many are running in an election. Usually this is about \$12,000, but 2009 was unique and caught up the County's mis-invoicing. Pollution Control represents NW Air Quality. The first (untitled) Operating Transfers Out represents the Senior Center. 2009's column showed other items than just the Senior Center. Reserves in this same category represent the Pier Fund if the grant would be called. Street Subsidy is for overlay programs. Art Acquisition (same category) reflects the quarter percent added to the utility tax.

Page 12 – Police

Page 15 - Fire

As discussed this evening, these department's figures match Mr. Merriman's figures.

Page 18 – Youth Services

No funding sources.

Page 19 – Parks

Mayor Slowik noted that 6300 – Other Improvements represents the RV Park. Possibly bonding for these improvements may pull this out. This would create a budget adjustment if bonded. The 2011 yellow column shows removal from the general fund if that occurs; we do not want to budget for this until we know we are going to do this project. Some funds have been left to do design work on the RV Park.

The line above, 6200 – Building and Infrastructures, \$60,000 is being removed. That represents part of the RV Park, and there may be more of an adjustment; need to keep enough to do the design work.

Page 20 – Library

The Library is the City's building and Sno-Isle Library is our tenant through an interlocal agreement. The net zeros out (we invoice the Library). Repairs at the Library have gone down a bit.

CLOSING REMARKS AND QUESTIONS

There is still a significant amount of work to do to balance this budget.

What do we have in reserves?

15% as required and then \$2.3 million in discretionary funds.

What does the 15% represent (in dollars)?

\$1.8 to 1.9 million.

Can you add the percentages of increases and decreases in 2011 and 2012 when we have one column of proposed figures?

Yes.

With the proposed shortfalls of \$690,772 for 2011 and \$880,362 for 2012, where will the cuts come from?

From the departments, Mayor, and City Administrator. We will be getting into policy issues and this is a first draft which was finished this afternoon. We need to spend time going through each department.

EXTENSION OF MEETING TIME

Mayor Slowik extended the meeting's time by eight additional minutes to close the meeting at 8:28 p.m.

The next time we see this last page, can the overrun be reduced by 50% so we do not have to dip into reserves?

We hope to reduce by this amount.

What if Council says “no” to dipping into the reserves, then does Council review these numbers and make adjustments?

Mr. Merriman replied that in 18 years of public service, he has never had a year where a Council made the adjustments. However, a policy decision would come before the Council.

In answer to a question concerning the past **reserve percentage** (see page 6 - *In good years, we reserved up to 20% and these funds have been set aside*), Mr. Merriman noted that he was calculating the 20% number in his head and it could be closer to 30%.

ADJOURN

With no other discussion coming before Council, Mayor Slowik adjourned the workshop at 8:28 p.m.

Connie T. Wheeler
City Clerk

Oak Harbor Police Department

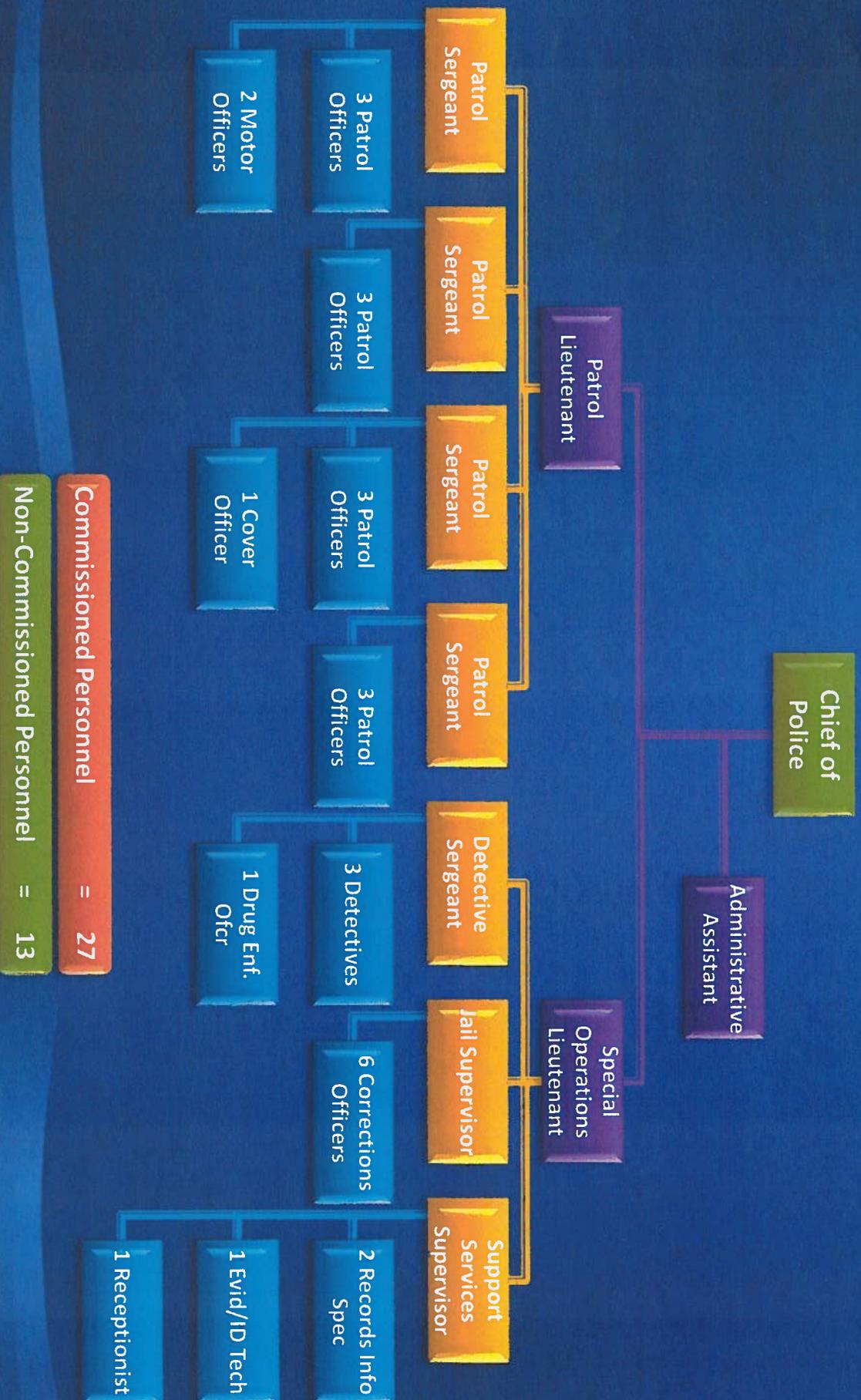


2011-2012 Budget Requests

Presented by:
Richard W. Wallace
Chief of Police



Organizational Chart



Commissioned Personnel = 27

Non-Commissioned Personnel = 13

TOTAL LAW ENFORCEMENT REQUESTS

001.50

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
50.521					
Total Department Expenditures					
LAW ENFORCEMENT	4,992,031	5,216,560	224,529	5,351,972	135,412
		from previous year		from previous year	

Guidelines used for Budget Requests

Oak Harbor Police Department

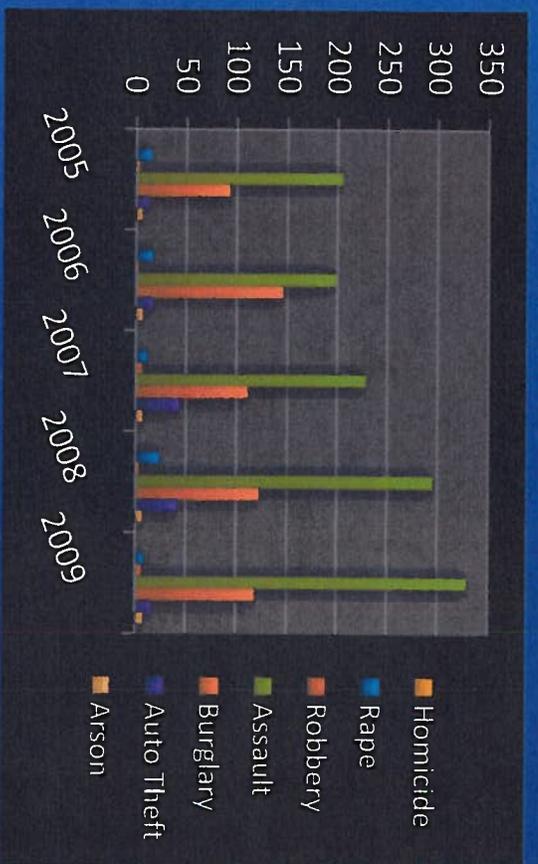
- **Salaries & Wages** – These amounts were provided, per budget instructions and/or based on contractual language, to increase wages, medical insurance, dental & vision insurance for both years; including annual step increases for employees who have not reached the top step, as well as longevity and education pay for those qualifying employees.
- **Non-discretionary figures:** Such as Equipment Rental, Insurance, Tech Fund, I-COM Dispatch services. These amounts were provided directly by the service provider.
- **Amounts Based on actual costs:** Such as City utilities, natural gas, power, telephone etc.
- Some accounts were decreased based on actual spending
- Some of the figures were estimated increases for various line operating accounts
- There were no additional personnel requested in this proposal
- And, finally, there was one Capital Outlay item requested

ADMINISTRATION

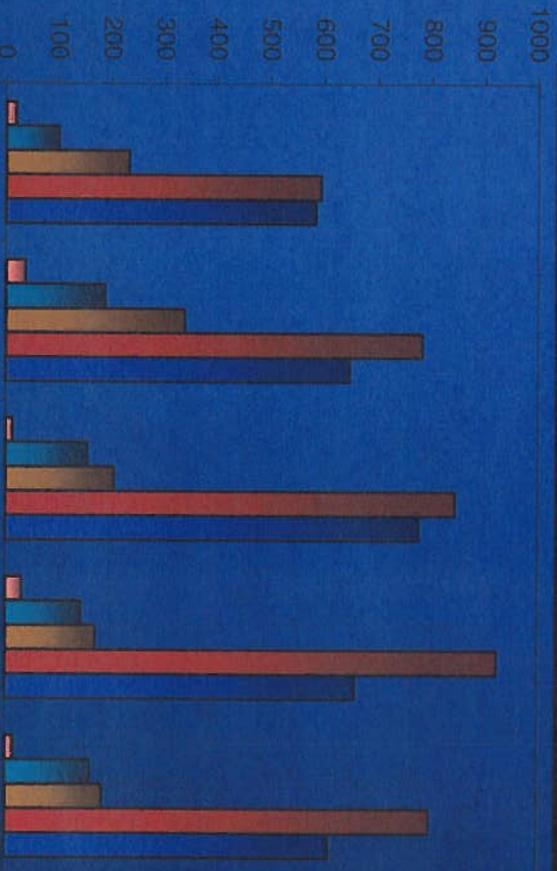


- 1 Chief of Police
- 2 Lieutenants
- Special Operations
- Patrol
- Administrative Assistant

Part 1 Crimes



ARRESTS 2005 - 2009



Year	Felony, Class A	Felony, Class B	Felony, Class C	Gross Misdemeanors	Misdemeanors
2005	19	100	232	593	584
2006	37	187	338	782	647
2007	14	155	205	844	776
2008	31	143	170	923	658
2009	17	160	124	796	610

ADMINISTRATION

001.50.521.010

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
521.010 ADMINISTRATION					
521.010.1100 Salaries & Wages	352,020	367,291	15,271	379,055	11,764
521.010.1200 Overtime	0	0	0	0	0
521.010.2100 Personnel Benefits	165,163	197,741	32,578	202,873	5,132
521.010.2900 LEOFF I (out of pocket expenses)	4,000	3,000	(1,000)	3,060	60
521.010.3100 Office & Operating Supplies	1,545	1,576	31	1,608	32
521.010.3501 Sm Tool/Minor Eq (non-cap)	0	0	0	0	0
521.010.4100 Professional Services	20,165	14,465	(5,700)	21,984	7,519
521.010.4300 Travel	2,800	1,800	(1,000)	1,800	0
521.010.4900 Miscellaneous	6,065	5,565	(500)	5,565	0
Total Administration	551,758	591,438	39,680	615,945	24,507
		<i>from previous year</i>		<i>from previous year</i>	

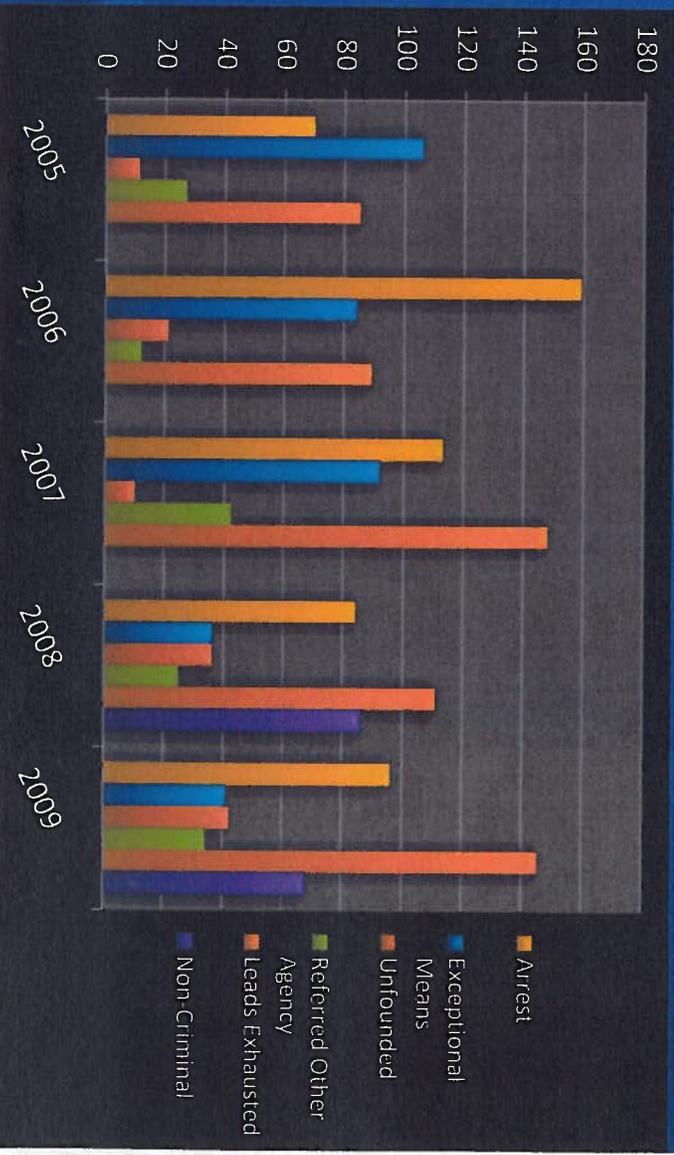
7

INVESTIGATIONS

- 1 Detective Sergeant
- 3 Detectives
- 1 Drug Enforcement Officer



Case Closure Summary



INVESTIGATIONS

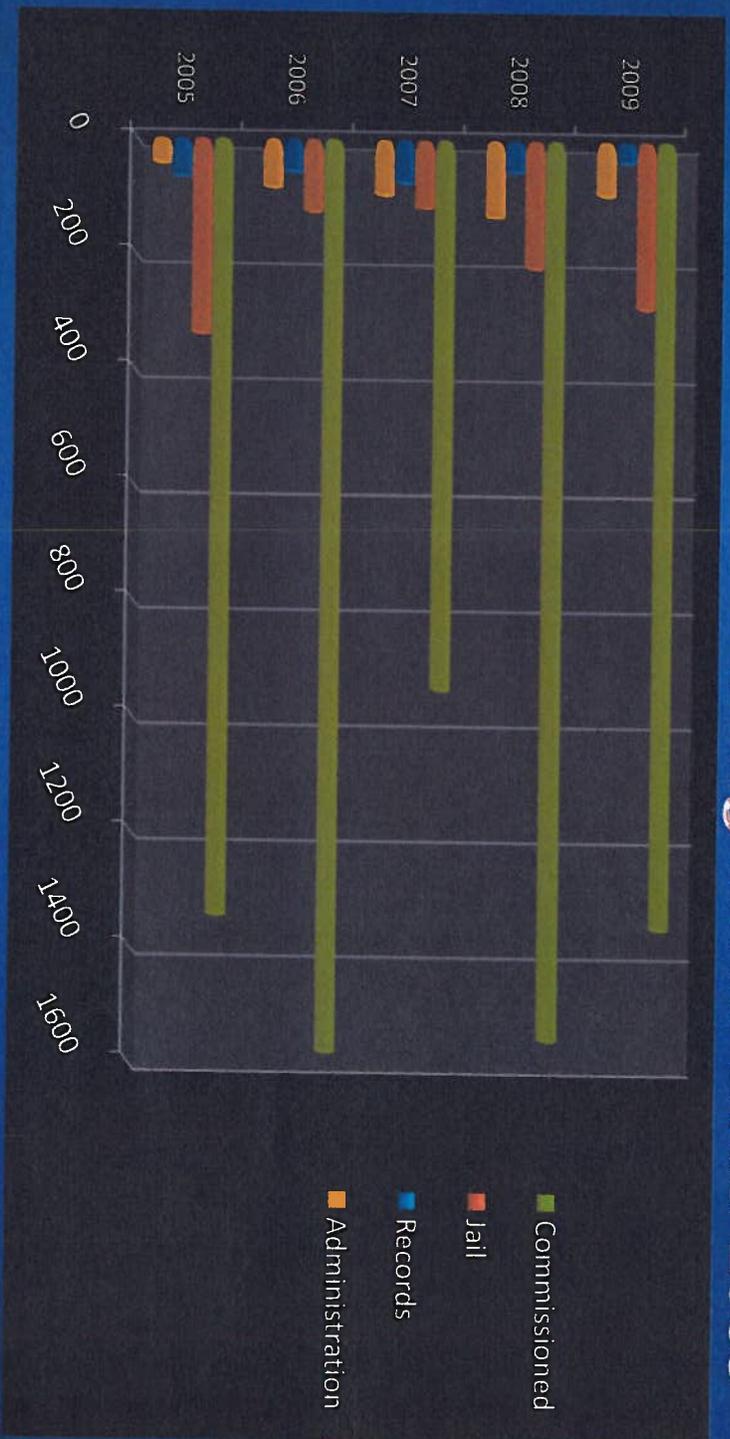
001.50.521.021

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
521.021 INVESTIGATION					
521.021.1100 Salaries & Wages	295,035	384,125	89,090	396,653	12,528
521.021.1200 Overtime	25,838	26,613	775	27,412	798
521.021.2100 Personnel Benefits	107,350	142,526	35,176	146,293	3,767
521.021.2900 LEOFF I (out of pocket expenses)	1,070	1,100	30	1,122	22
521.021.3100 Office & Operating Supplies	1,020	2,626	1,606	1,040	(1,586)
521.021.4100 Professional Services	1,885	3,708	1,823	3,744	36
521.021.4900 Miscellaneous (Drug Fund)	10,000	10,000	0	10,000	0
Total Investigation	442,198	570,698	128,500	586,264	15,565
		<i>from previous year</i>		<i>from previous year</i>	

TRAINING

Training Hours 2005-2009



**HRET Training
(High Risk Entry Team)**

TRAINING

001.50.521.040

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
521.04 TRAINING					
521.040.3100 Office & Operating Supplies	5,200	12,700	7,500	12,954	254
521.040.4300 Travel	10,100	8,000	(2,100)	8,160	160
521.040.4900 Miscellaneous	3,600	11,350	7,750	11,350	0
Total Training	18,900	32,050	13,150	32,464	414
		from previous year		from previous year	

FACILITIES

Telephones

Supplies

Utilities

Power

Shred Svc

Copier

Cells

Postage

Natural Gas

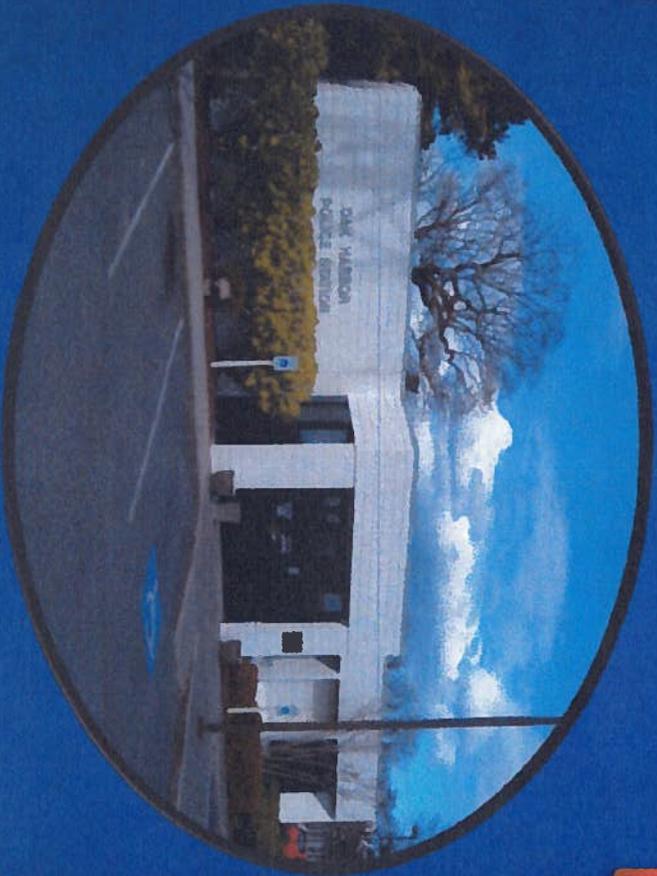
Janitorial

MDT's

Office Supp

Alarm Svc

Repairs



FACILITIES

001.50.521.050

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

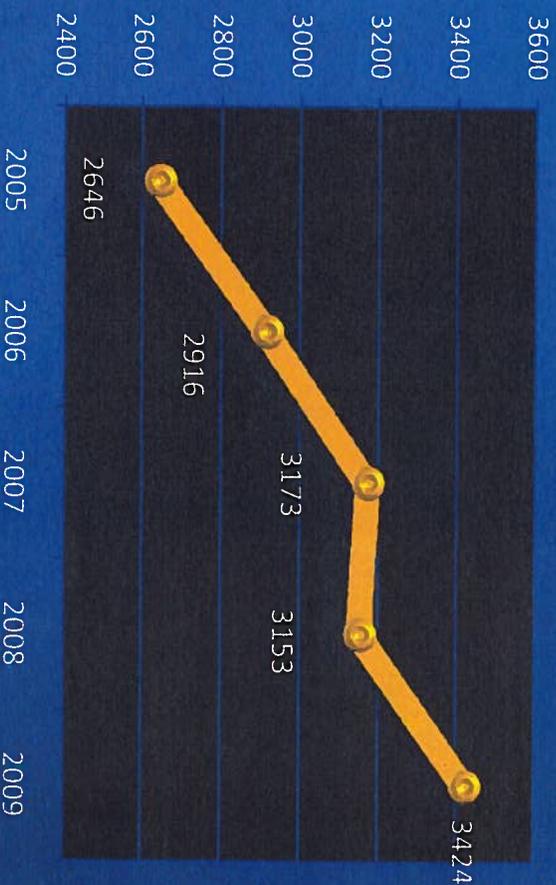
BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
521.050 FACILITIES					
521.050.3100 Office & Operating Supplies	7,000	7,000	0	7,140	140
521.050.3500 Small Tools & Minor Equipment	1,545	1,500	(45)	1,500	0
521.050.4100 Professional Service	20,415	20,900	485	21,318	418
521.050.4200 Communications	39,900	37,310	(2,590)	38,056	746
521.050.4500 Operating Rental & Leases	9,775	10,760	985	10,975	215
521.050.4600 Insurance	9,851	10,048	197	10,249	201
521.050.4700 Public Utility Service	40,925	41,371	446	42,612	1,241
521.050.4800 Repair & Maintenance	5,855	6,900	1,045	6,938	38
521.050.4900 Miscellaneous	800	200	(600)	200	0
597.050.9800 Interfund Charges for Services	1,300	8,000	6,700	8,160	160
597.050.9900 Other Interfund Svcs & Charges	5,500	8,000	2,500	8,000	0
Total Facilities	142,866	151,989	9,123	155,148	3,159
		<i>from previous year</i>		<i>from previous year</i>	

2

TRAFFIC POLICING

- 4 Patrol Sergeants
- 12 Patrol Officers
- 2 Motor Officers
- 1 Cover Officer

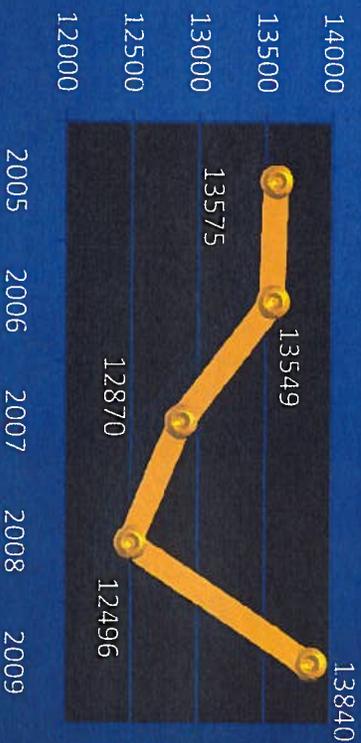
Complaints Taken



Reportable Traffic Collisions



Calls For Service



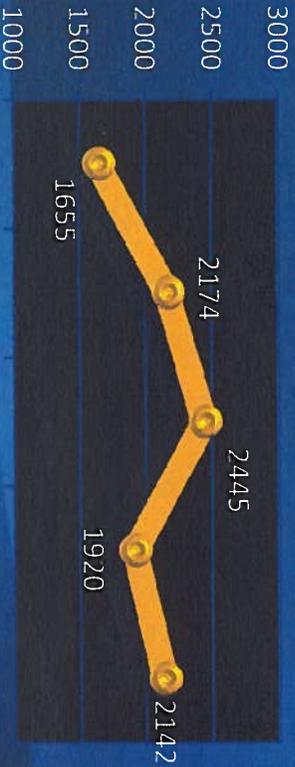
TRAFFIC POLICING

001.50.521.070

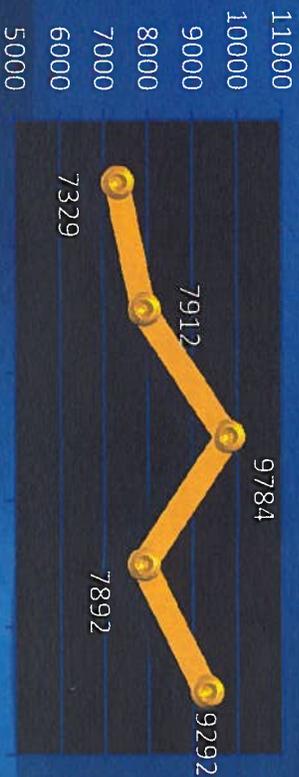
Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
521.070 TRAFFIC POLICING					
521.070.1100 Salaries & Wages	1,444,127	1,496,418	52,291	1,558,719	62,301
521.070.1200 Overtime	91,560	94,307	2,747	97,136	2,829
521.070.2100 Personnel Benefits	509,087	543,834	34,747	555,152	11,318
521.070.3100 Office & Operating Supplies	36,041	38,281	2,240	35,991	(2,290)
521.070.3500 Small Tools & Minor Equipment	1,348	6,275	4,927	1,300	(4,975)
521.070.4100 Professional Service	3,520	3,520	0	3,590	70
521.070.4600 Insurance	55,655	56,768	1,113	57,903	1,135
521.070.4800 Repair & Maintenance	6,600	6,725	125	2,856	(3,869)
521.070.4900 Miscellaneous	4,200	5,700	1,500	5,814	114
521.070.9800 Interfund Charges-Labor Pool	1,300	8,000	6,700	8,160	160
521.070.9900 Other Interfund Svcs & Chgs	500	500	0	500	0
Total Traffic Policing	2,153,938	2,260,328	106,390	2,327,121	66,793
		<i>from previous year</i>		<i>from previous year</i>	

Traffic Citations Issued



Traffic Stops



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EQUIPMENT RENTAL



Fleet Vehicles



EQUIPMENT RENTAL

001.50.521.078

Fund: 001 - Current Expense
 Dept: 50 - Law Enforcement

Account #	Description	Budget 2010	2011		2012	
			Proposed 2011	+/-	Proposed 2012	+/-
521.078	EQUIPMENT RENTAL					
521.078.9800	Interfund Repairs & Maintenance	121,046	103,348	(17,698)	107,482	4,134
521.078.9900	Interfund Repl. Contributions	48,481	60,961	12,480	60,961	0
521.078.9905	Interfund Repl. Contr-Tech Fund	30,723	61,721	30,998	61,721	0
	Total Equipment Rental	200,250	226,030	25,780	230,164	4,134
			<i>from previous year</i>		<i>from previous year</i>	

CARE & CUSTODY OF PRISONERS

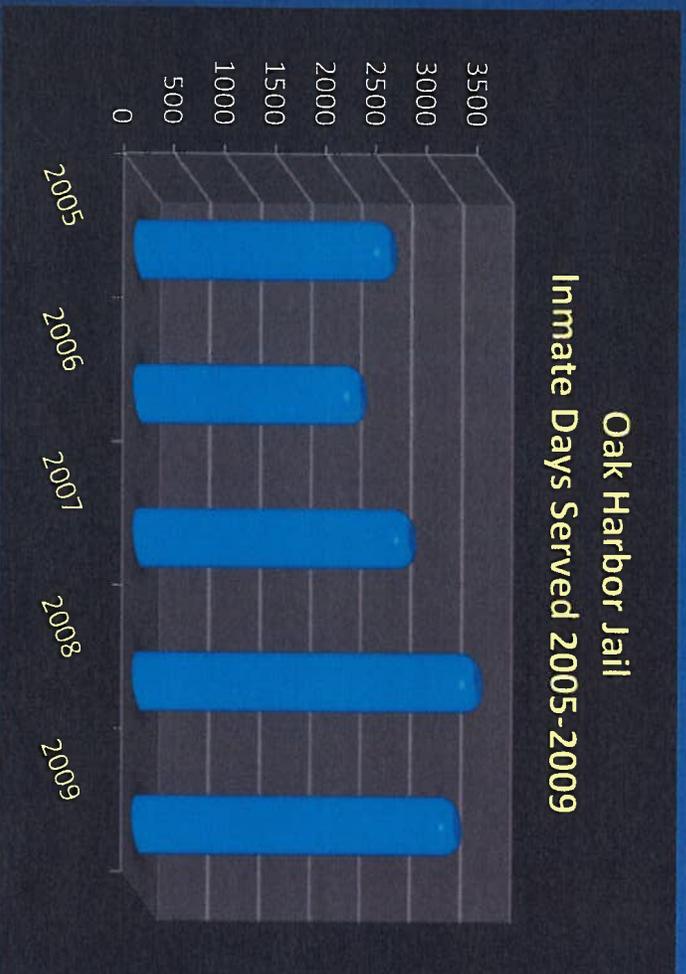
- 1 Jail Supervisor
- 6 Corrections Officers

2010 Jail Bed Space

Rental Program

Revenues

Month	Revenue
May	\$1,885
June	\$6,240
July	\$7,345
August	\$6,955
September	\$8,060
TOTAL	\$30,485



CARE & CUSTODY OF PRISONERS

001.50.523.060

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
523.060 CARE & CUSTODY OF PRISONERS					
523.060.1100 Salaries & Wages	408,696	373,988	(34,708)	389,349	15,361
523.060.1200 Overtime	21,822	22,477	655	23,151	674
523.060.2100 Personnel Benefits	142,401	157,747	15,346	163,022	5,275
523.060.3100 Office & Operating Supplies	26,206	28,206	2,000	28,770	564
523.060.3500 Small Tools & Minor Equipment	1,000	1,000	0	1,000	0
523.060.4100 Professional Service	3,300	3,300	0	3,366	66
523.060.4105 Professional Service-Inmates	10,605	18,000	7,395	18,360	360
523.060.4800 Repair & Maintenance	6,400	5,200	(1,200)	5,304	104
523.060.4900 Miscellaneous	1,955	1,200	(755)	1,224	24
Total Care & Custody of Prisoners	622,385	611,118	(11,267)	633,546	22,428
		<i>from previous year</i>		<i>from previous year</i>	

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DETENTION/ CORRECTION

001.50.523.022

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+/-	Proposed 2012	+/-
523.022 DETENTION/CORRECTION					
523.022.4100 Professional Services (EHD)	2,500	1,000	(1,500)	1,020	20
523.022.4900 Jail Misc. Expenses (Commissary)	0	0	0	0	0
Total Detention/Correction	2,500	1,000	(1,500)	1,020	20
		<i>from previous year</i>		<i>from previous year</i>	

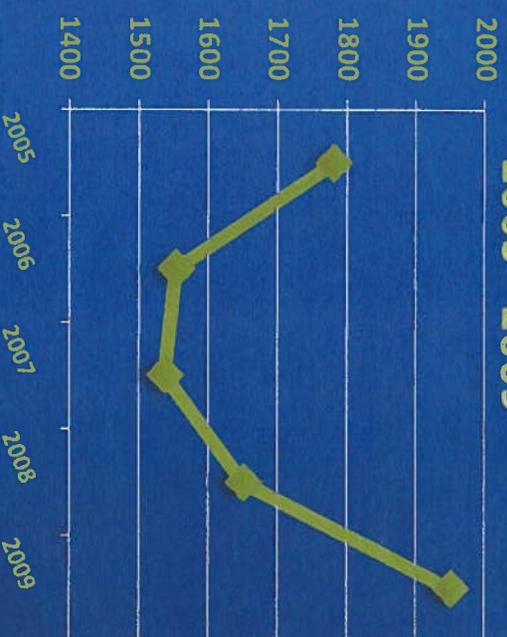
9

OPERATIONS-GENERAL (Support Services)

- 1 Support Services Supervisor
- 2 Records Info. Specialists
- 1 Evidence/ID Technician
- 1 Receptionist



Items of Evidence
2005 - 2009



2009 Records Division Statistical Highlights

- Case files prepared -- 3,424
- Concealed Pistol Licenses issued -- 357
- NOI's and Citations entered -- 2,287
- Written Warnings entered -- 1,503
- CD's and DVD's transcribed -- 1,178 pages
- Non-Custodial Arrests entered -- 93

OPERATIONS-General (Support Services)

001.50.528.080

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+/-	Proposed 2012	+/-
528.080 SUPPORT SERVICES					
528.080.1100 Salaries & Wages	263,820	280,280	16,460	292,967	12,687
528.080.1200 Overtime	3,105	3,198	93	3,294	96
528.080.2100 Personnel Benefits	88,085	114,999	26,914	119,278	4,279
528.080.3100 Office & Operating Supplies	412	412	0	420	8
528.080.4100 Professional Services	0	0	0	0	0
528.080.4200 Communications (ICOM)	431,953	344,020	(87,933)	354,341	10,321
Total Support Services	787,375	742,909	(44,466)	770,300	27,391
		<i>from previous year</i>		<i>from previous year</i>	

CAPITAL OUTLAY

Jail Video System - \$29,000

- Replace outdated jail monitors, cameras and intercom system
- Current system was installed in the mid-1990's

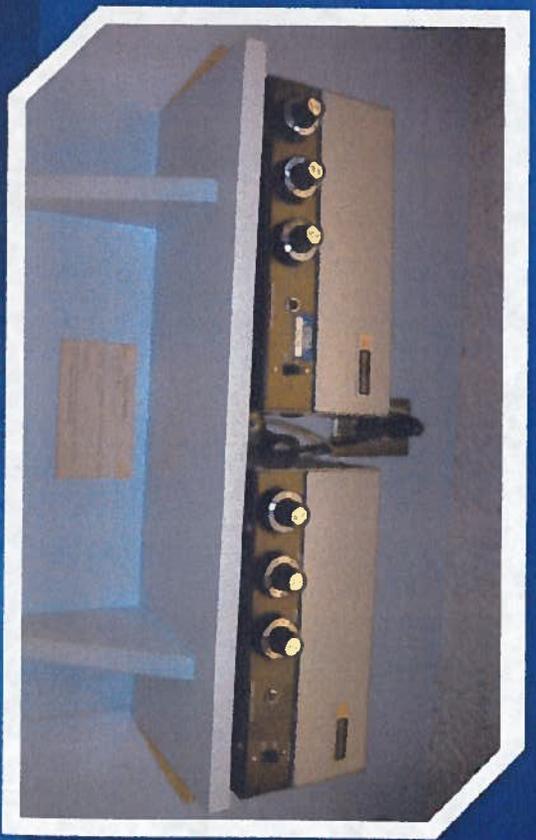


CAPITAL OUTLAY

001.50.594.010

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
594.021 CAPITAL OUTLAY					
594.010.6000 Capital Outlay (Non-Capitalized)	0	0	0	0	0
594.010.6200 Cap. Outlay - Bldgs & Structures	0	0	0	0	0
594.010.6300 Cap. Outlay - Improvements	0	0	0	0	0
594.010.6400 Cap. Outlay - Mach. & Equip.	0	29,000	29,000	0	(29,000)
594.021.6400 Capital Outlay	0	0	0	0	0
Total Capital Outlay	0	29,000	29,000	0	(29,000)
		<i>from previous year</i>		<i>from previous year</i>	



TOTAL LAW ENFORCEMENT REQUESTS

001.50

Fund: 001 - Current Expense
Dept: 50 - Law Enforcement

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+ / -	Proposed 2012	+ / -
50.521					
Total Department Expenditures					
LAW ENFORCEMENT	4,992,031	5,216,560	224,529	5,351,972	135,412
		<i>from previous year</i>		<i>from previous year</i>	

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Questions?



Oak Harbor Animal Control Services



2011-2012 Budget Requests

Presented by:
Richard W. Wallace
Chief of Police

Guidelines Used for Budget Requests

Animal Control Services

- Salaries & Wages – These amounts were provided per budget instructions for wages, medical insurance, dental & vision insurance for both years; annual step increases for employees who have not reached top of scales
- Non-discretionary figures: Equipment Rental, Tech Fund, WAIF for shelter services
- Based on actual costs: NAS Whidbey utilities, phone
- Some accounts were decreased based on actual spending
- Estimated increases for various line operating accounts
- No additional personnel requested
- No Capital Outlay items requested
- Consideration given to possibility of moving Animal Shelter aboard NAS

Total Animal Control Requests

Fund: 001 - Current Expense
Dept: 52 - Animal Control

BARS Account # Description	Budget 2010	2011		2012	
		Proposed 2011	+/-	Proposed 2012	+/-
539.030 ANIMAL CONTROL					
539.030.1100 Salaries & Wages	50,830	55,896	5,066	57,876	1,980
539.030.1200 Overtime	2,430	2,430	0	2,430	0
539.030.2100 Benefits	17,576	21,799	4,223	22,572	773
539.030.3100 Office & Operating Supplies	1,020	6,200	5,180	1,236	(4,964)
539.030.3500 Small Tools & Minor Equipment	510	400	(110)	408	8
539.030.4100 Professional Services	87,550	88,580	1,030	91,237	2,657
539.030.4200 Communications	690	500	(190)	510	10
539.030.4300 Travel	515	300	(215)	306	6
539.030.4700 Public Utility Service	12,716	12,500	(216)	12,750	250
539.030.4800 Repair & Maintenance	411	10,600	10,189	618	(9,982)
539.030.4900 Miscellaneous	1,000	1,650	650	1,683	33
539.030.4905 Waif License Fee Sales	250	200	(50)	204	4
539.030.9800 Interfund Charges - Labor Pool	2,040	1,800	(240)	1,836	36
539.030.9900 Interfund Charges for Services	200	200	0	204	4
Total Animal Control	177,738	203,055	25,317	193,870	(9,185)
		from previous year		from previous year	
539.038 INTERFUND CHARGES					
539.038.9800 Interfund Repairs & Maintenance	7,025	1,036	(5,989)	1,077	41
539.038.9900 Interfund Repl. Contributions	6,014	1,187	(4,827)	1,187	0
539.038.9905 Interfund Tech. Contributions	0	3,972	3,972	3,972	0
Total Interfund Charges	13,039	6,195	(6,844)	6,236	41
		from previous year		from previous year	
594.019 CAPITAL OUTLAY					
594.019.6100 Capi. Outlay-Land Improvements	0	0	0	0	0
594.019.6300 Capi. Outlay-Other Improvements	0	0	0	0	0
594.019.6400 Capi. Outlay-Mach & Equipment	0	0	0	0	0
Total Capital Outlay	0	0	0	0	0
		from previous year		from previous year	
Total Department Expenditures	190,777	209,250	18,473	200,106	(9,144)
ANIMAL CONTROL		over / under previous year		over / under previous year	

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Questions?



**Proposed 2011-2012
Fire Department
Budget Discussion**

City Council Workshop
October 14, 2010

Overview

- Department Mission
- Department Challenges
- Summary by Divisions

Mission

- The mission of the Fire Department is to enhance Oak Harbor's quality of life by providing professional and cost effective services by maintaining highly trained and highly motivated career and paid-on-call staff, combined with sufficient apparatus, equipment and facilities.



Department Challenges

- Maintaining a Combination Department
- Retaining our Class 4 Rating with Washington Surveying & Rating Bureau
- Major capital purchases in 2011 and 2012
 - Replace the Rescue Unit
 - Install Apparatus Bay Exhaust System
 - Purchase a Marine Unit
- Long Term Funding for Apparatus Replacement Program

Personnel

- The department has not hired new full time positions since 1997
- Finalize the implementation of the Department Re-Organization

Re-Organization

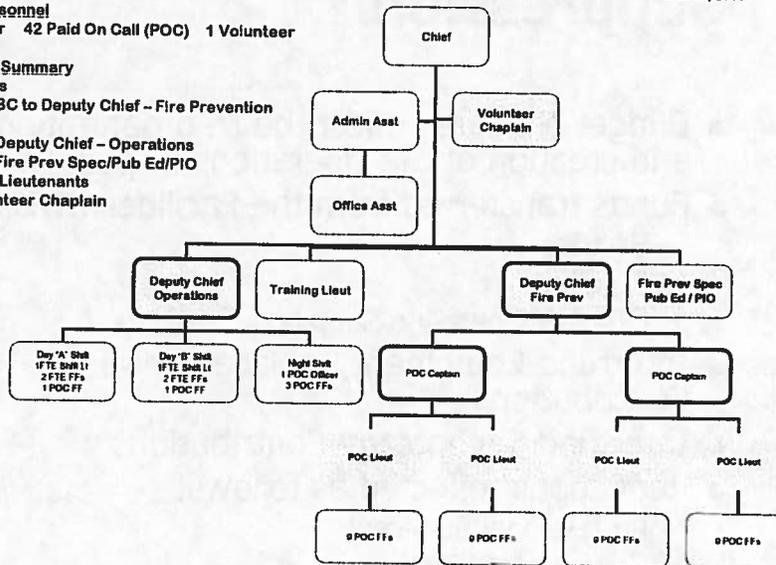
- Re-Organization Summary
 - Transition to the Deputy Chief position
 - Transition eliminates 1 full time Lieutenant position and creates 1 full time Deputy Chief position
 - Hire the Fire Prevention Specialist/Public Educator/Public Information Officer position
 - Increase Paid On Call Firefighter positions from 36 to 42
 - Fill Paid On Call Officer positions from 2 to 6
 - Total net increase is 1 full time employee and 6 Paid On Call employees

Fire Dept. Proposed 2010 Organizational Chart

Dec. 1, 2009

Total Personnel
13 Career 42 Paid On Call (POC) 1 Volunteer

Proposal Summary
Reassigns
 1 FTE BC to Deputy Chief - Fire Prevention
Creates
 1 FTE Deputy Chief - Operations
 1 FTE Fire Prev Spec/Pub Ed/PIO
 4 POC Lieutenants
 1 Volunteer Chaplain



Administration

- Budget changes reflect the addition of the Fire Prevention Specialist/Public Educator/PIO position in line items:
 - Salary & Overtime
 - Benefits
 - Office & Operating Supplies

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Suppression

- Budget changes reflect the re-organization and creation of the Operations Deputy Chief
- Funds transferred from the Facilities Division:
 - Salaries
 - Benefits
 - Office & Operating Supplies
- Interfund Equipment Replacement Contributions
- Interfund Technology Contributions
- Reductions reflected as follows:
 - Professional Services
 - Communications

Prevention

- Budget reductions reflected as follows:
 - Office & Operating Supplies
 - Public Education supplies transferred to Administration Division
 - Small Tools & Minor Equipment
 - Repair & Maintenance

Training

- Budget changes reflected as follows:
 - Salaries & Benefits
 - Addition of POC personnel
 - Office & Operating Supplies
 - New personnel training
 - Technical Rescue Prop
 - Small Tools & Minor Equipment
 - Program for on-line training in 2011
 - Professional Services
 - Technical training in 2011

Facilities

- Budget changes reflected as follows:
 - Transfer of funds to Suppression for the Operations Deputy Chief
 - Salaries
 - Overtime eliminated
 - Benefits
 - Repair & Maintenance
 - Station carpeting & kitchen improvements in 2012
 - Capital Improvements
 - Apparatus Bay Exhaust System

Operating Transfers Out

- Fire Bonds for 2008 Engines retire in 2012

Department of Emergency Services

- Department of Homeland Security Grants
 - Additional funds in travel for full scale exercise
 - Reduction in the miscellaneous line item
- \$25,000 in 2011
- \$24,000 in 2012

001.55.522.010. ADMINISTRATION		2006	2007	2008	2009	2010	2011	2012
1100 ADMIN SALARIES Chief, Admst, Officeast, *Pubed		167,478	177,539	184,008	191,437	199,398	252,258	260,472
1200 OVERTIME		1,500	3,000	3,000	1,250	1,250	3,600	3,600
2100 ADMIN BENEFITS Chief, Admst, Officeast, *Pubed		47,771	43,723	45,986	61,654	65,346	80,842	93,353
3100 OFFICE & OPERATING SUPPLIES		3,300	4,260	4,260	4,260	4,260	7,980	8,180
3500 SMALL TOOLS & MINOR EQUIPMENT		500	500	500	500	500	500	500
4100 PROFESSIONAL SERVICES		0	1,000	1,000	1,000	1,000	1,000	1,000
4300 TRAVEL		500	500	500	500	500	500	500
4500 RENTALS & LEASES		0	5,200	5,200	5,500	5,500	6,000	6,500
4800 REPAIR & MAINTENANCE		1,000	700	700	500	500	500	500
4900 MISCELLANEOUS		1,520	1,535	1,535	1,795	1,795	2,035	2,035
6400 CAPITAL OUTLAY - COMPUTERS								
9800 INTERFUND CHARGES - LABOR POOL								
9900 OTHER INTERFUND SERVICES & CHARGES								
TOTAL ADMINISTRATION		223,569	237,957	246,689	268,396	280,049	355,215	376,640

* 2011-2012 Fire Prevention Spec / Pubed/PIO

001.55.522.020. SUPPRESSION		2006	2007	2008	2009	2010	2011	2012
1100 SUPPRESSION SALARIES Command/Premium, FTE Lieuts, FTE Firefighters, D-Shift, Inc Response:		618,578	633,734	720,653	694,526	707,625	871,053	902,994
1200 OVERTIME		32,788	15,000	15,000	15,000	15,000	15,000	15,000
2100 SUPPRESSION BENEFITS		169,355	164,771	187,370	159,943	163,428	243,196	269,960
3100 OFFICE & OPERATING SUPPLIES		57,930	45,976	35,515	37,260	37,260	40,540	40,540
3500 SMALL TOOLS & MINOR EQUIPMENT		1,000	3,500	3,500	2,000	2,000	3,500	3,500
4100 PROFESSIONAL SERVICES		5,000	7,650	7,650	9,500	8,500	7,000	7,000
4200 COMMUNICATIONS		36,420	35,397	44,500	36,000	45,492	39,140	40,790
4300 TRAVEL		500	500	500	500	500	500	500
4800 REPAIR & MAINTENANCE		11,150	10,850	10,850	9,980	10,130	14,275	13,025
4900 MISCELLANEOUS		1,000	1,625	2,185	2,540	2,640	2,880	3,030
9800 INTERFUND REPAIR & MAINTENANCE		15,000	35,000	35,000	67,485	69,510	70,000	72,583
9900 INTERFUND EQUIP REPLACE CONTRIBUTIONS		50,000	100,000	100,000	25,000	25,000	770,729	786,729
9905 INTERFUND TECHNOLOGY CONTRIBUTIONS		0	0	0	41,592	28,000	43,153	43,153
TOTAL SUPPRESSION		998,721	1,054,003	1,162,723	1,101,326	1,115,085	2,120,966	2,198,824

PROPOSED

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	001.55.522.030. PREVENTION										PROPOSED	
	2006	2007	2008	2009	2010	2011	2012	2011	2012			
1100 PREVENTION SALARIES *BattChief, **PTE Pre-Inc	82,500	106,896	110,010	93,288	88,632	91,560	94,152					
1200 OVERTIME	0	0	0	0	0	0	0					
2100 PREVENTION BENEFITS	20,202	29,441	30,298	26,495	26,729	26,569	28,006					
3100 OFFICE & OPERATING SUPPLIES	1,270	6,815	6,440	4,000	3,765	1,945	1,945					
3500 SMALL TOOLS & MINOR EQUIPMENT	750	850	750	850	750	550	550					
4100 PROFESSIONAL SERVICES	0	0	0	0	0	0	0					
4800 REPAIR & MAINTENANCE	400	1,150	1,000	300	450	300	300					
4900 MISCELLANEOUS	700	2,530	1,700	1,905	1,905	2,330	2,380					
TOTAL PREVENTION	105,822	147,682	150,198	126,838	122,231	123,254	127,333					

* 2011-12 FTE Fire Prevention Deputy Chief
 ** Through 2009 PTE Pre-Incident Plans

	001.55.522.040. TRAINING										PROPOSED	
	2006	2007	2008	2009	2010	2011	2012	2011	2012			
1100 TRAINING SALARIES FTE Lieut, POC Firefighters	107,136	114,924	114,132	122,856	127,152	134,820	138,876					
1200 OVERTIME	5,938	5,000	5,000	2,000	2,000	2,004	2,004					
2100 TRAINING BENEFITS FTE Lieut, POC Firefighters	18,399	25,137	25,138	35,489	37,566	40,512	44,774					
3100 OFFICE & OPERATING SUPPLIES	8,720	6,085	6,085	3,730	3,730	4,920	4,920					
3500 SMALL TOOLS & MINOR EQUIPMENT	1,000	1,100	1,250	1,250	750	2,000	750					
4100 PROFESSIONAL SERVICES	650	4,082	3,000	1,500	1,500	3,000	1,500					
4200 COMMUNICATIONS				720	750	750	750					
4300 TRAVEL	8,345	9,000	9,450	7,450	7,000	7,000	7,000					
4800 REPAIR & MAINTENANCE	660	750	900	250	300	1,000	500					
4900 MISCELLANEOUS	13,000	13,000	13,000	11,240	11,240	10,240	10,240					
TOTAL TRAINING	163,848	179,078	177,955	186,485	191,988	206,246	211,314					

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	2006	2007	2008	2009	2010	2011	2012
001.55.522.060. FACILITIES							
1100 FACILITIES SALARIES *FTE Lieut, **Ops DC	58,544	69,084	63,780	70,728	73,200	0	0
1200 OVERTIME	5,886	1,200	1,200	2,000	2,000	0	0
2100 FACILITIES BENEFITS *FTE Lieut, **Ops DC	14,366	13,233	11,828	21,217	22,136	0	0
3100 OFFICE & OPERATING SUPPLIES	3,220	4,420	4,420	4,420	4,420	4,000	4,000
3500 SMALL TOOLS & MINOR EQUIPMENT	1,000	4,500	4,500	2,800	800	1,600	750
4100 PROFESSIONAL SERVICES	0	0	0	0	0	1,050	1,050
4200 COMMUNICATIONS	11,050	7,285	7,420	5,875	6,075	6,175	6,175
4600 INSURANCE	16,000	16,000	16,000	12,678	12,678	16,000	16,000
4700 PUBLIC UTILITY SERVICES	30,000	34,000	36,500	38,000	38,000	39,000	41,000
4800 REPAIR & MAINTENANCE	10,750	17,150	18,250	13,180	14,475	20,650	48,650
4900 MISCELLANEOUS	1,214	1,640	1,640	1,880	1,940	1,000	1,000
6200 CAPITAL OUTLAY - BLDG & STRUCTURE		45,000					
6300 CAPITAL OUTLAY - IMPROVEMENTS	8,277		2,300	1,000			
6400 CAPITAL OUTLAY - COMPUTERS	21,500						
9800 INTRFUND CHRGs FOR SERVICES		17,000	2,000	750	750	750	750
9900 OTHER INTRFUND CHARGES & SERVICES							
TOTAL FACILITIES	181,787	230,612	169,838	174,508	178,474	90,225	119,375

* Through 2010 FTE Lieut
 ** 2011-12 FTE Operations Deputy Chief
 Transfer from Facility Div to Suppression Div

	2006	2007	2008	2009	2010	2011	2012
001.55.694 CAPITAL OUTLAY							
1.6400 CAPITAL OUTLAY EQUIP	15,098	8,298	0	0	0	0	125,000
1.6400 MARINE FIRE / RESCUE UNIT	15,098	8,298	0	0	0	0	125,000
TOTAL CAPITAL OUTLAY	15,098	8,298	0	0	0	0	125,000

	2006	2007	2008	2009	2010	2011	2012
001.55.694 CAPITAL OUTLAY							
1.6400 CAPITAL OUTLAY BLDG	10,000	0	0	0	0	0	166,000
1.6400 APPARATUS BAY - EXHAUST SYSTEM	10,000	0	0	0	0	0	166,000
TOTAL CAPITAL OUTLAY	25,098	8,298	0	0	0	0	166,000

	2006	2007	2008	2009	2010	2011	2012
001.55.697 OTHER FINANCING USES							
1.0000 OP TRSF OUT - ENGINE BOND 230 *	32,708	32,708	34,237	51,711	51,711	51,711	25,856
TOTAL CAPITAL OUTLAY	32,708	32,708	34,237	51,711	51,711	51,711	25,856

	2006	2007	2008	2009	2010	2011	2012
001.55.697 OTHER FINANCING USES							
1.0000 OP TRSF OUT - FIRE GO BOND **	177,431	177,412	180,370	178,930	184,179	0	0
TOTAL OTHER FINANCING USES	177,431	177,412	180,370	178,930	184,179	0	0

* ENGINE BOND 230 Retires in 2008
 ** FIRE STATION BOND Retires in 2010

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001.55 FIRE CONTROL BY DIVISION		2006	2007	2008	2009	2010	2011	2012
522.010	ADMINISTRATION	223,569	237,957	246,689	266,396	280,049	355,215	376,640
522.020	SUPPRESSION	998,721	1,054,003	1,162,723	1,101,326	1,115,085	2,120,966	2,198,824
522.030	PREVENTION	105,822	147,682	151,198	126,836	122,231	123,254	127,333
522.040	TRAINING	163,848	179,078	177,955	186,485	191,988	206,246	211,314
522.050	FACILITIES	181,787	230,512	169,838	174,508	176,474	90,225	119,375
TOTAL FIRE CONTROL		1,673,747	1,849,232	1,908,403	1,857,553	1,885,827	2,895,906	3,033,486

PROPOSED

001.55 CAPITAL OUTLAY		2006	2007	2008	2009	2010	2011	2012
594.020	6400 CAPITAL	15,098	8,298	0	0	0	0	125,000
594.050	6400 CAPITAL	10,000	0	0	0	0	166,000	0
TOTAL CAPITAL OUTLAY		25,098	8,298	0	0	0	166,000	125,000

PROPOSED

001.55 OTHER FINANCING USES		2006	2007	2008	2009	2010	2011	2012
597.020	0000 ENGINE BOND 230	32,708	32,708	34,237	51,711	51,711	51,711	25,856
597.050	0000 FIRE GO BOND	177,431	177,412	180,370	178,930	184,179	0	0
TOTAL OTH FINANCING USES		210,139	210,120	214,607	230,641	235,890	51,711	25,856

PROPOSED

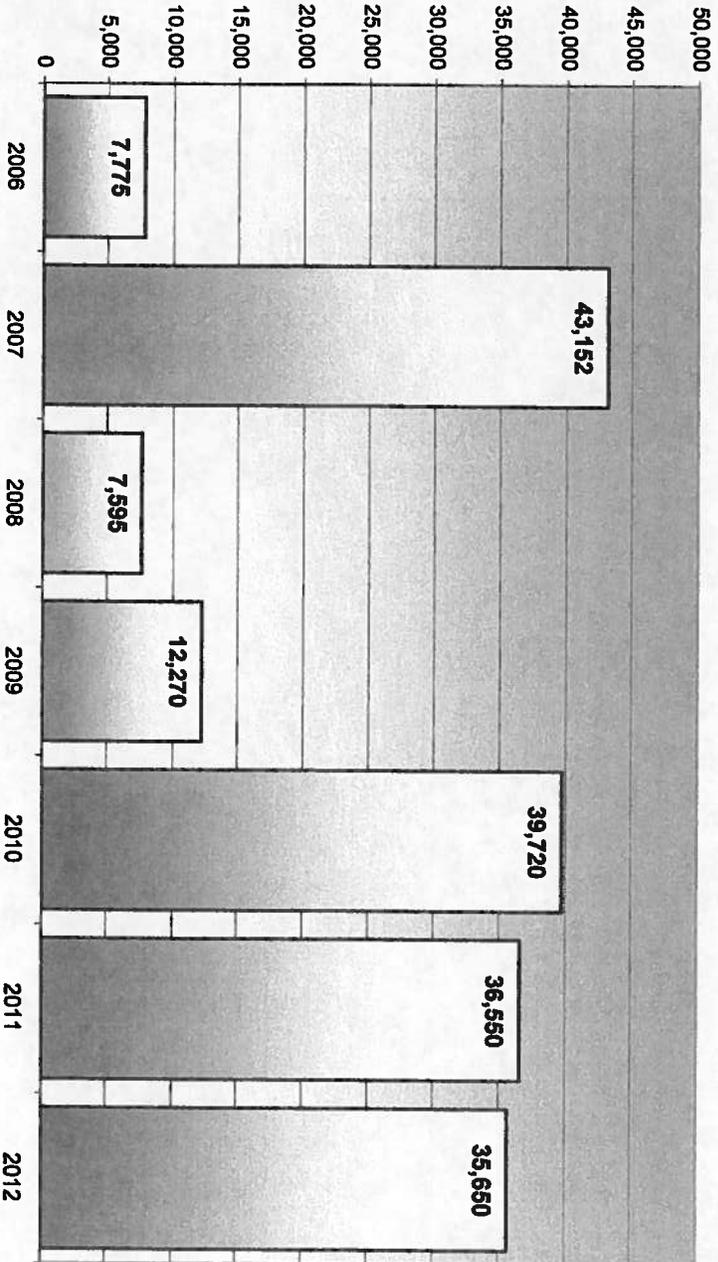
001.55 FIRE CONTROL		2006	2007	2008	2009	2010	2011	2012
GRAND TOTAL FIRE CONTROL		1,908,984	2,067,650	2,123,010	2,088,194	2,121,717	3,113,617	3,184,342

PROPOSED

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	2006	2007	2008	2009	2010	2011	2012
1100 SALARIES & WAGES	750	750	750	750	750	750	750
1200 OVERTIME	0	0	0	0	0	0	0
2100 PERSONNEL BENEFITS	225	225	225	225	225	225	225
3100 OFFICE & OPERATING SUPPLIES	600	850	850	1,200	1,200	1,200	1,200
3500 SMALL TOOLS & MINOR EQUIPMENT	750	750	750	750	750	750	750
4200 COMMUNICATIONS	3,150	3,220	3,220	3,220	3,400	3,500	3,600
4300 TRAVEL	750	0	0	0	0	4,000	4,000
4800 REPAIR & MAINTENANCE	1,050	1,050	1,050	375	375	375	375
4900 MISCELLANEOUS	500	5,750	750	5,750	5,750	750	750
6400 CAPITAL OUTLAY - HLSG FUNDS	0	30,557	0	0	27,270	25,000	24,000
TOTAL EMERGENCY SERVICES	7,775	43,152	7,595	12,270	39,720	36,550	35,650

001.60.525.060 TOTAL EMERGENCY SERVICES



Personnel Request Form

City of Oak Harbor
2011/2012 Budget

This form should be used to record any personnel request for the 2011/2012 budget cycle. This can include new personnel, changes in status (full-time vs. part-time, internships, etc.), or other personnel changes (change in responsibilities & BARS coding).

Fund/Department: 001.55 Fire Division: Fire

Budget Year: 2011 2012 Priority No. 1 of 1

This is a: New Employee Replacement Other

Position Job Title: Fire Prevention Specialist/Public Educator

Position Description: _____

Need/Justification: This position was approved in 2009 as part of the Fire Department Re-Organization in 2009.

Proposed Salary: See Below

Related Equipment/Furnishings/Training Required: _____

Total Anticipated Employee Costs

	<u>2011</u>	<u>2012</u>
Wages	<u>\$40,716</u>	<u>\$41,880</u>
Benefits	<u>\$17,455</u>	<u>\$21,696</u>
Supplies	<u>\$660</u>	<u>\$660</u>
Equipment	_____	_____
Miscellaneous	_____	_____
Capital Outlay	_____	_____
Total	<u>\$58,831</u>	<u>\$64,236</u>

Capital Outlay Request Form

City of Oak Harbor
2011/2012 Budget

This form should be used to list all "Capital Outlay" requests for the 2011/2012 budget year. A **Capital Outlay has been defined as any single expenditure (improvements to buildings, equipment, and/or construction projects) in excess of \$5,000.** If the item requested does not meet this criteria, please just include the expenditure in the proper line (repair & maintenance; small tools & equipment; or office & operating supplies)

Fund/Department: 001.60 Emerg. Serv. Division: Emergency Services

Budget Year: 2011 _____ 2012 Priority No. 1 Of 1

Project Description: This project makes improvements with interoperable communications during emergency operations. Improvements must be vetted by the state Emergency Management Dept. (EMD) prior to purchase.

Estimated Cost: \$24,000 BARS Code: 001.60.594.060.6400

What continuing costs will there be after project completion? _____

General maintenance

What is the funding source for this request? Grant

Are there any grant funds involved? Yes

Granting agency and type of grant: State Homeland Security Grant

Has application been made? Yes No _____

Has the grant been awarded? Yes _____ No

Are there any matching requirements? Yes _____ No

Source of matching funds: N/A City match: N/A%

Describe the nature and extent of impact this project will have on other departments:

Will improve emergency communications between city departments during EOC activations at a local level and with county, state, and federal agencies during multi-jurisdictional incidents.

Describe the nature and amount of any revenues that will be generated by this project:

None

Capital Outlay Request Form

City of Oak Harbor

2011/2012 Budget

This form should be used to list all "Capital Outlay" requests for the 2011/2012 budget year. A **Capital Outlay has been defined as any single expenditure (improvements to buildings, equipment, and/or construction projects) in excess of \$5,000.** If the item requested does not meet this criteria, please just include the expenditure in the proper line (repair & maintenance; small tools & equipment; or office & operating supplies)

Fund/Department: 001.60 Emerg. Serv. Division: Emergency Services

Budget Year: 2011 2012 Priority No. 1 Of 1

Project Description: This project makes improvements with interoperable communications during emergency operations. Improvements must be vetted by the state Emergency Management Dept. (EMD) prior to purchase.

Estimated Cost: \$25,000 BARS Code: 001.60.594.060.6400

What continuing costs will there be after project completion? _____

General maintenance

What is the funding source for this request? Grant

Are there any grant funds involved? Yes

Granting agency and type of grant: State Homeland Security Grant

Has application been made? Yes No

Has the grant been awarded? Yes No

Are there any matching requirements? Yes No

Source of matching funds: N/A City match: N/A%

Describe the nature and extent of impact this project will have on other departments:
Will improve emergency communications between city departments during EOC activations at a local level and with county, state, and federal agencies during multi-jurisdictional incidents.

Describe the nature and amount of any revenues that will be generated by this project:
None

Capital Outlay Request Form

City of Oak Harbor
2011/2012 Budget

This form should be used to list all "Capital Outlay" requests for the 2011/2012 budget year. A **Capital Outlay has been defined as any single expenditure (improvements to buildings, equipment, and/or construction projects) in excess of \$5,000.** If the item requested does not meet this criteria, please just include the expenditure in the proper line (repair & maintenance; small tools & equipment; or office & operating supplies)

Fund/Department: 001.55 Fire Division: Fire

Budget Year: 2011 _____ 2012 Priority No. 1 of 1

Project Description: Purchase a fire/rescue boat. The Marina has the highest potential dollar loss in the city and one of the most hazardous working environments for firefighters. This was budgeted for in previous years.

Estimated Cost: \$125,000 BARS Code: 001.55.594.020.6400

What continuing costs will there be after project completion? _____

General maintenance

What is the funding source for this request? General Fund

Are there any grant funds involved? No

Granting agency and type of grant: N/A

Has application been made? Yes _____ No

Has the grant been awarded? Yes _____ No

Are there any matching requirements? Yes _____ No

Source of matching funds: N/A City match: N/A%

Describe the nature and extent of impact this project will have on other departments:

Maintenance would be performed at Public Works

Describe the nature and amount of any revenues that will be generated by this project:

None

Capital Outlay Request Form

City of Oak Harbor
2011/2012 Budget

This form should be used to list all "Capital Outlay" requests for the 2011/2012 budget year. A **Capital Outlay has been defined as any single expenditure (improvements to buildings, equipment, and/or construction projects) in excess of \$5,000.** If the item requested does not meet this criteria, please just include the expenditure in the proper line (repair & maintenance; small tools & equipment; or office & operating supplies)

Fund/Department: 001.55 Fire Division: Fire

Budget Year: 2011 2012 Priority No. 1 of 1

Project Description: An exhaust system removes hazardous gases from apparatus parked in, leaving, or entering the bay area of the station. This safety item was budgeted for in previous years. An Assistance to Firefighters Grant was submitted to the Dept. of Homeland Security (DHS).

Estimated Cost: \$166,000 BARS Code: 001.55.594.050.6200

What continuing costs will there be after project completion? _____

General maintenance

What is the funding source for this request? If not from Grant, then General Funds

Are there any grant funds involved? Yes

Granting agency and type of grant: Assistance to Firefighters - DHS

Has application been made? Yes No

Has the grant been awarded? Yes No

Are there any matching requirements? Yes No

Source of matching funds: General Fund City match: 10%

Describe the nature and extent of impact this project will have on other departments:

None

Describe the nature and amount of any revenues that will be generated by this project:

None

Exhibit C

Fund: 001 CURRENT EXPENSE

Revenue:

	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
001.00.311.010.0000	3,669,119	3,761,048	3,833,658	3,906,995							3,833,658	3,906,995
001.00.311.010.1000	238,629	254,040	-	-							2,750,000	2,750,000
001.00.313.010.0000	3,095,184	2,926,411	2,750,000	2,750,000							183,034	183,034
001.00.313.071.0000	206,009	196,000	183,034	183,034							271,001	277,094
001.00.314.052.0000	259,854	262,650	271,001	277,094							288,063	302,466
001.00.314.054.0000	259,016	225,000	288,063	302,466							207,216	207,422
001.00.314.055.0000	193,122	195,000	207,216	207,422							84,844	87,602
001.00.314.058.0000	75,778	70,000	84,844	87,602							675,000	679,000
001.00.316.041.0000	651,678	650,000	675,000	679,000							275,000	275,000
001.00.316.043.0000	291,867	305,000	275,000	275,000							7,000	7,000
001.00.316.045.0000	6,432	5,200	7,000	7,000							732,702	756,981
001.00.316.047.0000	729,033	735,000	732,702	756,981							15,000	15,000
001.00.317.051.0000	10,424	20,000	15,000	15,000							50	50
001.00.319.060.0000	22	-	50	50							5,500	5,500
001.00.321.030.0000	3,620	5,500	5,500	5,500							250	250
001.00.321.060.0000	285	200	250	250							3,600	3,600
001.00.321.070.0000	3,655	4,400	3,600	3,600							1,550	1,550
001.00.321.080.0000	1,421	1,550	1,550	1,550							47,000	47,000
001.00.321.090.0000	49,260	47,500	47,000	47,000							180,000	184,000
001.00.321.091.0000	268,858	160,000	180,000	184,000							145,000	155,000
001.00.322.010.0000	330,310	255,000	145,000	155,000							8,500	8,500
001.00.322.090.0000	10,394	8,500	8,500	8,500							-	-
001.00.333.016.5800	5,389	7,500	-	-							27,000	27,000
001.00.333.020.6000	4,560	-	-	-							72,750	26,650
001.00.333.097.6700	-	27,000	27,000	27,000							-	-
001.00.334.003.1000	-	-	72,750	26,650							-	-
001.00.334.004.2000	186	-	-	-							-	-
001.00.334.004.9000	34,500	-	-	-							1,500	1,500
001.00.336.006.2100	1,726	-	1,500	1,500							4,000	4,000
001.00.336.006.2600	4,962	4,000	4,000	4,000							16,000	16,000
001.00.336.006.5100	18,941	16,000	16,000	16,000							3,000	3,000
001.00.336.006.9400	7,525	3,000	3,000	3,000							101,500	105,000
001.00.336.006.9500	112,414	100,000	101,500	105,000							166,500	169,500
001.00.337.007.0000	158,291	155,000	166,500	169,500							1,500	1,500
001.00.337.007.1000	1,883	6,000	1,500	1,500							-	-
001.00.337.011.1000	452	47,000	-	-							45,000	45,000
001.00.338.022.0000	46,288	52,000	45,000	45,000							2,000	2,000
001.00.338.022.1000	2,550	-	2,000	2,000							500	500
001.00.341.069.1000	539	-	500	500							2,200	2,200
001.00.341.071.1000	2,181	4,000	2,200	2,200							500	500
001.00.341.091.0000	24	-	500	500							-	-
001.00.342.090.0000	421	-	-	-							18,000	18,000
001.00.343.050.0000	22,185	10,000	18,000	18,000							2,500	2,500
001.00.343.050.0000	1,533	1,500	2,500	2,500							-	-

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	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2010	2011	2011	2012	2011	2012	2011	2012	2011	2012
001.00.345.081.0000 ZONING AND SUBDIVISION FEES	83,915	25,000	35,000	35,000	35,000	35,000					35,000	35,000
001.00.345.083.0000 PLAN CHECK FEES	88,687	85,000	9,500	9,500	9,500	9,500					9,500	9,500
001.00.345.089.0000 OTHER PLANNING/DEVELOPMENT F	4,758	8,000	5,000	5,000	5,000	5,000					5,000	5,000
001.00.345.089.1000 ANNEXATION FEES	7,391	4,000	4,000	4,000	4,000	4,000					4,000	4,000
001.00.347.090.0000 SHOWERS	1,348	1,200	1,200	1,200	1,200	1,200					1,200	1,200
001.00.357.033.0000 INDIGENT DEFENSE-DISTRICT COUF	390	3,000	2,000	2,000	2,000	2,300					2,000	2,300
001.00.361.011.0000 INVESTMENT INTEREST	120,217	155,000	50,000	50,000	50,000	50,000					50,000	50,000
001.00.361.040.0100 INTEREST ON ACCOUNTS RECEIVAI	152	-	100	100	100	100					100	100
001.00.361.041.0000 LOCAL SALES TAX INTEREST	8,406	7,000	5,000	5,000	5,000	5,000					5,000	5,000
001.00.362.040.0000 FACILITY RENTAL FIRE STATION	800	5,000	1,000	1,000	1,000	1,000					1,000	1,000
001.00.362.040.1000 CAMPING FEES	115,596	130,000	118,000	118,000	118,000	121,000					118,000	121,000
001.00.362.050.0000 RENT/ROYALTIES/COMMISSIONS	28,108	22,000	18,000	18,000	18,000	19,000					18,000	19,000
001.00.367.011.2000 CONTRIBUTIONS AND DONATIONS	2,050	-	100	100	100	100					100	100
001.00.369.010.0000 SALE OF SCRAP & JUNK	3,074	-	1,000	1,000	1,000	1,000					1,000	1,000
001.00.369.020.0000 UNCLAIMED \$/SALE-UNCLAIMED PR	3,569	-	300	300	300	300					300	300
001.00.369.040.0000 JUDGEMENTS & SETTLEMENTS	7,901	-	-	-	-	-					-	-
001.00.369.081.0000 OVERAGES/SHORTAGES-CASH	89	-	-	-	-	-					-	-
001.00.369.090.0000 OTHER MISC REVENUE - NON TAXAI	10,016	4,200	5,000	5,000	5,000	5,500					5,000	5,500
001.00.369.091.1000 OTHER MISC REVENUE - TAXABLE	223	-	200	200	200	200					200	200
001.00.395.010.0000 PROCEEDS - SALE OF FIXED ASSET	14,029	-	-	-	-	-					-	-
001.00.397.030.0000 INDIRECT COST ALLOCATION BILLI	1,224,057	1,169,308	1,321,514	1,321,514	1,391,567	1,391,567	(47,287)	(70,442)			1,274,227	1,321,125
001.00.398.000.0000 INSURANCE RECOVERIES - GOVERN	766	-	-	-	-	-					-	-
001.10.342.033.0000 ADULT PROBATION SERVICES	33,217	45,000	30,000	30,000	32,000	32,000	5,000	5,000			35,000	37,000
001.10.353.010.0000 TRAFFIC INFRACTION PENALTIES	170,159	170,000	172,000	172,000	172,500	172,500					172,000	172,500
001.10.356.090.0000 OTHER CRIMINAL NON-TRAFFIC FIN	26,012	29,000	29,000	29,000	29,500	29,500					29,000	29,500
001.10.357.033.0000 PUBLIC DEFENSE COSTS	34,563	20,000	25,000	25,000	26,000	26,000					25,000	26,000
001.10.361.040.0000 INTEREST ON TAXES & ACCOUNTS I	2,571	3,200	3,500	3,500	3,700	3,700					3,500	3,700
001.10.369.090.0000 OTHER MISCELLANEOUS REVENUE	1,000	650	650	650	750	750					650	750
001.50.342.036.0000 HOUSING/MONITORING OF PRISONI	1,150	4,100	1,500	1,500	1,500	1,500					1,500	1,500
001.50.342.037.0000 JAIL BOOKING FEES	18	100	-	-	-	-					-	-
001.50.342.090.0000 JAIL COMMISSARY	-	800	-	-	-	-					-	-
001.50.362.090.0000 PD COKE MACHINE COMMISSION	193	200	700	700	700	700					700	700
001.52.322.030.0000 ANIMAL LICENSES	14,281	14,500	14,500	14,500	14,750	14,750					14,500	14,750
001.52.322.090.0000 ANIMAL LICENSE LATE PENALTY	1,150	-	1,000	1,000	1,000	1,000					1,000	1,000
001.52.343.093.0000 ANIMAL BURIAL FEE	15	-	50	50	50	50					50	50
001.52.359.090.0000 ANIMAL LICENSE FINE	1,725	-	1,500	1,500	1,500	1,500					1,500	1,500
001.70.362.040.0000 FACILITY RENTAL - CITY BEACH	4,800	3,100	4,000	4,000	4,000	4,000					4,000	4,000
001.70.362.090.0000 VENDING MACH/CONCESSION REVE	-	200	200	200	200	200					200	200
001.70.367.011.0000 INTRFND OTHER MISC REVENUE	12,036	-	6,000	6,000	6,000	6,000					6,000	6,000
001.70.369.090.0000 CONTRIBUTIONS/DONATIONS - PAR	158	-	-	-	-	-					-	-
001.75.341.093.0000 OTHER MISC REV NO TAX - PARKS	11,791	-	7,500	7,500	7,500	7,500					7,500	7,500
001.75.341.093.0000 CUSTODIAL/JANITORIAL - LIBRARY	64,973	63,000	69,400	69,400	69,900	69,900					69,400	69,900
Fund: 001 Total Revenue:	12,885,674	12,493,557	12,121,832	12,301,211	12,301,211	12,301,211	(42,287)	(65,442)	-	-	12,319,545	12,475,769
Expenditure:			97.02%	101.48%								

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	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed		
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012	
City Council													
001.05.511.060.1100 SALARIES & WAGES	49,440	50,820	51,576	53,088							51,576	53,088	
001.05.511.060.1200 OVERTIME	2,467	2,500	3,000	3,200							3,000	3,200	
001.05.511.060.2100 PERSONNEL BENEFITS	31,002	40,860	35,518	38,206							35,518	38,206	
001.05.511.060.3100 OFFICE & OPERATING SUPPLIES	507	500	500	500							500	500	
001.05.511.060.3500 SMALL TOOLS & MINOR EQUIPMENT	8,650	-	-	-							-	-	
001.05.511.060.4100 PROFESSIONAL SERVICES	-	1,450	7,560	7,560							7,560	7,560	
001.05.511.060.4300 TRAVEL	5,001	7,000	7,000	7,000							7,000	7,000	
001.05.511.060.4800 REPAIRS AND MAINTENANCE	-	1,000	500	500							500	500	
001.05.511.060.4900 MISCELLANEOUS	3,035	1,000	3,000	3,000							2,000	2,000	
001.05.511.060.9905 INTRFND TECHNOLOGY CONTRIBU	-	-	9,284	9,284	(1,000)	(1,000)					9,284	9,284	
001.05.511.061.4310 IN STATE TRAVEL - J PALMER	1,493	1,000	1,000	1,000	(250)	(250)					750	750	
001.05.511.061.4320 IN STATE TRAVEL - D PAGGAG	-	1,000	1,000	1,000	(250)	(250)					750	750	
001.05.511.061.4330 IN STATE TRAVEL - B SEVERNS	1,100	1,000	1,000	1,000	(250)	(250)					750	750	
001.05.511.061.4340 IN STATE TRAVEL - S DUDLEY	-	1,000	1,000	1,000	(250)	(250)					750	750	
001.05.511.061.4350 IN STATE TRAVEL - B MUNNS	977	2,000	1,000	1,000	(250)	(250)					750	750	
001.05.511.061.4360 IN STATE TRAVEL - R ALMBERG	-	1,000	1,000	1,000	(250)	(250)					750	750	
001.05.511.061.4370 IN STATE TRAVEL - J CAMPBELL	1,286	1,000	1,000	1,000	(250)	(250)					750	750	
001.05. Total	104,958	112,130	124,938	129,398	(2,750)	(2,750)	-2.20%	(2,750)	-2.13%	-	-	122,188	126,588

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Judicial	Actuals 2009	Amended 2010	Level 3		City Admin Changes		Mayor's Changes		Proposed	
			2011	2012	2011	2012	2011	2012	2011	2012
001.10.512.050.3100 OFFICE & OPERATING SUPPLIES	5,032	5,200	5,600	5,756					5,600	5,756
001.10.512.050.3500 SMALL TOOLS & MINOR EQUIPMENT	-	150	150	150					150	150
001.10.512.050.4100 PROFESSIONAL SERVICES	209,425	234,000	240,000	247,200	(2,000)	(5,000)			238,000	242,200
001.10.512.050.4200 COMMUNICATIONS	4,221	4,500	4,500	4,514					4,500	4,514
001.10.512.050.4300 TRAVEL	318	800	800	1,040	(500)	(740)			300	300
001.10.512.050.4500 OPERATING RENTALS & LEASES	44,649	37,000	30,000	30,000	(3,000)	(3,000)			27,000	27,000
001.10.512.050.4700 PUBLIC UTILITY	3,692	4,000	3,800	3,914					3,800	3,914
001.10.512.050.4800 REPAIR & MAINTENANCE	312	600	400	412					400	412
001.10.512.050.4900 MISCELLANEOUS	171,286	133,000	135,000	139,050					135,000	139,050
001.10.523.030.1100 SALARIES AND WAGES	6,465	16,788	10,535	10,852	(10,535)	(10,852)			-	-
001.10.523.030.2100 PERSONNEL BENEFITS	543	1,302	895	919	(895)	(919)			-	-
001.10.523.030.3100 OFFICE & OPERATING SUPPLIES	-	100	-	-					-	-
001.10. Total	445,943	437,440	431,680	443,807	(16,930)	(20,511)	-	-	414,750	423,296
			-1.32%	2.81%	-3.92%	-4.62%				

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	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
<i>Mayor</i>												
001.15.513.010.1100 SALARIES & WAGES	108,805	114,052	117,712	121,920							117,712	121,920
001.15.513.010.2100 PERSONNEL BENEFITS	35,487	36,105	37,516	41,847							37,516	41,847
001.15.513.010.3100 OFFICE & OPERATING SUPPLIES	1,474	3,000	1,500	1,500							1,500	1,500
001.15.513.010.3500 SMALL TOOLS & MINOR EQUIPMENT	1,236	-	-	-							-	-
001.15.513.010.4100 PROFESSIONAL SERVICES	-	6,000	7,560	7,560							7,560	7,560
001.15.513.010.4200 COMMUNICATIONS	396	100	300	300							300	300
001.15.513.010.4300 TRAVEL	4,615	7,500	7,500	7,500							7,500	7,500
001.15.513.010.4800 REPAIR & MAINTENANCE	-	250	200	200							200	200
001.15.513.010.4900 MISCELLANEOUS	2,174	5,000	3,000	3,000							3,000	3,000
001.15.513.010.9905 INTRENFD TECHNOLOGY CONTRIBUT	-	-	3,531	3,531							3,531	3,531
001.15. Total	154,127	172,007	178,819	187,358	3.96%	4.78%	0.00%	0.00%	-	-	178,819	187,358

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	Actuals 2009	Amended 2010	Level 3		City Admin Changes		Mayor's Changes		Proposed	
			2011	2012	2011	2012	2011	2012	2011	2012
City Administrator										
001.20.513.010.1100 SALARIES AND WAGES	194,505	200,466	205,368	211,368					205,368	211,368
001.20.513.010.1200 OVERTIME	-	200	-	-					-	-
001.20.513.010.2100 PERSONNEL BENEFITS	43,959	51,422	47,869	53,907					47,869	53,907
001.20.513.010.3100 OFFICE & OPERATING SUPPLIES	129	1,200	500	500					500	500
001.20.513.010.4100 PROFESSIONAL SERVICES	-	2,524	2,524	2,524	(524)	(524)			2,000	2,000
001.20.513.010.4200 COMMUNICATIONS	439	100	500	500					500	500
001.20.513.010.4300 TRAVEL	1,478	2,400	2,000	2,000					2,000	2,000
001.20.513.010.4800 REPAIR & MAINTENANCE	-	1,000	500	500					500	500
001.20.513.010.4900 MISCELLANEOUS	992	1,976	1,976	1,976	(376)	(376)			1,600	1,600
001.20.513.010.9905 INTRPND TECHNOLOGY CONTRIBUT	-	-	3,531	3,531					3,531	3,531
001.20.594.013.6400 MACHINERY & EQUIPMENT	-	1,000	-	-					-	-
001.20. Total	241,502	262,288	264,788	276,806	(900)	(900)			263,868	275,906
			0.95%	4.55%	-0.34%	-0.33%				

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	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
Human Resources												
001.28.516.010.1100 SALARIES & WAGES	96,969	104,346	104,462	110,922							104,462	110,922
001.28.516.010.1200 OVERTIME	8	-	-	-							-	-
001.28.516.010.2100 PERSONNEL BENEFITS	28,710	29,335	35,190	36,959							35,190	36,959
001.28.516.010.3100 OFFICE & OPERATING SUPPLIES	1,048	800	800	800							800	800
001.28.516.010.3500 SMALL TOOLS & MINOR EQUIPMENT	26	200	200	200							200	200
001.28.516.010.4100 PROFESSIONAL SERVICES	15,569	44,831	19,000	19,600							19,000	19,600
001.28.516.010.4200 COMMUNICATIONS	440	690	690	690							690	690
001.28.516.010.4300 TRAVEL	459	2,425	2,425	2,525							2,425	2,525
001.28.516.010.4800 REPAIR & MAINTENANCE	324	-	-	-							-	-
001.28.516.010.4900 MISCELLANEOUS	487	8,740	3,550	3,550	(1,550)	(1,550)					2,000	2,000
001.28.516.010.4902 MISCELLANEOUS - MEMBERSHIPS /	-	-	520	520							520	520
001.28.516.010.9905 INTRFND TECHNOLOGY CONTRIBUT	4,898	4,484	3,531	3,531							3,531	3,531
001.28.517.090.3100 OFFICE & OPERATING SUPPLIES - V	4,125	-	500	500							500	500
001.28.517.090.4200 COMMUNICATIONS - WELLNESS	5	-	-	-							-	-
001.28.517.090.4300 TRAVEL - WELLNESS	181	715	1,350	1,400	(675)	(700)					675	700
001.28.517.090.4900 MISCELLANEOUS - WELLNESS	213	3,287	3,000	3,200	(250)	(250)					2,750	2,950
001.28.517.090.4902 MISC - DUES/MEMBERSHIPS/SUBSC	4,180	7,200	7,200	7,200							7,200	7,200
001.28. Total	157,642	207,053	182,418	191,597	(2,475)	(2,500)	-1.36%	-1.30%	-	-	179,943	189,097

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Finance	Actuals 2009	Amended 2010	Level 3		City Admin Changes		Mayor's Changes		Proposed	
			2011	2012	2011	2012	2011	2012	2011	2012
001.30.514.010.1100 SALARIES & WAGES	526,785	584,055	600,206	696,241					600,206	639,941
001.30.514.010.1200 OVERTIME	1,160	4,000	1,000	1,000					1,000	1,000
001.30.514.010.2100 PERSONNEL BENEFITS	190,535	195,049	239,417	303,775					239,417	274,375
001.30.514.010.2900 UNFUNDED PENSION LIABILITIES	297	350	300	300					300	300
001.30.514.010.3100 OFFICE & OPERATING SUPPLIES	4,616	4,200	4,200	4,200					4,200	4,200
001.30.514.010.3500 SMALL TOOLS & MINOR EQUIPMENT	-	-	800	800					800	800
001.30.514.010.4100 PROFESSIONAL SERVICES	18,535	34,000	35,000	35,000					35,000	35,000
001.30.514.010.4200 COMMUNICATIONS	1,471	1,500	1,500	1,500					1,500	1,500
001.30.514.010.4300 TRAVEL	2,866	5,200	5,300	5,300					4,000	4,000
001.30.514.010.4500 OPERATING RENTALS & LEASES	3,306	3,300	3,300	3,300	(1,300)	(1,300)			3,300	3,300
001.30.514.010.4800 REPAIR & MAINTENANCE	-	500	500	500	(100)	(100)			400	400
001.30.514.010.4900 MISCELLANEOUS	3,221	4,600	4,600	4,600	(600)	(600)			4,000	4,000
001.30.514.010.9905 INTRFND TECHNOLOGY CONTRIBUT	19,596	14,928	26,662	26,662	(400)	(400)			26,662	26,662
001.30.514.080.3100 OFFICE & OPERATING SUPPLIES	-	2,500	2,000	2,000					1,600	1,600
001.30.514.080.4100 PROFESSIONAL SERVICES	5,875	7,000	7,500	7,500					7,500	7,500
001.30.514.080.4900 MISCELLANEOUS	30	500	500	500					500	500
001.30.594.010.6400 MACHINERY & EQUIPMENT	-	500	-	-					-	-
001.30.594.014.6400 MACHINERY & EQUIPMENT	-	16,200	5,000	5,000					15,000	5,000
001.30.594.080.6400 MACHINERY & EQUIPMENT	-	3,000	-	-	10,000				-	-
001.30. Total	778,313	881,382	937,785	1,098,178	7,600	(88,100)	-	-	945,385	1,010,078
			6.40%	17.10%	0.81%	-8.02%				

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	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
Legal												
001.35.515.020.1100 SALARIES & WAGES	284,633	295,455	340,080	350,254							340,080	350,254
001.35.515.020.1200 OVERTIME	103	1,000	1,000	1,000							1,000	1,000
001.35.515.020.2100 PERSONNEL BENEFITS	90,148	94,350	93,422	104,377							93,422	104,377
001.35.515.020.3100 OFFICE & OPERATING SUPPLIES	13,455	25,000	25,000	25,000	(12,000)	(12,000)					13,000	13,000
001.35.515.020.4100 PROFESSIONAL SERVICES	141,732	20,000	20,000	20,000	(5,000)	(5,000)					15,000	15,000
001.35.515.020.4200 COMMUNICATIONS	528	1,174	1,174	1,174	(300)	(300)					874	874
001.35.515.020.4300 TRAVEL	183	5,000	5,500	5,500	(2,500)	(2,500)					3,000	3,000
001.35.515.020.4800 REPAIR & MAINTENANCE	-	850	850	850							850	850
001.35.515.020.4900 MISCELLANEOUS	2,392	8,000	8,200	8,200	(3,200)	(3,200)					5,000	5,000
001.35.515.020.9905 INTRENFD TECHNOLOGY CONTRIBUT	5,987	8,240	6,184	6,184							6,184	6,184
001.35. Total	539,161	459,069	501,410	522,539	(23,000)	(23,000)	-	-	478,410	499,539		
			9.22%	4.21%	-4.59%	-4.40%						

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	Actuals 2009	Amended 2010	Level 3		City Admin Changes		Mayor's Changes		Proposed	
			2011	2012	2011	2012	2011	2012	2011	2012
Development Services										
001.38.532.010.1100 SALARIES & WAGES	-	-	40,796	42,017					40,796	42,017
001.38.532.010.2100 PERSONNEL BENEFITS	-	-	13,254	14,758					13,254	14,758
001.38.532.020.9999 2010 COUNCIL APPROVED BUDGET	-	105,226	-	-					-	-
001.38.558.020.1100 SALARIES	264,131	258,620	284,204	294,761					284,204	294,761
001.38.558.020.2100 PERSONNEL BENEFITS	85,161	66,183	92,072	103,017					92,072	103,017
001.38.558.020.3100 OFFICE & OPERATING SUPPLIES	4,946	5,787	5,961	6,140					5,961	6,140
001.38.558.020.3500 SMALL TOOLS & MINOR EQUIPMENT	-	300	300	300					300	300
001.38.558.020.4100 PROFESSIONAL SERVICES	22,014	18,000	23,000	23,000					23,000	23,000
001.38.558.020.4200 COMMUNICATIONS	846	3,475	3,579	3,686	(1,500)	(1,500)			2,079	2,186
001.38.558.020.4300 TRAVEL	1,454	2,358	2,450	2,525	(450)	(525)			2,000	2,000
001.38.558.020.4800 REPAIR & MAINTENANCE	426	1,000	1,000	1,000	(200)	(200)			800	800
001.38.558.020.4900 MISCELLANEOUS	10,621	14,203	14,629	14,975	(4,629)	(4,975)			10,000	10,000
001.38.558.020.9905 INTRFUND TECHNOLOGY CONTRIBUT	12,728	11,319	10,476	10,476					10,476	10,476
001.38.558.020.9941 INTRFUND CHRGs - ENGINEERING	66,959	-	-	-					-	-
001.38.558.021.4100 PROFESSIONAL SVCS - GRANT	36,075	-	72,750	26,650		Covered by grant			72,750	26,650
001.38.558.021.4900 MISCELLANEOUS - GRANT	694	-	-	-					-	-
001.38.558.028.9800 INTRFUND REPAIRS & MAINTENANC	5	1,000	1,000	1,000	(500)	(500)			500	500
001.38.559.060.1100 SALARIES AND WAGES	280,858	279,018	299,226	310,433					299,226	310,433
001.38.559.060.2100 PERSONNEL BENEFITS	100,843	100,252	110,076	121,020					110,076	121,020
001.38.559.060.3100 OFFICE & OPERATING SUPPLIES	725	3,242	3,200	3,500	(200)	(500)			3,000	3,000
001.38.559.060.3400 SUPPLIES PURCHASED FOR INVENTC	-	3,500	500	500					500	500
001.38.559.060.3500 SMALL TOOLS & MINOR EQUIPMENT	-	500	800	800	(300)	(300)			500	500
001.38.559.060.4100 PROFESSIONAL SERVICES	1,075	1,000	1,000	1,000	(400)	(400)			1,000	1,000
001.38.559.060.4200 COMMUNICATIONS	901	2,900	1,500	1,500	(400)	(400)			1,100	1,100
001.38.559.060.4300 TRAVEL	-	2,715	2,600	2,600	(600)	(600)			2,000	2,000
001.38.559.060.4600 INSURANCE	-	357	400	400					400	400
001.38.559.060.4800 REPAIRS AND MAINTENANCE	39	600	600	600	(200)	(200)			400	400
001.38.559.060.4900 MISCELLANEOUS	1,604	5,017	5,100	5,165	(2,000)	(2,000)			3,100	3,165
001.38.559.068.9800 INTRFUND REPAIRS & MAINTENANC	5,995	3,246	3,197	3,325					3,197	3,325
001.38.559.068.9905 INTRFUND TECHNOLOGY CONTRIBUT	5,455	6,327	7,280	7,280					7,280	7,280
001.38. Total	903,555	896,145	1,000,950	1,002,428	(10,979)	(11,700)			989,971	990,728
			11.70%	0.15%	-1.10%	-1.17%				

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General Governmental

	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
001.45.513.050.4900 MISCELLANEOUS	10,000	-	-	-	-	-	-	-	-	-	-	-
001.45.514.078.4900 JUDGEMENTS & SETTLEMENTS	(3,895)	-	-	-	-	-	-	-	-	-	-	-
001.45.514.085.4900 VOTER RECORDS/ELECTIONS	33,274	22,000	22,000	23,000	(4,000)	(5,000)	(5,000)	18,000	-	-	18,000	
001.45.518.030.1100 SALARIES & WAGES	35,870	-	-	-	-	-	-	-	-	-	-	
001.45.518.030.2100 PERSONNEL BENEFITS	29	-	-	-	-	-	-	-	-	-	-	
001.45.518.030.3100 OFFICE SUPPLIES	11,834	17,500	16,000	16,500	(5,000)	(5,000)	(5,000)	11,000	-	-	11,500	
001.45.518.030.3200 OPERATING SUPPLIES	-	1,000	1,000	1,000	(500)	(500)	(500)	500	-	-	500	
001.45.518.030.3500 SMALL TOOLS & MINOR EQUIPMENT	116	300	300	300	(100)	(100)	(100)	200	-	-	200	
001.45.518.030.4100 PROFESSIONAL SERVICES	28,267	40,000	24,000	24,500	(4,000)	(4,500)	(4,500)	20,000	-	-	20,000	
001.45.518.030.4200 COMMUNICATIONS	23,774	24,000	22,000	22,000	(7,000)	(7,000)	(7,000)	22,000	-	-	22,000	
001.45.518.030.4400 ADVERTISING	17,616	22,000	17,000	17,000	(2,000)	(2,000)	(2,000)	10,000	-	-	10,000	
001.45.518.030.4500 OPERATING RENTALS & LEASES	30,437	6,000	30,000	30,000	(2,000)	(3,000)	(3,000)	30,000	-	-	30,000	
001.45.518.030.4600 INSURANCE	148,964	109,352	140,000	143,000	(1,000)	(2,000)	(2,000)	138,000	-	-	140,000	
001.45.518.030.4700 PUBLIC UTILITY SERVICES	25,472	24,000	26,000	27,000	(1,000)	(2,000)	(2,000)	25,000	-	-	25,000	
001.45.518.030.4800 REPAIR & MAINTENANCE	5,264	15,000	15,000	15,000	(2,000)	(2,000)	(2,000)	13,000	-	-	13,000	
001.45.518.030.4900 MISCELLANEOUS	12,454	18,000	15,000	15,000	(5,000)	(5,000)	(5,000)	10,000	-	-	10,000	
001.45.518.030.9900 INTRFUND REPAIRS & MAINTENANCE	24,325	20,000	20,000	20,000	(5,000)	(5,000)	(5,000)	15,000	-	-	15,000	
001.45.518.038.9800 INTRFUND REPAIRS & MAINTENANCE	4,969	-	500	500	(658)	(712)	(712)	700	-	-	500	
001.45.518.038.9905 INTRFUND TECHNOLOGY CONTRIBUT	1,946	2,123	1,358	1,412	(1,916)	(1,916)	(1,916)	13,584	-	-	13,584	
001.45.518.050.4900 COMMUNITY SUPPORT COSTS	22,862	17,416	15,500	15,500	(10,000)	(10,000)	(10,000)	20,000	-	-	20,000	
001.45.518.050.9800 INTERFUND CHARGES - LABOR POC	1,848	37,500	1,000	1,000	-	-	-	1,000	-	-	1,000	
001.45.518.050.9900 OTHER INTRFUND SERVICES & CHR	-	-	-	-	-	-	-	-	-	-	-	
001.45.518.060.4900 KITCHEN SUPPLIES	31,566	-	-	-	-	-	-	-	-	-	-	
001.45.518.080.4900 NTL LEAGUE OF CITY'S DUES	294	1,500	1,000	1,000	(200)	(200)	(200)	800	-	-	800	
001.45.519.020.4900 A.W.C. DUES	2,978	2,000	3,000	3,000	-	-	-	3,000	-	-	3,000	
001.45.531.070.5100 COUNCIL OF GOVERNMENTS ASSE:	15,546	15,000	16,000	16,000	-	-	-	16,000	-	-	16,000	
001.45.546.070.4100 POLLUTION CONTROL	5,000	-	-	-	-	-	-	-	-	-	-	
001.45.551.020.5100 SENIOR SERVICES ISL CNTY CONTR	7,942	8,500	8,400	8,400	-	-	-	8,400	-	-	8,400	
001.45.567.000.5100 ISLAND COUNTY HEALTH 1% LCB PF	9,377	-	18,000	18,000	-	-	-	18,000	-	-	18,000	
001.45.567.000.5110 IDIPIC PREVENTION SUPPORT	16,500	6,000	6,000	6,000	(18,000)	(18,000)	(18,000)	6,000	-	-	6,000	
001.45.567.000.5110 IDIPIC PREVENTION SUPPORT	5,493	2,400	2,400	2,400	-	-	-	2,400	-	-	2,400	
001.45.597.000.0000 OPS TRSF OUT - RESERVES	-	97,758	105,544	117,282	(18,000)	(18,000)	(18,000)	87,544	-	-	99,282	
001.45.597.000.1000 OPS TRSF OUT - STREETS	165,846	20,000	20,000	20,000	-	-	-	20,000	-	-	20,000	
001.45.597.000.2000 OPS TRSF OUT - ART ACQUISITION	18,333	40,000	40,000	40,000	-	-	-	40,000	-	-	40,000	
001.45.597.000.3000 OPS TRSF OUT - MARATHON	40,000	-	31,614	32,472	-	-	-	31,614	-	-	31,614	
001.45.597.000.4000	21,314	-	-	-	-	-	-	-	-	-	-	
001.45.597.000.4000	150,000	-	-	-	-	-	-	-	-	-	-	
001.45. Total	925,615	587,349	648,616	651,866	(66,374)	(69,928)	(66,374)	582,242	591,938			
			10.43%	2.04%	-10.23%	-10.57%						

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	Actuals 2009	Amended 2010	Level 3		City Admin Changes 2011	City Admin Changes 2012	Mayor's Changes		2011	2012
			2011	2012			2011	2012		
Police										
001.50.521.010.1100 SALARIES & WAGES	340,476	352,020	367,291	379,055					367,291	379,055
001.50.521.010.2100 PERSONNEL BENEFITS	129,550	165,163	197,741	202,873					197,741	202,873
001.50.521.010.2900 LEOFF I (OUT OF POCKET EXPENSE	1,605	4,000	3,000	3,060					3,000	3,060
001.50.521.010.3100 OFFICE & OPERATING SUPPLIES	1,484	20,165	1,576	1,608					1,576	1,608
001.50.521.010.4100 PROFESSIONAL SERVICES	7,007	20,165	14,465	21,984		(5,000)			14,465	16,984
001.50.521.010.4300 TRAVEL	8	2,800	1,800	1,800		(300)			1,500	1,500
001.50.521.010.4900 MISCELLANEOUS	305	6,065	5,565	5,565		(2,565)			3,000	3,000
001.50.521.021.1100 SALARIES & WAGES	207,240	295,035	384,125	396,653					384,125	396,653
001.50.521.021.1200 OVERTIME	20,523	25,838	26,613	27,412					18,613	19,412
001.50.521.021.2100 PERSONNEL BENEFITS	73,014	107,350	142,526	146,293		(8,000)			142,526	146,293
001.50.521.021.2900 LEOFF I (OUT OF POCKET EXPENSE	612	1,070	1,100	1,122					1,100	1,122
001.50.521.021.3100 OFFICE & OPERATING SUPPLIES	1,061	1,020	2,626	1,040					2,626	1,040
001.50.521.021.4100 PROFESSIONAL SERVICES	11,473	1,885	3,708	3,744					3,708	3,744
001.50.521.021.4900 MISCELLANEOUS	8,146	10,000	10,000	10,000		(5,000)			5,000	5,000
001.50.521.040.3100 OFFICE & OPERATING SUPPLIES	4,362	5,200	12,700	12,954		(5,000)			7,700	7,954
001.50.521.040.4300 TRAVEL	5,745	10,100	8,000	8,160		(7,000)			1,000	1,000
001.50.521.040.4900 MISCELLANEOUS	3,679	3,600	11,350	11,350		(1,350)			10,000	10,000
001.50.521.050.3100 OFFICE & OPERATING SUPPLIES	5,635	7,000	7,000	7,140		(500)			7,000	7,140
001.50.521.050.3500 SMALL TOOLS & MINOR EQUIPMENT	461	1,545	1,500	1,500					1,000	1,000
001.50.521.050.4100 PROFESSIONAL SERVICES	20,950	20,415	20,900	21,318					20,900	21,318
001.50.521.050.4200 COMMUNICATIONS	40,055	39,900	37,310	38,056		(5,000)			32,310	33,056
001.50.521.050.4500 OPERATING RENTALS & LEASES	9,220	9,775	10,760	10,975					10,760	10,975
001.50.521.050.4600 INSURANCE	175	9,851	10,048	10,249		(10,048)			-	-
001.50.521.050.4700 PUBLIC UTILITY SERVICES	38,179	40,925	41,371	42,612		(371)			41,000	42,000
001.50.521.050.4800 REPAIR & MAINTENANCE	13,288	5,855	6,900	6,938					6,900	6,938
001.50.521.050.4900 MISCELLANEOUS	250	800	200	200					200	200
001.50.521.050.9800 INTRFUND CHARGES FOR SERVICE:	4,144	1,300	8,000	8,160		(2,500)			5,500	5,500
001.50.521.050.9900 OTHER INTRFUND SERVICES & CHG	10,000	5,500	8,000	8,000					8,000	8,000
001.50.521.070.1100 SALARIES & WAGES	1,443,622	1,444,127	1,496,418	1,558,719					1,496,418	1,558,719
001.50.521.070.1200 OVERTIME	100,362	91,560	94,307	97,136					94,307	97,136
001.50.521.070.2100 PERSONNEL BENEFITS	502,290	509,087	543,834	555,152		(5,991)			543,834	555,152
001.50.521.070.3100 OFFICE & OPERATING SUPPLIES	29,682	36,041	38,281	35,991		(500)			30,000	30,000
001.50.521.070.3500 SMALL TOOLS & MINOR EQUIPMENT	303	1,348	6,275	1,300					5,775	800
001.50.521.070.4100 PROFESSIONAL SERVICES	1,989	3,520	3,520	3,590					3,520	3,590
001.50.521.070.4600 INSURANCE	-	55,655	56,768	57,903					51,768	52,903
001.50.521.070.4800 REPAIR & MAINTENANCE	4,409	6,600	6,725	2,856		(500)			6,225	2,356
001.50.521.070.4900 MISCELLANEOUS	4,312	4,200	5,700	5,814					5,700	5,814
001.50.521.070.9800 INTERFUND CHARGES-LABOR POOL	6,891	1,300	8,000	8,160		(6,000)			2,000	2,160
001.50.521.078.9800 OTHER INTRFUND SERVICES & CHG	128,766	121,046	103,348	107,482					103,348	107,482
001.50.521.078.9900 INTRFUND REPAIRS & MAINTENANC	76,225	48,481	60,961	60,961					60,961	60,961
001.50.521.078.9905 INTRFUND EQUIP REPLACE CONTRIB	58,239	30,723	61,721	61,721					61,721	61,721
001.50.523.022.4100 PROFESSIONAL SERVICES	121	2,500	1,000	1,020		(500)			500	520
001.50.523.060.1100 SALARIES AND WAGES	366,353	408,696	373,988	389,349					373,988	389,349
001.50.523.060.1200 OVERTIME	14,039	21,822	22,477	23,151					20,477	21,151
001.50.523.060.2100 PERSONNEL BENEFITS	127,996	142,401	157,747	163,022		(2,000)			157,747	163,022

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	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
001.50.523.060.3100 OFFICE AND OPERATING SUPPLIES	21,378	26,206	28,206	28,770	(2,000)	(2,000)	26,206	26,770	800	800	26,770	26,770
001.50.523.060.3500 SMALL TOOLS & MINOR EQUIPMENT	504	1,000	1,000	1,000	(200)	(200)	800	800			800	800
001.50.523.060.4100 PROFESSIONAL SERVICES	10,449	3,300	3,300	3,366	(3,000)	(3,000)	3,300	3,366			3,366	3,366
001.50.523.060.4105 PROF SVCS - INMATE MEDICAL	-	10,605	18,000	18,360	(3,000)	(3,000)	15,000	15,360			15,360	15,360
001.50.523.060.4800 REPAIR & MAINTENANCE	6,232	6,400	5,200	5,304	(2,000)	(2,000)	3,200	3,304			3,304	3,304
001.50.523.060.4900 MISCELLANEOUS	2,169	1,955	1,200	1,224			1,200	1,224			1,224	1,224
001.50.528.080.1100 SALARIES & WAGES	255,000	263,820	280,280	292,967			280,280	292,967			292,967	292,967
001.50.528.080.1200 OVERTIME	235	3,105	3,198	3,294			3,198	3,294			3,294	3,294
001.50.528.080.2100 PERSONNEL BENEFITS	95,265	88,085	114,999	119,278			114,999	119,278			119,278	119,278
001.50.528.080.3100 OFFICE & OPERATING SUPPLIES	372	412	412	420			412	420			420	420
001.50.528.080.4100 PROFESSIONAL SERVICES	321,844	431,953	344,020	354,341			344,020	354,341			354,341	354,341
001.50.528.080.4200 COMMUNICATIONS	-	-	-	-			-	-			-	-
001.50.594.010.6200 BUILDINGS & STRUCTURES	113,642	-	29,000	-			29,000	-			-	-
001.50.594.010.6400 MACHINERY & EQUIPMENT	-	-	-	-			-	-			-	-
001.50.597.050.0000 OPS TRSF OUT GO 201 (OAKGO 96)	67,870	69,861	-	-	(77,615)	(81,087)	-	-			-	-
001.50. Total	4,724,721	4,992,031	5,216,560	5,351,972	(77,615)	(81,087)	5,138,945	5,270,885			5,138,945	5,270,885
			4.50%	2.60%	-1.49%	-1.52%						

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	Actuals 2009	Amended 2010	Level 3		City Admin Changes 2011	City Admin Changes 2012	Mayor's Changes		2011	Proposed 2012
			2011	2012			2011	2012		
Animal Control										
001.52.539.030.1100 SALARIES & WAGES	49,120	50,830	55,896	57,876	(3,000)	(3,000)			52,896	54,876
001.52.539.030.1200 OVERTIME	65	2,430	2,430	2,430	(2,000)	(2,000)			430	430
001.52.539.030.2100 BENEFITS	18,224	17,576	21,799	22,572	(990)	(990)			20,809	21,582
001.52.539.030.3100 OFFICE & OPERATING SUPPLIES	391	1,020	6,200	1,236	(500)	(500)			5,700	736
001.52.539.030.3500 SMALL TOOLS & MINOR EQUIPMENT	182	510	400	408					400	408
001.52.539.030.4100 PROFESSIONAL SERVICES	85,000	87,550	88,580	91,237	(3,000)	(3,000)			85,580	88,237
001.52.539.030.4200 COMMUNICATIONS	392	690	500	510					500	510
001.52.539.030.4300 TRAVEL	-	515	300	306					300	306
001.52.539.030.4700 UTILITY SERVICES	7,232	12,716	12,500	12,750	(1,500)	(1,500)			11,000	11,250
001.52.539.030.4800 REPAIRS AND MAINTENANCE	3,455	411	10,600	618	(200)	(200)			10,400	418
001.52.539.030.4900 MISCELLANEOUS	3,574	1,000	1,650	1,683					1,650	1,683
001.52.539.030.4905 WAIF LICENSE SALES FEE	-	250	200	204	(200)	(204)			-	-
001.52.539.030.9800 INTRFUND REPAIRS & MAINTENANC	1,840	2,040	1,800	1,836					1,800	1,836
001.52.539.030.9900 OTHER ENVIRONMENTAL SERVICES	381	200	200	204					200	204
001.52.539.038.9800 INTRFUND REPAIRS & MAINTENANCE	8,731	7,025	1,036	1,077					1,036	1,077
001.52.539.038.9900 INTRFUND EQUIP REPLACE CONTRI	6,012	6,014	1,187	1,187					1,187	1,187
001.52.539.038.9905 INTRFUND TECHNOLOGY CONTRIBU	-	-	3,972	3,972					3,972	3,972
001.52. Total	184,599	190,777	209,250	200,106	(11,390)	(11,394)			197,860	188,712
			9.68%	-4.37%	-5.44%	-5.69%				

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	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
Fire												
001.55.522.010.1100	ADMINISTRATION SALARIES	195,570	199,398	252,258	260,472	(40,716)	(41,880)	211,542	218,592			
001.55.522.010.1200	OVERTIME	659	1,250	3,600	3,600	(1,500)	(1,500)	2,100	2,100			
001.55.522.010.2100	ADMINISTRATION BENEFITS	60,855	65,346	80,842	93,353	(17,455)	(21,696)	63,387	71,657			
001.55.522.010.3100	OFFICE & OPERATING SUPPLIES	3,110	4,260	7,980	8,180			7,980	8,180			
001.55.522.010.4100	SMALL TOOLS & MINOR EQUIPMENT	-	500	500	500			500	500			
001.55.522.010.4300	PROFESSIONAL SERVICES	-	500	1,000	1,000			1,000	1,000			
001.55.522.010.4300	TRAVEL	-	500	500	500			500	500			
001.55.522.010.4500	RENTALS & LEASES - FIRE CONTROL	5,580	5,500	6,000	6,500			6,000	6,500			
001.55.522.010.4800	REPAIR & MAINTENANCE	28	500	500	500			500	500			
001.55.522.010.4900	MISCELLANEOUS	1,137	1,795	2,035	2,035			2,035	2,035			
Suppression												
001.55.522.020.1100	SUPPRESSION SALARIES	680,732	707,625	871,053	902,994			871,053	902,994			
001.55.522.020.1200	OVERTIME	12,850	15,000	15,000	15,000			15,000	15,000			
001.55.522.020.2100	SUPPRESSION BENEFITS	165,877	163,428	243,196	269,980			243,196	269,980			
001.55.522.020.3100	OFFICE & OPERATING SUPPLIES	40,767	37,260	40,540	40,540			40,540	40,540			
001.55.522.020.3500	SMALL TOOLS & MINOR EQUIPMENT	1,601	2,000	3,500	3,500			3,500	3,500			
001.55.522.020.4100	PROFESSIONAL SERVICES	2,856	8,500	7,000	7,000			7,000	7,000			
001.55.522.020.4200	COMMUNICATIONS	44,539	45,492	39,140	40,790			39,140	40,790			
001.55.522.020.4300	TRAVEL	181	500	500	500			500	500			
001.55.522.020.4800	REPAIR & MAINTENANCE	10,198	10,130	14,275	13,025			14,275	13,025			
001.55.522.020.4900	MISCELLANEOUS	568	2,640	2,880	3,030			2,880	3,030			
001.55.522.020.9800	INTRAFUND REPAIRS & MAINTENANCE	64,001	69,510	70,000	72,583			70,000	72,583			
001.55.522.020.9900	INTRAFUND EQUIP. REPLACE CONTRIB	24,996	25,000	770,729	786,729	(720,729)	(736,729)	50,000	50,000			
001.55.522.020.9905	INTRAFUND TECHNOLOGY CONTRIBUTION	46,821	26,000	43,153	43,153			43,153	43,153			
Prevention												
001.55.522.030.1100	PREVENTION SALARIES	116,031	88,632	91,560	94,152			91,560	94,152			
001.55.522.030.2100	PREVENTION BENEFITS	29,414	26,729	26,569	28,006			26,569	28,006			
001.55.522.030.3100	OFFICE & OPERATING SUPPLIES	3,026	3,765	1,945	1,945			1,945	1,945			
001.55.522.030.3500	SMALL TOOLS & MINOR EQUIPMENT	847	750	550	550			550	550			
001.55.522.030.4100	PROFESSIONAL SERVICES	211	750	550	550			550	550			
001.55.522.030.4800	REPAIR & MAINTENANCE	417	450	300	300			300	300			
001.55.522.030.4900	MISCELLANEOUS	1,503	1,905	2,330	2,380			2,330	2,380			
Training												
001.55.522.040.1100	SALARIES AND WAGES	101,592	127,152	134,820	138,876			134,820	138,876			
001.55.522.040.1200	OVERTIME	359	2,000	2,004	2,004			2,004	2,004			
001.55.522.040.2100	PERSONNEL BENEFITS	26,725	37,566	40,512	44,774			40,512	44,774			
001.55.522.040.3100	OFFICE AND OPERATING SUPPLIES	4,291	3,730	4,920	4,920			4,920	4,920			
001.55.522.040.3500	SMALL TOOLS & MINOR EQUIPMENT	201	750	2,000	750			2,000	750			
001.55.522.040.4100	PROFESSIONAL SERVICES	-	1,500	3,000	1,500			3,000	1,500			
001.55.522.040.4200	COMMUNICATIONS	780	750	750	750			750	750			
001.55.522.040.4300	TRAVEL	4,195	7,000	7,000	7,000			7,000	7,000			
001.55.522.040.4800	REPAIR AND MAINTENANCE	-	300	1,000	500			1,000	500			
001.55.522.040.4900	MISCELLANEOUS	6,212	11,240	10,240	10,240			10,240	10,240			
Maintenance												
001.55.522.050.1100	SALARIES & WAGES	42,242	73,200	-	-			-	-			
001.55.522.050.1200	OVERTIME	672	2,000	-	-			-	-			

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	Actuals 2009	Amended 2010	Level 3		City Admin Changes		Mayor's Changes		Proposed	
			2011	2012	2011	2012	2011	2012	2011	2012
001.55.522.050.2100 PERSONNEL BENEFITS	15,905	22,136	-	-	-	-	-	-	4,000	4,000
001.55.522.050.3100 OFFICE & OPER. SUPPLIES	2,192	4,420	4,000	4,000	4,000	4,000	-	1,600	1,600	
001.55.522.050.3500 SMALL TOOLS & MINOR EQUIPMENT	2,337	800	1,600	750	1,600	750	-	1,050	1,050	
001.55.522.050.4100 PROFESSIONAL SERVICES	877	-	1,050	1,050	1,050	1,050	-	6,175	6,175	
001.55.522.050.4200 COMMUNICATIONS	4,676	6,075	6,175	6,175	6,175	6,175	-	16,000	16,000	
001.55.522.050.4600 INSURANCE	-	12,678	16,000	16,000	16,000	16,000	-	39,000	41,000	
001.55.522.050.4700 PUBLIC UTILITY SERVICES	37,330	38,000	39,000	41,000	39,000	41,000	-	20,650	48,650	
001.55.522.050.4800 REPAIR & MAINTENANCE	15,802	14,475	20,650	48,650	20,650	48,650	-	1,000	1,000	
001.55.522.050.4900 MISCELLANEOUS	1,844	1,940	1,000	750	1,000	750	-	750	750	
001.55.522.050.9900 OTHER INTRFUND CHARGES & SER'	53	750	750	125,000	-	(125,000)	-	-	-	
001.55.594.020.6400 MACHINERY & EQUIPMENT	-	-	-	-	166,000	(166,000)	-	-	-	
001.55.594.050.6200 BUILDINGS & STRUCTURES	-	-	166,000	-	51,711	-	-	-	51,711	
001.55.597.020.0000 OPS TRSF OUT - ENGINE BOND 230	51,711	51,711	51,711	25,856	-	-	-	-	25,856	
001.55.597.050.0000 OP TRF OUT -FIRE GO BONDS	178,930	184,179	-	-	-	-	-	-	-	
001.55. Total	2,013,311	2,121,717	3,113,617	3,184,342	(946,400)	(926,805)	-	2,167,217	2,257,537	
			46.75%	2.27%	-30.40%	-29.11%				

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	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2010	2011	2011	2012	2011	2012	2011	2012	2011	2012
Emergency Services												
001.60.525.060.1100		750	750	750	750	750					750	750
001.60.525.060.2100		225	225	225	225	225					225	225
001.60.525.060.3100		952	1,200	1,200	1,200	1,200					1,200	1,200
001.60.525.060.3500		12,373	750	750	750	750					750	750
001.60.525.060.4200		1,863	3,400	3,500	3,500	3,600					3,500	3,600
001.60.525.060.4300		-	-	4,000	4,000	4,000					-	-
001.60.525.060.4800		-	375	375	375	375	(4,000)	(4,000)			375	375
001.60.525.060.4900		-	5,750	750	750	750					750	750
001.60.594.025.6400		-	22,000	-	-	-					-	-
001.60.594.060.6400		-	-	25,000	25,000	24,000	Grant funded				25,000	24,000
001.60. Total		16,163	34,450	36,550	36,550	35,650	(4,000)	(4,000)	-	-	32,550	31,650
				6.10%		-2.46%	-10.94%	-11.22%				

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	Actuals 2009	Amended 2010	Level 3 2011	Level 3 2012	City Admin Changes 2011	City Admin Changes 2012	Mayor's Changes 2011	Mayor's Changes 2012	Proposed 2012
Youth Services									
001.65.574.020.3100 OFFICE & OPERATING SUPPLIES	-	1,000	-	-					-
001.65.574.020.4100 PROFESSIONAL SERVICES	-	7,000	-	-					-
001.65.574.020.4300 TRAVEL	-	500	-	-					-
001.65.574.020.4800 REPAIR & MAINTENANCE	-	100	-	-					-
001.65.574.020.4900 MISCELLANEOUS	-	400	-	-					-
001.65. Total	-	9,000	-	-					-

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Part	Actuals		Amended		Level 3		City Admin Changes		Mayor's Changes		Proposed	
	2009	2010	2011	2012	2011	2012	2011	2012	2011	2012	2011	2012
001.70.575.011.3100	OFFICE & OPERATING SUPPLIES	2,616	5,000	5,000	5,000	5,000	(3,000)	(3,000)			2,000	2,000
001.70.575.011.4100	PROFESSIONAL SERVICES	28,086	30,000	32,000	32,500	32,500	(2,000)	(2,500)			30,000	30,000
001.70.576.010.1100	SALARIES & WAGES	384,023	419,944	423,686	439,002	439,002	(900)	(900)			423,686	439,002
001.70.576.010.1200	OVERTIME	5,140	6,550	6,500	6,700	6,700	(5,000)	(5,000)			5,600	5,800
001.70.576.010.2100	PERSONNEL BENEFITS	161,859	168,922	182,795	201,658	201,658	(3,000)	(3,000)			182,795	201,658
001.70.576.010.3100	OFFICE & OPERATING SUPPLIES	49,048	49,600	52,000	53,000	53,000	(5,000)	(5,000)			47,000	48,000
001.70.576.010.3500	SMALL TOOLS & MINOR EQUIPMENT	1,842	5,000	5,000	5,100	5,100	(3,000)	(3,000)			2,000	2,100
001.70.576.010.4100	PROFESSIONAL SERVICES	22,886	25,000	25,000	25,500	25,500	(400)	(500)			5,000	5,000
001.70.576.010.4200	COMMUNICATIONS	5,060	5,400	5,400	5,500	5,500	(1,520)	(1,570)			1,000	1,000
001.70.576.010.4300	TRAVEL	1,773	2,520	2,520	2,570	2,570	(200)	(220)			400	400
001.70.576.010.4400	ADVERTISING	472	-	600	620	620					12,000	12,250
001.70.576.010.4500	OPERATING RENTALS & LEASES	8,806	10,900	12,000	12,250	12,250					7,290	7,290
001.70.576.010.4600	INSURANCE	-	7,290	7,290	7,290	7,290					140,000	143,000
001.70.576.010.4700	PUBLIC UTILITY SERVICES	165,419	129,000	140,000	143,000	143,000	(3,000)	(3,000)			4,000	4,000
001.70.576.010.4800	REPAIR & MAINTENANCE	1,822	7,700	7,000	7,000	7,000					5,100	5,100
001.70.576.010.4900	MISCELLANEOUS	8,948	5,100	5,100	5,100	5,100					1,500	1,500
001.70.576.010.9800	INTERFUND CHARGES-LABOR POOL	1,135	1,500	1,500	1,550	1,550					7,000	7,140
001.70.576.010.9900	OTHER INTERFUND SERVICES & CHG	10,300	3,300	7,000	7,140	7,140					3,000	3,000
001.70.576.010.9941	INTRFND CHRGS - ENGINEERING	-	-	16,221	17,095	17,095	(13,221)	(14,095)			65,012	67,612
001.70.576.098.9800	INTRFUND REPAIRS & MAINTENANC	64,878	44,194	65,012	67,612	67,612					94,089	96,115
001.70.576.098.9801	INTERFUND SHOP OPERATIONS	66,720	83,705	94,089	96,115	96,115					44,654	44,654
001.70.576.098.9900	INTRFUND EQUIP REPLACE CONTRI	51,558	48,953	44,654	44,654	44,654					5,145	5,145
001.70.576.098.9905	INTRFND TECHNOLOGY CONTRIBUT	5,456	4,256	5,145	5,145	5,145					40,000	40,000
001.70.594.076.6200	BUILDINGS & STRUCTURES	-	-	100,000	13,000	13,000	(60,000)	(13,000)			32,050	32,691
001.70.594.076.6300	OTHER IMPROVEMENTS	-	-	354,000	1,171,835	1,171,835	(342,000)	(1,171,835)			16,448	16,448
001.70.594.076.6400	MACHINERY & EQUIPMENT	35,044	30,901	35,000	37,500	37,500					32,050	32,691
001.70.597.090.1100	OPS TRSF OUT SUPERVISOR SALAF	9,970	9,422	32,050	32,691	32,691					16,448	16,448
001.70.597.090.2100	OPS TRSF OUT SUPERVISOR BENEF	9,970	9,422	16,448	15,412	15,412					1,248,769	1,242,919
	001.70. Total	1,092,871	1,104,157	1,683,010	2,461,539	2,461,539	(434,241)	(1,218,620)				
				52.42%	46.26%		-25.80%	-49.51%				

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	Actuals 2009	Amended 2010	Level 3		City Admin Changes		Mayor's Changes		Proposed	
			2011	2012	2011	2012	2011	2012	2011	2012
Library										
001.75.572.050.3100 OFFICE & OPERATING SUPPLIES	179	300	300	300					300	300
001.75.572.050.4100 PROFESSIONAL SERVICES	34,461	34,000	34,000	34,000					34,000	34,000
001.75.572.050.4500 OPERATING RENTALS AND LEASES	2,629	3,000	3,000	3,000					3,000	3,000
001.75.572.050.4600 INSURANCE FOR LIBRARY	-	2,100	2,100	2,100					2,100	2,100
001.75.572.050.4700 PUBLIC UTILITY SERVICES	27,810	27,800	28,000	28,500					28,000	28,500
001.75.572.050.4800 REPAIR & MAINTENANCE	2,085	3,000	1,000	1,000					1,000	1,000
001.75.572.050.9800 INTERFUND CHARGES - LABOR POC	1,079	3,000	1,000	1,000					1,000	1,000
001.75. Total	68,243	73,200	69,400	69,900	0.00%	0.00%	0.00%	0.00%	69,400	69,900
Fund: 001 Total Expenditure:	12,350,724	12,540,195	14,599,773	15,817,427	(1,589,455)	(2,461,296)	-	-	13,010,317	13,356,131
Total Revenues less BFB	12,885,674	12,493,557	12,121,832	12,301,211					12,319,545	12,475,769
Total Expenditures less EFB	12,350,724	12,540,195	14,599,771	15,817,426					13,010,317	13,356,131
Cash Flow Imbalance	534,950	(46,638)	(2,477,939)	(3,516,215)					(690,772)	(880,362)
Effect of I-1100, I-1105									(268,000)	(274,500)
Imbalance plus Initiative Risk									(958,772)	(1,154,862)

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City Council Meeting
Tuesday, October 19, 2010, 6:00 p.m.
City Hall – Council Chambers

CALL TO ORDER Mayor Slowik called the meeting to order at 6:00 p.m.

INVOCATION Bishop Trent Lay, Church of Jesus Christ of Latter-Day Saints, Oak Harbor Second Ward

ROLL CALL

Mayor Jim Slowik
Five Members of the Council,
Rick Almberg
James M. Campbell
Scott Dudley
Jim Palmer
Danny Paggao, Mayor Pro Tem

Paul Schmidt, City Administrator
Margery Hite, City Attorney
Doug Merriman, Finance Director
Cathy Rosen, Public Works Director
Eric Johnston, City Engineer
Steve Powers, Development Services Director
Cac Kamak, Senior Planner
Ethan Spoo, Senior Planner
Melissa Sartorius, Associate Planner
Jessica Neill Hoyson, Human Resources Director
Rick Wallace, Chief of Police
Mark Soptich, Fire Chief
Mike McIntyre, Senior Services Director
Renée Recker, Executive Assistant to the Mayor

Bob Severns and Beth Munns were absent and formally excused from this meeting.

NON-ACTION COUNCIL ITEMS

Employee Recognition – Sean Magorrian, Oak Harbor Police Department, 30 Years

Chief of Police Rick Wallace introduced Sgt. Sean Magorrian and give a history of his service to the Police Department. Sgt. Magorrian will also be retiring from the Department. Sgt. Magorrian introduced his family and talked about the many things that have occurred in his thirty-year career, his witness to the City's amazing growth, and appreciation and thanks to his fellow officers. Mayor Slowik spoke and noted that Sgt Magorrian has been a key member of the Police Department and wished him well.

APA Award – City of Oak Harbor Subdivision Code Project

Development Services Director Steve Powers introduced Richard Hart who presented this award to the City. Mr. Hart is the Planning Manager for the City of Covington and also chairs the Awards Committee for the Washington Chapter of the American Planning Association. He has been a professional planner for thirty-one years. Mr. Hart talked about Oak Harbor's outstanding work in the field of planning. Twenty-six projects were submitted and nine projects were in planning implementation. Of those nine, there were two winners and Oak Harbor's Subdivision Code Project was the outstanding winner. Mr. Hart read direct quotes from the APA jury: The project is a creative and understandable effort with strong public involvement advancing modern concepts. It reduces project review time and is a usable, practical, thorough and comprehensive product.



Mr. Powers was pleased that Oak Harbor had been honored in this fashion and introduced and thanked the Planning staff: Senior Planner Ethan Spoo, who acted as the project manager for the last year of this project, Senior Planner Cac Kamak, and Associate Planner Melissa Sartorius. Mr. Powers also thanked the Planning Commission members for their tireless volunteer work on this project.

Councilmember AlMBERG noted that he has worked with many other city planning departments, complimented Oak Harbor's Planning Department as the most professional and easiest department to work with, and thanked Mr. Powers and the staff. Councilmember Campbell added "job well done."

BREAK

Mayor Slowik called for a five-minute break at 6:25 p.m. and the meeting reconvened at 6:30 p.m.

MINUTES

MOTION: Councilmember Palmer moved to approve the 9/30/10 budget workshop minutes and the 10/5/10 regular meeting minutes. The motion was seconded by Councilmember AlMBERG.

VOTE ON THE

MOTION: Councilmembers AlMBERG, Dudley, Campbell, and Palmer voted in favor of the motion. Councilmember Paggao abstained from the vote since he had been absent from both meetings. The motion carried.

Public Comments

Helen Chatfield-Weeks, 1415 SE 9th, Oak Harbor. Channel 10 is very popular. Oak Harbor's Neil Tower is one of the most magnificent buildings to be built in the 1900s and it provided water to agriculture and livestock. The round-roofed barn (now known as the Roller Barn) and the Neil Tower are listed in Washington State's historic sites. The barn was the first round-roofed barn in the State. The City's Parks Department will be landscaping the area around the Tower and Ms. Chatfield-Weeks invited the public to visit it; contact her for details.

Fred Henninger, 580 SE Ireland, Oak Harbor. At the end of the utilities meeting, Councilmember AlMBERG said that all of the money collected goes to the service of utilities. Dr. Henninger went on to say that 6.2% goes to the general fund. Three-quarters of a million dollars went from utility bills into the general fund. The CPI measures what a dollar is worth. For us to raise utility taxes 12% or better, Council has taken an attitude of knowing better than citizens how to spend their money. We have a spending problem in Oak Harbor. The minimum raise for City services should be at 3.5%. We spend money on water mains going out of the City and out Goldie Road to Ault Field Road. Money has been spent on the Pioneer Way Project and the Multi-Modal Project. Animal control and domestic violence responses go to the Navy for free along with all three housing units. I doubt that the one percent tax you are levying this evening would pay for the Mayor and Council's travel. No one on social security receives raises.

Dave Harrington, 1524 NE Narrows, Oak Harbor. Mr. Harrington agreed with Dr. Henninger but also spoke to the condition of Oak Harbor's streets. Streets in Oak Harbor continue to deteriorate on a daily basis. Articles and lawsuits indicate that the City is taking on more liability than they should. The potholes on Fourth Street are dangerous and can create a liability. The City is responsible for providing safe passage on its streets or close them as they

deteriorate. Citizens do not care about funding problems; you come up with funding for other things. Council could leave a legacy. Quit bickering amongst yourselves and come up with a way to get our streets paved and made safe again.

Mel Vance, P.O. 2882, Oak Harbor. Hold another budget workshop. Create a contingency fund to increase emergency management in the City. With a major emergency, good emergency management and well-trained citizens will repay this. Fund more training for citizens along with disaster response training for our Police and Fire Department. Mayor Slowik noted that our emergency manager is budgeted separately from the Fire Department.

COUNCIL CONSIDERATION AND ACTION ON THE FOLLOWING MATTERS

Consent Agenda

- A. Appointments – Island County Joint Administration (Tourism) Board, Zane Platt and Jim Campbell
- B. Authorization to Advertise for Bids – Refuse Truck Replacements/Acquisition
- C. Approval of Accounts Payable Vouchers (Pay Bills)

Councilmember AlMBERG requested that Consent Agenda Item 4B be removed for discussion.

MOTION: Councilmember AlMBERG moved to approve Consent Agenda Items A and C with Item C paying accounts payable check numbers 143294 – 143450 in the amount of \$540,692.09, and payroll check numbers 941845 – 94200 in the amount of \$401,923.12. The motion was seconded by Councilmember Palmer and carried unanimously.

Consent Agenda Item 4B – Authorization to Advertise for Bids – Refuse Truck Replacements/Acquisition

Councilmember AlMBERG asked about the cost for truck replacement and that Council would be approving the purchase of a large item without first finishing the budget. Public Works Director Cathy Rosen responded that this agenda bill is asking for Council authorization to pursue competitive bids for automated refuse trucks, not the purchase of these trucks. A bid award would return to Council for approval and, by that time, we will have an approved budget. It can take up to a year to have these vehicles built. Mayor Slowik asked Ms. Rosen to address the need for these refuse trucks. Ms. Rosen noted that two refuse trucks are reaching the end of their useful life and will need to be replaced. Additionally, more homes are coming into the City and, as Island Disposal franchise agreements expire in annexed areas, they will need service. Refuse service cannot be postponed. \$360,000 in equipment rental funds has been set aside for two vehicles; remaining funds are requested through the solid waste budget for the additional truck purchase. Potential costs are \$180,000 to \$200,000 each. Council discussion continued regarding additional residences (530) and the area of town that will need service (Cherry Hill and Ft. Nugent). An additional employee has been requested in the Public Works budget. In addition, to solid waste pick up, this department also picks up recycling, and yard waste.

MOTION: Councilmember AlMBERG moved to approve Consent Agenda Item 4B which authorizes staff to proceed with advertisement to bid for automated refuse trucks. The motion was seconded by Councilmember Dudley and carried unanimously.

Public Hearing – Municipal Code Amendments: Application Vesting and SEPA Appeal
Development Services Director Steve Powers presented this agenda bill. The City's insurance provider, Washington Cities Insurance Authority (WCIA), conducts annual audits of their member cities and each audit focuses on a particular City function. The 2009 audit reviewed the City's land use procedures. The City's land use review and approval procedures are substantially in line with WCIA's recommendations and only four minor areas required additional attention by the City. Two of these items are administrative in nature and are nearly complete. Two require minor code amendments: one addressing the vesting rights of development applications and the other addressing administrative appeals of final Environmental Impact Statements (part of the SEPA process). The City is required to incorporate these recommendations into our procedures by October 31, 2010. Mr. Powers noted a typographic error in both ordinances: the last "whereas" in each ordinance will be corrected to show October 10, 2010 rather than October 5, 2010 as the public hearing and amendment date.

Mayor Slowik opened the public hearing at 7:00 p.m., but there were no public comments so the hearing was closed.

Council Discussion

Discussion followed about costs to the City (none), the administrative process for an appeal, Council's action on changes to the Oak Harbor Municipal Code (OHMC), the use of effective dates, permit expiration dates and the type of permit application, and timelines for applications as defined in the OHMC. Discussion continued regarding the change to twenty days in Section Four, 18.20.550 (a) which is more practical, and, if the Planning Commission holds a public hearing and approves a subject, to provide the Planning Commission minutes to Council.

MOTION: Councilmember Campbell moved to adopt the ordinance amending OHMC Chapter 18.20 and providing vesting regulations. The motion was seconded by Councilmember Palmer.

AMENDMENT TO THE MOTION AND VOTE ON THE

AMENDMENT: Councilmember Almberg moved to correct the date to show October 19, 2010. The motion was seconded by Councilmember Campbell and carried unanimously.

VOTE ON THE ORIGINAL

MOTION: The motion carried unanimously.

MOTION: Councilmember Campbell moved to adopt the ordinance amending OHMC Chapters 18.20 and 20.04, clarifying the SEPA appeal process with the date correction to show October 19, 2010. The motion was seconded by Councilmember Palmer and carried unanimously.

Public Hearing and Final Consideration – Ordinance, Property Tax Increase for 2011

MOTION: Councilmember Almberg moved to table this agenda bill to the November 3, 2010 City Council meeting. The motion was seconded by Councilmember Campbell and carried unanimously.

BREAK

Mayor Slowik called for a break at 7:10 p.m. and the meeting reconvened at 7:15 p.m.

Hearing Examiner Recommendations – Franklin Manor

Since this is a quasi-judicial process, City Attorney Hite explained Rules 19A and 19B of the *Administration and Personnel Council Rules Handbook* which have been slightly modified. Rule 19A is: Quasi-Judicial Procedure – Appearance of Fairness; and Rule 19B is: Quasi-Judicial Procedure - Ex Parte Contacts. With Rule 19A, prior to staff presentation of a quasi-judicial matter, Council Members shall each determine whether the appearance of fairness doctrine requires that the Council Member recuse himself or herself from sitting on the quasi-judicial matter. The matter this evening is a land use decision and the Council Member shall identify:

- If they have any interest in the property or application;
- If they own property within 300 feet of the subject property;
- If they stand to gain or lose any financial benefit as a result of the outcome of the hearing;
- If they have any personal, family or other connection to any party such that their ability to be impartial might be called into question;
- If there is any reason why they could not be fair and impartial in deciding this matter.

Councilmember Dudley – no concerns and can be fair and impartial in deciding this matter.
Councilmember Almberg – no concerns and can be fair and impartial in deciding this matter.
Councilmember Palmer – no concerns and can be fair and impartial in deciding this matter.
Councilmember Paggao – no concerns and can be fair and impartial in deciding this matter.
Councilmember Campbell – no concerns and can be fair and impartial in deciding this matter.

Rule 19B, the second part of a quasi-judicial procedure, ex parte contacts, are contacts about the quasi-judicial matter occurring outside of the open public hearing at which it is decided. Every Council Member shall disclose any ex parte contacts he or she had and describe them on the record prior to the quasi-judicial hearing. Unless the Council Member feels that the ex parte contact(s) have affected his or her ability to be fair, the fact that the Council Member has had ex parte contacts shall not disqualify a Council Member provided that the Council Member disclosed those contacts on the record prior to the quasi-judicial hearing. In any case in which a Council Member has disclosed ex parte contacts, any party to the quasi-judicial hearing shall be allowed to rebut the substance of the ex parte contact(s) either prior to or during the quasi-judicial hearing.

Councilmember Dudley – no ex parte contact.
Councilmember Almberg – no ex parte contact.
Councilmember Palmer – no ex parte contact.
Councilmember Paggao – no ex parte contact.
Councilmember Campbell – no ex parte contact.

Development Services Director Steve Powers, using PowerPoint, then presented this agenda item and recommendation of the City of Oak Harbor Hearing Examiner to approve, with conditions, a PRD, site plan review, and two administrative variance applications to construct 158 multi-family apartment units on 5.57 acres. In accordance with OHMC 18.20.260(2)(f), the

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City Council shall conduct a closed record review of the Hearing Examiner's record and make a final decision on this application. Mr. Powers also recognized Associate Planner Melissa Sartorius who worked on this project and then described a closed record review – to look at the review of a prior body (in this case, the Hearing Examiner) and determine if that recommendation is appropriate for this particular circumstance. The Council does not take new public testimony; there is only a single public hearing with land use and the Hearing Examiner conducted a public hearing on September 24, 2010.

Mayor Slowik called for public comments.

Mel Vance, P.O. Box 2882, Oak Harbor. There is a need for change in the City's regulations. This is displacing 30 affordable housing units and generating four affordable housing units and a bonus. Mr. Vance would like staff and Council to make necessary changes to ordinances to provide the same amount of affordable housing as is displaced by projects.

Council Discussion

Discussion followed about the covenants and affordable housing units and if specific units are identified as such (no, but the project is required to have these units and provide information on unit availability to the Opportunity Council annually), the use of Garry Oaks which was taken from the City's design guidelines, and the use of the Hearing Examiner instead of the Planning Commission (under site plan review, if there are more than 100 attached units, it requires a hearing by the Hearing Examiner). Discussion continued about the concurrency review, impact on Swantown and SR-20 and reduction in levels of service at that intersection (no reduction), the density bonus which provides more open space and the affordable units, and at what point in the project the affordable units are built (the units have to be honored as part of the covenant). Rain gardens which are part of the landscaping and disburse stormwater (not to be confused with detention/retention ponds which are part of subdivisions) were discussed, the maximum and permissible four-story height and administrative variance for the height was clarified, and the plan review process which involves emergency services was discussed (this project is already within City limits). Discussion returned to the potential for transportation impact on surrounding roads with these additional residents, the difference between no impact and impact that would take this area below the adopted level of service (we will not fall below that level), and how congestion has been relieved through the Transportation Plan, completion of Barrington Drive, access to SW Mulberry Place without dumping all of the traffic onto Swantown, and that the number of trips will not cause concern about the level of service or concurrency issues. Discussion continued about the transportation impact fee (collected when the building permit is issued), the number of units (158 multi-family apartment units), the definition of affordable housing (80% of median income; rent and the covenant will prescribe this), and notification of current tenants – the applicant owns the current units which is a distinction from mobile homes under individual ownership. Final Council comments – the cost of housing is related to the cost of land and land cost is related to density. Older affordable housing units may be replaced, but a higher density potentially could reduce rent to stay market-competitive. Replacing 34 mobile homes is not necessarily taking away affordable housing.

MOTION: Councilmember AlMBERG moved to adopt the Findings of Fact, Conclusions of Law, and Decision of Council. The motion was seconded by Councilmember Dudley and carried unanimously.

Public Hearing – Franklin Manor PRD Overlay Zone

Mr. Powers also presented this agenda bill which discussed an ordinance that, if adopted, would amend the City's official zoning map. The amendment will indicate a PRD overlay zone over the underlying R-4 Multi-Family Residential zoning for the Franklin Manor Planned Residential Development.

Mayor Slowik opened the public hearing at 7:50 p.m.

Mel Vance, P.O. Box 2882, Oak Harbor. This is already R4 zoning, why is there a need for an overlay?

With no other comments coming forth, Mayor Slowik closed the public hearing at 7:53 p.m.

Per Councilmember Dudley's request, Mr. Powers responded to Mr. Vance's question. The applicants chose to apply for a PRD overlay, but could have chosen to do a site plan and in that case, this would not be necessary. To reach the 158 unit density level and seek the density bonus, the PRD overlay process was used. Zoning maps are a form of development regulation under RCW 36.70-A.030 (7) and OHMC 19.31.260 which requires the boundary of a PRD to be indicated as a "subdistrict PRD" on the zoning map of the City of Oak Harbor. Adoption of a PRD overlay zone is a Type V review process requiring City Council action (OHMC 18.20.270).

MOTION: Councilmember Dudley moved to approve the ordinance amending the zoning map for the Franklin Manor PRD. The motion was seconded by Councilmember Palmer and carried unanimously.

Emergency Ordinance – Personnel Appeals Board

Human Resources Director Jessica Neill Hoyson presented this agenda bill and ordinance which proposed a clarification to the City's method of dealing with employee appeals of disciplinary actions. The internal grievance process is currently established through the policies of the Personnel Manual. This grievance process addresses appeals from supervisory and department-level discipline decisions within the City before a City employment decision is final. In addition, it is important that the City also provide an administrative "post-deprivation" appeals process after a final City decision so that an efficient and independent review can be provided without recourse to superior court. Traditionally, the Personnel Advisory Board filled this function on an *ad hoc* basis but without authority under the City code. Under current City code provisions, the Personnel Advisory Board is only authorized to act in an advisory capacity rather than as an independent decision-making body. The proposed changes to the current code will clarify that the Personnel Appeals Board functions as an independent administrative review body. This ordinance amendment was proposed as an emergency due to the need to have this remedy available for a number of pending personnel issues which could require use of the appeals board. Since this is a housekeeping amendment to conform the language of the code with the actual personnel practices of the City, it will not significantly change existing practices. On the other hand, it makes clear that this remedy is available to employees and must be utilized before recourse may be had to the courts. In the event that any of the pending issues lead to a grievance and appeal, the immediate effectiveness of this ordinance

would obviate any questions about the availability of a post-deprivation administrative remedy, thus saving the City from the potential expense of a trial de novo.

Mayor Slowik called for public comments but there were none.

Council Discussion

Discussion followed about the emergency nature of the proposed ordinance, due process for the employer, and the criteria for an emergency basis. An emergency finding is required for these changes to take effect without delay. City Attorney Hite also addressed the two requirements to adopt this as an emergency ordinance:

1. It must be passed by a majority plus one of the whole membership of the Council.
2. The Council must make a finding that the ordinance is necessary for the protection of public health, public safety, public property or the public peace.

Discussion continued about employees' rights and if they would be in jeopardy if they have an appeal right now (no, this clarifies the process, per Ms. Neill Hoyson and Ms. Hite), how past practice for appeal worked with the Personnel Advisory Board (could be seen as an administrative remedy), and justification for the emergency nature of a housekeeping amendment (this would codify the availability of an appeals board for an employee; the emergency nature addresses when the ordinance would take effect).

MOTION: Councilmember Almberg moved to:

1. **Enter a finding that an emergency exists requiring the immediate passage of the ordinance for the preservation and protection of public property and public peace.**
2. **Adopt the proposed emergency ordinance clarifying procedures and bases to appeal disciplinary action by a majority plus one vote of the City Council.**

Council Discussion Continued

Discussion continued about the emergency nature of this ordinance (in the past, the advisory board has been viewed as an appeals board and the City has a current issue where an employee may be seeking that remedy and this clarifies that remedy). Mr. Schmidt also reiterated what had been said by Ms. Neill Hoyson and Ms. Hite: Simply, the advisory board was not used in the proper context and it needs to act as an appeals board and afford employees an appeal action. The ordinance cleans this up and does not hinder an employee; it gives an employee the advantage of an appeals process rather than going through court litigation.

SECOND TO THE MOTION AND

VOTE: Councilmember Paggao seconded the motion. Councilmembers Almberg, Campbell, Paggao, and Palmer voted in favor of the motion. Councilmember Dudley opposed. The motion did not carry.

MOTION: Councilmember Palmer moved to set this agenda item for the November 3, 2010 City Council meeting. The motion was seconded by Councilmember Campbell and carried unanimously.

City Administrator's Comments

City Administrator Paul Schmidt talked about upcoming meetings for Council including the AWC Regional Meeting in Bellingham on 10/20/10 and the Blaine WWTP tour on 10/28/10.

Council Members' Comments

Council Members gave standing committee reports. Councilmember Palmer asked if the Pioneer Way Workshop on 10/27/10 would be televised and talked about the 11/3/10 and 11/16/10 Council meeting budget presentations.

Mayor's Comments

Mayor Slowik talked about his meeting with the NASWI Commander, NASWI staff including the Navy's public works staff to discuss public works, City and Navy operations, domestic violence, WAIF and animal control, WWTP, and access to City facilities on the Seaplane Base. The Navy will be celebrating the centennial year of naval air next year and would like to coordinate the NASWI celebration with the City. NASWI plans are underway to create an A3 static display at Ault Field's old main gate. Mayor Slowik is planning a meet-and-greet for 11/8/10 with NASWI staff, NASWI Task Force, and interested Council members and City staff.

ADJOURN

With no other business coming before the Council, Mayor Slowik adjourned the meeting at 8:45 p.m.

Connie T. Wheeler
City Clerk



Annual Presentation
by
Chamber of
Commerce

**City of Oak Harbor
City Council Agenda Bill**

Bill No. 2
Date: NOVEMBER 3, 2010
Subject: PUBLIC COMMENTS

FROM: Jim Slowik, Mayor

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Jim Slowik, Mayor
 Paul Schmidt, City Administrator
 Doug Merriman, Finance Director
 Margery Hite, City Attorney

SUMMARY STATEMENT

City Council will accept public comments for items not otherwise on the agenda for the first 15 minutes of the Council meeting. You may also speak to any of the consent agenda items.

City of Oak Harbor City Council Agenda Bill

Bill No.

4

Date:

November 3, 2010

Subject:

Property Tax Ordinance to set
2011 Property Tax Levy

FROM: Doug Merriman, Finance Director 

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Jim Slowik, Mayor
 Paul Schmidt, City Administrator
 Margery Hite, City Attorney, as to form

SUMMARY STATEMENT

This agenda bill presents the ordinance required to establish the property tax levy rate for the City of Oak Harbor for 2011. Under RCW 84.55.005(1) and RCW 84.55.005(2)(c), the City may increase the collection of property tax revenues by the lower of 1% or the rate of inflation as set by the Implicit Price Deflator (IPD) as published by the Bureau of Economic Analysis (BEA). The IPD measurement to be utilized for 2011 is 1.539. Accordingly, the proposed property tax increase is 1%.

AUTHORIZATION

RCW 84.55.010 provides that a taxing jurisdiction may levy taxes in an amount no more than the limit factor multiplied by the highest levy of the most recent three years plus additional amounts resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property.

RCW 84.55.005(1) defines "inflation" as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September of the year before the taxes are payable;

RCW 84.55.005(2)(c), provides the limit factor for the City of Oak Harbor, a taxing jurisdiction with a population of over 10,000, is the lesser of 101 percent or 100 percent plus inflation;

RECOMMENDED ACTION

- 1) Hold a public hearing.
- 2) Pass the ordinance setting the 2011 property tax levy at 1% over the actual levy certified in 2010.

ATTACHMENTS:

- ◆ Draft Ordinance

MAYOR'S COMMENTS

ORDINANCE NO. _____

AN ORDINANCE TO INCREASE BY \$37,459.84 THE AMOUNT TO BE RAISED BY AD VALOREM TAXES FOR THE 2011 PROPERTY TAX LEVY WHICH REPRESENTS A 1% INCREASE OVER THE ACTUAL LEVY ASSESSED IN 2010.

WHEREAS, proper public notice of this ordinance and the related public hearing was given in the Whidbey News Times on October 6, 2010 and October 23, 2010, and

WHEREAS, a public hearing was held November 3, 2010, to consider the City of Oak Harbor's Current Expense budget for the Year 2011; and

WHEREAS, the 1996 Public Safety Bond issue has been fully repaid and no longer requires a special assessment; and

WHEREAS, RCW 84.55.010 provides that a taxing jurisdiction may levy taxes in an amount no more than the limit factor multiplied by the highest levy of the most recent three years plus additional amounts resulting from new construction and improvements to property, newly constructed wind turbines, and any increase in the value of state-assessed utility property;

WHEREAS, under one provision of RCW 84.55.005(2)(c), the limit factor for the City of Oak Harbor, a taxing jurisdiction with a population of over 10,000, is the lesser of 101 percent or 100 percent plus inflation;

WHEREAS, RCW 84.55.005(1) defines "inflation" as the percentage change in the implicit price deflator for personal consumption expenditures for the United States as published for the most recent 12-month period by the Bureau of Economic Analysis of the federal Department of Commerce in September of the year before the taxes are payable;

WHEREAS, inflation as evidenced by the change in the for the twelve month period ending July 2010 as measured by the change in the implicit price deflator (IPD) is 1.539 percent meaning the taxes levied in Oak Harbor in 2010 for collection in 2011 would potentially increase by this percentage, plus additional amounts resulting from under-utilized levy capacity, new construction and improvements to property, new annexations, newly constructed wind turbines, and any increase in the value of state-assessed utility property;

WHEREAS, the City Council, after hearing and after duly considering all relevant evidence and testimony presented, has determined that the City of Oak Harbor requires an increase in property tax revenue from the previous year, in order to discharge the expected expenses and obligations of the City of Oak Harbor.

WHEREAS, the City Council has further determined that in order to discharge the expected expenses and obligations of the Current Expense budget for 2011, the ad valorem taxes for the 2011 tax levy shall be increased by an amount of one percent (1%) equaling 101.00% of the property tax assessment that could have been received during the previous year. This increase is exclusive of any additional revenues received from under-utilized levy capacity, from the addition of new construction, improvements to property, any annexations that have occurred, newly constructed wind turbines, and from any increase in the value of state-assessed property.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do hereby ordain as follows:

Section One: An increase in the regular property tax levy is hereby authorized for the levy to be collected in 2011 tax year. The dollar amount of the increase over the actual levy amount of the previous year shall be \$37,459.84, which is an increase of one percent (1%). This increase is exclusive of any additional revenues received from under-utilized levy capacity, from the addition of new construction, from improvements to property, any annexations that have occurred and refunds made, from newly constructed wind turbines, and from any increase in the value of state-assessed property. The total regular property taxes will be budgeted at \$4,127,522.00 for 2011.

Section Two: The City Clerk shall file a certified copy of this ordinance with the Island County Auditor.

Section Three: Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

Section Four: Effective Date. This ordinance shall take effect five days after publication as provided by law.

PASSED by the City Council this ____ day of _____ 2010.

CITY OF OAK HARBOR

Approved () _____
Vetoed () Jim Slowik, Mayor

Date

Attest:

City Clerk

Approved as to Form:

City Attorney

Published: _____

**City of Oak Harbor
City Council Agenda Bill**

Bill No.

5

Date:

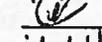
November 3, 2010

Subject:

Personnel Appeals Board

FROM: Jessica Neill Hoyson, HR Manager

**INITIALED AS APPROVED FOR
SUBMITTAL TO THE COUNCIL BY:**

 Jim Slowik, Mayor
 Paul Schmidt, City Administrator
 Doug Merriman, Finance Director
 Margery Hite, City Attorney, as to form

SUMMARY STATEMENT:

This ordinance was originally on for adoption as an emergency on October 19, 2010. The City Council declined to adopt it as an emergency but put it on for second reading on November 3, 2010.

The ordinance proposes a clarification of the City's method of dealing with employee appeals of disciplinary actions. The internal grievance process is currently established through the policies of the Personnel Manual. This grievance process addresses appeals from supervisory and department-level discipline decisions within the City before a City employment decision is final. In addition, however, it is important that the City also provide an administrative "post-deprivation" appeals process after a final City decision so that an efficient and independent review can be provided without recourse to superior court.

Traditionally, the Personnel Advisory Board filled this function on an *ad hoc* basis but without authority under the city code. Under current city code provisions, the Personnel Advisory Board is only authorized to act in an advisory capacity, rather than as an independent decision-making body. The proposed changes to the current code will clarify that the personnel appeals board functions as an independent administrative review body.

DISCUSSION

The proposed ordinance makes the following changes:

To the OHMC 2.34.030:

1. Clarifies "covered employees" to which these rules, and thus recourse to the personnel appeals board, apply.

Personnel Appeals Board
November 3, 2010 Meeting

2. Clarifies what disciplinary actions taken by the City may be appealed to the board.
3. Provides a definition for a “Disciplinary Appeal.”

To the OHMC 2.34.070

1. Changes title from “Personnel Advisory Board” to “Personnel Appeals Board” and gives the board decision-making authority.
2. Provides qualifications for board members
3. Clarifies rules and procedures.

To the OHMC 2.34.200

1. Clarifies that the grievance process is “internal” in contrast to the “appeals” process which will be to the personnel appeals board.

Since this is a housekeeping amendment to conform the language of the code with the actual personnel practices of the City, it will not significantly change existing practices. On the other hand, it makes clear that this remedy is available to employees and must be utilized before recourse may be had to the courts. In the event that any of the pending issues leads to a grievance and appeal, the approval of this ordinance would obviate any questions about the availability of a post-deprivation administrative remedy, thus saving the City from the potential expense of a trial de novo.

Budget considerations: This ordinance is not anticipated to have any immediate budget impacts but is expected to create substantial savings in legal costs in comparison with trials in superior court.

STANDING COMMITTEE REVIEW:

This matter was not brought first to the standing committees because the need to clarify the disciplinary appeals procedures became significant relatively quickly. An overall update of the personnel code and personnel policies has been ongoing and will be brought to the city council as the proposals are ready for council consideration.

RECOMMENDED ACTION:

Adopt the proposed ordinance clarifying procedures and bases to appeal disciplinary action.

ATTACHMENTS:

Proposed ordinance clarifying procedures and bases to appeal disciplinary action.

MAYOR'S COMMENTS:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF OAK HARBOR AMENDING OAK HARBOR MUNICIPAL CODE CHAPTER 2.34 ENTITLED "PERSONNEL" TO CLARIFY THE PROCEDURES AND BASES TO APPEAL DISCIPLINARY ACTION

THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

Section One. Oak Harbor Municipal Code Section 2.34.030, adopted in Section 4 of Ordinance No. 1210 in 2000, is hereby amended to read as follows:

2.34.030 Definitions. The following terms and phrases shall have the meanings ascribed to them herein:

- (1) "Regular" means an employee who has successfully completed his or her trial period and is retained in accordance with the rules and regulations;
- (2) "Trial" means an employee appointed to fill a regular position, but who has not completed a trial period;
- (3) "Part-time" means an employee working a fraction of the normal work day and whose hours may be regular or irregular;
- (4) "Temporary" means a person employed to meet a short term need of the city. An employee cannot remain in this category more than 12 months without the written approval of the mayor;
- (5) "Hourly" means any employee who is paid on an hourly basis;
- (6) "Administrator" means the human resources manager designated by the mayor to administer this chapter;
- (7) "Covered Employee" means ~~a person employed by the city; provided the term "employee", as used herein, does not include and does not apply to any of the following~~ an employee appointed to a position to which the rules of this chapter apply.
The provisions of this chapter do not apply to the following positions:
 - (a) Elective officers (members of the city council);
 - (b) The mayor and those persons who report directly to the mayor;
 - (c) The city attorney and assistant city attorneys;

- (d) Department heads, as that term is used in ordinances which establish the various departments;
 - (e) Members of appointive city boards, city commissions and city committees;
 - (f) Persons engaged under contract to provide any service to the city;
 - (g) Volunteer personnel;
 - (h) Persons hired from time to time to perform casual work including, but not limited to, those employed to perform seasonal work or to meet the immediate requirements of an emergency condition;
 - (i) Other temporary employees;
 - (j) Part-time employees; and
 - (k) Civil service members;
- (8) "Department head" means a person working for the city who has been designated by the mayor to be the head of a department;
- (9) "Disciplinary action" means an action such as imposing discipline on a covered employee, which shall include, but not be limited to, a written reprimand, a suspension, a demotion or a disciplinary discharge/terminations from employment for reasons which relate to the recipient's employment or conduct, and which has been or may be imposed on an employee by the mayor or by the mayor's designee. Department heads, the city administrator and the mayor shall have authority to issue disciplinary actions. Verbal warnings, counseling, written statements of performance expectations, including related notes, and performance appraisals, shall not be considered disciplinary actions, although any of these may be considered subsequently in determining whether to take any disciplinary action and in determining the type and extent of disciplinary action to be taken. Actions under OHMC 2.34.205 and are not subject to the grievance process. Lay-offs, resignations and reinstatements are also not considered discipline;
- (10) "Disciplinary appeal" means an appeal by a covered employee to the personnel appeals board after the employee has exhausted the internal grievance process in accordance with the dispute resolution provisions of the Personnel Policies Manual (Policy 902) adopted August 8, 2007.
- (11) "Personnel policies" mean all of those policies, guidelines and procedures adopted by either the city council or the mayor pursuant to OHMC 2.34.110.

Section Two. Oak Harbor Municipal Code Section 2.34.070, adopted in Section 8 of Ordinance No. 1210 in 2000, is hereby amended to read as follows:

2.34.070 Personnel ~~advisory~~appeals board.

- (1) There shall be a personnel ~~advisory~~appeals board consisting of three (3) members appointed by the mayor and approved by the city council. Members shall serve ~~three~~four-year terms and may be re-appointed by the mayor and approved by the city council for additional term(s). Members of the personnel advisory board at the time of the adoption of this ordinance shall continue to serve on the newly created personnel appeals board through the expiration of their terms of office. ~~Members shall not be city employees. The board shall hear grievances. The board may be assigned to review city personnel policies and make suggested changes. The personnel advisory board may be assigned to conduct appeals of disciplinary matters by the mayor. No employee, officer or other person working for the city shall be appointed to this board.~~No officer, official, or employee of the city or any of their immediate family members may serve on the board. "Immediate family member" as used in this section means the parents, spouse, siblings, children, or dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official, or employee. Members of the personnel appeals board shall live or work in the city of Oak Harbor at the time of appointment. Board members shall be appointed on the basis of knowledge of personnel practices and/or labor relations.
- (2) ~~In grievance matters or appeals,~~ The board shall hear disciplinary appeals by covered employees who have exhausted the internal grievance procedure. The board shall have authority to conduct hearings, administer oaths, direct the appearance of witnesses and adopt procedures to carry out such matters for that purpose. The board may adopt rules governing procedures for hearing disciplinary grievances. In the absence of conflicting rules adopted by the board, the following provisions of the Administrative Procedures Act shall apply: RCW 34.05.434, 34.05.437, 34.05.440, 34.05.449, 34.05.452, 34.05.455, 34.05.458, 34.05.461, 34.05.467, 34.05.473, and 34.05.476. The proceedings shall be recorded and the decision of the board shall be in writing.
- (3) The mayor shall appoint a secretary for the personnel advisory board.
- (4) The board shall meet at least once every three months.
- (5) The board shall represent the public interest.

Section Three. Oak Harbor Municipal Code Section 2.34.200 adopted in Section 21 of Ordinance No. 1210 in 2000 is hereby amended to read as follows:

2.34.200 Disciplinary actions and appeals.

- (1) An employee is subject to disciplinary action when, in the opinion of the department head, disciplinary action is necessary for the good of the city service.

- (2) No officer or employee of the city has authority to grant or to offer to any employee any job security or job protection which is not provided for that employee by city ordinance; provided, the city council retains power to enter into contract with employees of the city.
- (3) The city may impose upon any employee any disciplinary action or form of discipline which the department head finds appropriate to given conduct of the employee. In determining such discipline, the responsible person shall consider the employee's behavior involved, the employee's past record, length of service and surrounding circumstances as well as the good of the service. The responsible person shall give such weight to each of such factors as he/she finds in his/her discretion is appropriate. Generally employees are to be given time to correct problems of conduct before the employee is discharged; however, regardless of the circumstances, the city may discharge any employee at any time, consistent with the provisions of this chapter. There shall be no requirement that any specific number or sequence of disciplinary actions or warnings be imposed prior to discipline by suspension, demotion or discharge.
- (4) The personnel policies shall provide for internal appeals of disciplinary actions.
- (5) Prior to final decision to dismiss or suspend any employee, the person responsible for such decision shall offer to meet with the employee and to listen to his/her point of view as to the reasons for such possible discharge or suspension. Administrative leave prior to such meeting is permitted.
- (6) ~~The mayor may order mediation prior to hearing of any appeal.~~ Failure to follow the grievance procedures shall constitute a waiver of the appeals process and a failure to exhaust administrative remedies for purposes of further appeal.

Section Four. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

PASSED by the City Council this _____ day of _____, 2010.

THE CITY OF OAK HARBOR

Veto ()
 Approve ()

 Mayor
 _____ (date)

Attest:

100

City Clerk

Approved as to Form:

City Attorney

Published: _____

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City of Oak Harbor City Council Agenda Bill

Bill No. 6
Date: November 3, 2010
Subject: 2011-2012 Preliminary Budget

FROM: Doug Merriman, Finance Director

INITIALED AS APPROVED FOR SUBMITTAL TO THE COUNCIL BY:

 Jim Slowik, Mayor
Paul Schmidt, City Administrator
Margery Hite, City Attorney, as to form

PURPOSE

The purpose of this agenda bill is to present the Mayor's recommended preliminary budget and budget message. In addition, it provides information on the remaining departmental budget presentations and the final presentation of the Finance Director for the 2011-12 Budget. The date of November 16, 2010 allows the public hearing and adoption of the final budget to occur before the first Monday of December as required by RCW 35A.34.100.

AUTHORITY

RCW 35A.12.100 – Duties and Authority of Mayor (in part)... He shall prepare and submit to the Council a proposed budget, as required by Chapter 35A.33 RCW.

For a code city which adopts a biennial budget, the Mayor submits a preliminary budget as a recommended budget together with a budget message sixty days prior to the beginning of the next fiscal biennium. RCW 35A.34.080-090. The city council then sets a public hearing date to "fix the final budget of the city" on or before the first Monday in December. RCW 35A.34.100-.110.

SUMMARY STATEMENT

On June 15, 2010, a public hearing was held to present the 2011 – 2012 revenue projections, which were the basis for the initial financial structuring of the City's 2011 – 2012 biennial budget.

On September 29, 2010, a workshop was conducted for the City Council and video taped for the public to hear presentations by the Public Works Department for 2011 and 2012 preliminary operating and capital budgets.

On October 14, 2010, the same workshop format was conducted with presentations by the Chief of Police, Fire Chief and Finance Director to provide budget information primarily on the General Fund. It was stated in that presentation that further preliminary budget information would be forthcoming at this particular City Council meeting to finish remaining General Fund presentations.

City of Oak Harbor City Council Agenda Bill

In doing so, the Development Services Department will provide budget information on Planning, Building, Senior Center and Marina, as well as the Human Resources Department and Legal Department.

To wrap up the General Fund, there will be a presentation on the General Fund budget proposal which explains those measures taken since the last workshop to balance the General Fund.

Some of those measures include a considerable reduction in contributions for the Interfund Technology Fund, a reduction in contributions to the Machinery and Equipment Fund, a proposal of no cost of living increase for non-representative employees and a request to the represented employees of the same, a further reduction in many proposed operating expenditures from all Departments and a proposal to infuse a minimal amount of cash carryover from the 2009 fiscal year.

With the presentation of a balanced General Fund complete and in consideration of the previous workshop presentations, the public hearing can be opened for comments and any questions the City Council might have for Staff.

After conclusion of the Public Hearing and comments or questions, the City Council can then set the date for adoption of the final budget at a Public Hearing for November 16, 2010, in accordance with RCW 35A.34.100.

STANDING COMMITTEE REPORT

Budget presentations were provided in the workshop format instead of the Standing Committee format.

RECOMMENDED ACTION

Conduct the scheduled Public Hearing on the Preliminary Budget for 2011-2012 and set the date and time for adoption of the final city budget at a Public Hearing date on November 16, 2010 at 6:00 pm.

ATTACHMENTS

At the time of press for this Agenda Bill, final budget preparations were still underway, but those documents will be distributed before November 3, to City Council and the public.