

INTRODUCTION

Internal service funds are used by governments to account for goods and services provided by one City department for another. Revenues are provided for these support functions from fees which are charged on a cost basis to the departments receiving the services or goods. The 2009 budget includes 4 internal service funds:

Risk Management – this fund provides for the administration and maintenance of City risk management functions including the maintenance of reserve funds to provide the City with adequate protection to manage fluctuations in insurance premiums and claims.

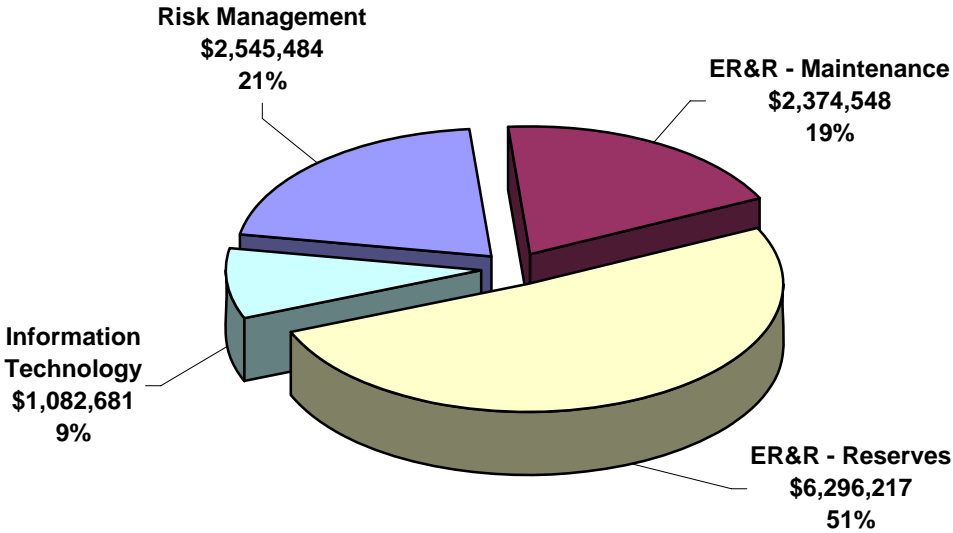
Equipment Rental Reserve – Operations and Maintenance – is a new fund in 2009. Previously the Equipment Rental Reserve Fund was used to both accumulate funds over a period of time to replace vehicles and equipment at the end of their useful life and was also used to track expenditures associated with maintenance and service needs on the City's fleet of vehicles and large equipment. Beginning in 2009, the Equipment Rental Reserve Fund has been split into two separate funds to break these two very different functions apart - providing better tracking of operating costs and facilitating Equipment Reserve Fund analysis and periodic review. The Equipment Rental Reserve – Operations and Maintenance will track expenditures and interfund payments related to maintenance and service of the City's fleet of vehicles and large equipment.

Equipment Rental Reserve – Equipment Reserve – previously the Equipment Rental Reserve Fund was used to both accumulate funds over a period of time to replace vehicles and equipment at the end of their useful life and also to track expenditures associated with maintenance and service needs on the City's fleet of vehicles and large equipment. Beginning in 2009, the activities related to maintenance and service of the City's fleet of vehicles and large equipment was split out to a separate fund. The Equipment Rental Reserve – Equipment Reserves is now to be used only for the purpose of accumulating funds to replace vehicles and equipment at the end of their useful lives. In 2009, an extension of asset lives for the General Fund and Street Fund was made by 1 year to provide an opportunity to preserve working capital for both of those funds in light of the recent economic downturn and inflationary cost pressure. This action results in the General Fund Departments and the Street Fund not making contributions to the Reserve Fund in 2009, with resumption of contributions scheduled for 2010. Asset replacement schedules also shift by one year as a result of this action and will likely result in higher maintenance costs in the final (as extended) year of the vehicle or equipment's life. It has been common practice for the City to postpone replacements by one year or more due to the generally good condition of vehicles – therefore, the increased maintenance risk is not considered unduly different from what has been actual past practice.

Information Technology – provides for support functions to the City's network and technology systems and the maintenance and replacement of hardware and software components.

Internal Service Funds Overview

2009 Budget Internal Service Funds



	<u>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
Risk Management	2,642,792	2,563,463	2,545,484
ER&R - Maintenance			2,374,548
ER&R - Reserves	6,768,769	9,668,817	6,296,217
Information Technology	1,119,638	1,204,663	1,082,681
Total Internal Service Funds	<u>10,531,199</u>	<u>13,436,943</u>	<u>12,298,930</u>

RISK MANAGEMENT

Internal Service Fund - 503

Mission Statement:

Assure the cost effective protection of City assets, resources and personnel through the identification and management of the City's various exposures to loss.

Function Description:

The Risk Management Fund was established to consolidate the financial recording and administrative tracking of all property and casualty insurance activities in one cost center with joint costs to be shared by all funds as appropriate. Funds are provided for self-insured claims investigation and payment, litigation costs, insurance specification preparation, excess insurance premiums, risk identification and loss control, safety education, and workers compensation.

Budget Data Recap:

Category - Revenue	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Beginning Fund Balance	1,607,009	1,380,428	1,193,615	1,193,615
Taxes				
Licenses & Permits				
Intergovernmental				
Charges for Services				
Fines & Forfeits				
Other Revenue	1,298,725	1,262,364	1,369,848	1,351,869
TOTAL	2,905,734	2,642,792	2,563,463	2,545,484

Category - Expenditures	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Personnel	244,828	507,773	391,462	448,730
Supplies, Services & Taxes	954,970	941,404	978,386	899,047
Capital Expenditures				
Debt Service				
Transfers	325,508			5,000
Ending Fund Balance	1,380,428	1,193,615	1,193,615	1,192,707
TOTAL	2,905,734	2,642,792	2,563,463	2,545,484
Staffing Level	1.50	1.75	1.775	1.775

Budget and Program Highlights:

- Assure compliance with the State's industrial insurance laws by providing mandatory workers' compensation benefits in a cost-effective way. Oversee self-insured claim payments, claimant appeals, and conformity with medical restrictions placed on injured workers. Maintain sufficient reserves to cover incurred losses so operational budgets are not impacted by large losses.
- Identify program and project liability loss exposures and hazardous working conditions. Recommend effective prevention, mitigation and financing techniques to City Council, Mayor, department heads, managers, and supervisors. Conduct risk management training for managers and staff and supervise Safety Officer.
- Design, negotiate, procure and administer the City's property, liability, workers' compensation, and surety insurance and self-insurance programs. Present, negotiate, and resolve City insurance claims and secure recovery from others for damage done to City property.

- Investigate, evaluate, defend, and resolve self-insured liability claims presented by attorneys, insurers, businesses, and the public alleging City negligence. Maintain sufficient reserves to cover incurred liabilities so operational budgets are not impacted when a large loss becomes payable.
- Review and evaluate proposed City contracts, bid specifications, license applications, and permit requests and recommend risk transfer and reduction techniques. Analyze and approve contractors' insurance.
- Maintain risk management information system for loss reports to City Council, department heads, division managers, and insurers. Prepare complex financial analysis of projected losses, reserves and retention levels necessary for adequate loss financing and budgeting.
- Provide direction and support for the Safety and Health Committee and City supervisors as they strive to enhance workplace safety. This includes funding minor equipment purchases designed to reduce exposures to hazardous conditions.

Recent Accomplishments and 2008 Initiative Status Recaps:

- The risk management fund met the established goal of maintaining a balance at least equal to the projected fund liability at year end 2007.
- The two largest components in Bremerton's insurance/self-insurance program (property insurance and excess liability insurance) were placed at a reduced cost in 2008. The excess liability premium for 2008 was lower than during each of the preceding seven years.
- Bremerton's self-insured workers' compensation assessments to its departments were between 34% and 84% of the Department of Labor and Industries published rates by occupational code.
- The worker injury rate remained significantly lower than the target rate.

Fund Initiatives:

FUND GOALS/INITIATIVES		GOAL OR MEASURE	Measurement Criteria	When
Efficiency and Effectiveness				
Initiative	Outcome			
Maintain sufficient funds to cover incurred liabilities	Minimal impact of large claims on operational budgets	Fund equity	Numerical value	Annual
Initiative	Outcome			
Cost effective compliance with industrial insurance laws	Lower workers' compensation assessments than would be charged by State Fund	L & I published rates	Numerical value	Annual
Initiative	Outcome			
Provide a safe workplace for employees	Low rate of worker injuries	Injuries per 10,000 hours worked	Numerical value	Annual

2010 - 2014 Budgetary Considerations:

Long-term consideration should be given to the appropriate organizational placement and funding of the Safety Officer position. Currently, the Safety Officer position is located in the Department of Public Works and Utilities, which funds the position's salary, benefits, and most of the administrative expenses. The safety program's effort has been focused on Public Works' issues. City-wide programs need increased attention and direction, clearer supervision and authority, and ultimately direct control by the Office of Risk Management and Safety.

EQUIPMENT RENTAL & RESERVE

Internal Service Fund - 509

Function Description:

The Equipment Rental & Reserve Fund is an internal service fund which finances the fueling and repair of City vehicles and equipment. Revenues are generated through user fees paid by departments utilizing fleet services.

Budget Data Recap:

Category - Revenue	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Beginning Fund Balance				100,000
Taxes				
Licenses & Permits				
Intergovernmental				
Charges for Services				2,273,048
Fines & Forfeits				
Other Revenue				1,500
TOTAL	0	0	0	2,374,548

Category - Expenditures	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Personnel				616,898
Supplies, Services & Taxes				1,649,313
Capital Expenditures				
Debt Service				
Transfers				
Ending Fund Balance				108,337
TOTAL			0	2,374,548
Staffing Level	0.00	0.00	0.00	7.15

Budget and Program Highlights:

Fund 509 manages the operation and maintenance of City vehicles and equipment including fire trucks, police cars, backhoes, road graders and other equipment. The department is responsible for maintaining vehicle and equipment records, required reports, cost analysis and maintenance schedules.

Other responsibilities include:

- Maintaining fleet availability at 95% or better
- Expanding in-house OEM warranty program
- Ensure the technicians have the latest tools and equipment available to them
- Ensuring technicians are up-to-date on needed training and certifications
- Updating fleet operational and management policies and procedures consistent with the changing customer needs

Initiatives to Support City-Wide Strategic Priorities:

STRATEGIC PRIORITY		GOAL OR MEASURE	Measurement Criteria	When
Efficient, Accountable, and Financially Responsible City Governance				
Initiative	Outcome			
Implement Program for City Employee Vehicle Efficiency Improvements – Addressing; Trip Reduction/Single Occupancy Vehicle Use Reduction/Officer Assigned Vehicles	Reduce Environmental and Economic Impacts	Employee Vehicle Use Efficiency Plan	Adoption and Implementation of Plan	2009-2010

2010-2014 Budgetary Considerations:

- Increase staffing level by one full time mechanic to meet the expanding equipment inventory.
- Increasing fuel costs have had a dramatic effect on budgets over the last 2 years. We must assume these costs will continue and increase our efforts to buy appropriate sized vehicles, maximize use of alternative fuel technologies, and educate drivers on ways to reduce fuel usage.
- Increase the use of renewable fuels such as biodiesel, and ethanol, and increase the use of compressed natural gas.

EQUIPMENT RENTAL & RESERVE

Internal Service Fund - 510

Function Description:

The Equipment Rental & Reserve Fund is an internal service fund which finances replacement of City vehicles. Revenues are generated through user fees paid by departments utilizing fleet services.

Budget Data Recap:

Category - Revenue	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Beginning Fund Balance	1,477,283	3,417,281	4,506,103	5,387,173
Taxes				
Licenses & Permits				
Intergovernmental			45,090	
Charges for Services	1,392,248	1,667,856	2,104,004	
Fines & Forfeits				
Other Revenue	2,452,082	1,683,632	3,013,620	909,044
TOTAL	5,321,613	6,768,769	9,668,817	6,296,217

Category - Expenditures	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Personnel	418,601	501,853	556,128	
Supplies, Services & Taxes	967,307	1,197,541	1,543,596	
Capital Expenditures	518,424	514,638	2,081,920	1,607,500
Debt Service				
Transfers		48,634		
Ending Fund Balance	3,417,281	4,506,103	5,487,173	4,688,717
TOTAL	5,321,613	6,768,769	9,668,817	6,296,217
Staffing Level	6.15	6.15	7.15	0.00

Budget and Program Highlights:

The division manages the replacement of City vehicles and equipment including fire trucks, police cars, backhoes, road graders and other equipment. ERR is responsible for asset replacement planning and financing. Replacement funds are accumulated through rental fees paid by the user.

- Reviewing fleet structure with user departments to ensure they have the appropriate equipment for their needs.
- Updating fleet replacement and management policies and procedures consistent with the changing customer needs.
- Review specifications for replacement vehicles with user departments.
- Review annually the fund balances to ensure that enough is being accumulated to replace equipment with like kind at the end of its lifecycle.
- Review fleet usage and reassign or remove vehicles and equipment that are under utilized.

Fund Initiatives:

FUND GOALS/INITIATIVES		GOAL OR MEASURE	Measurement Criteria	When
Efficiency and Effectiveness				
Initiative	Outcome			
Develop program to begin implementation of alternatively fueled vehicles	Increased Fuel Efficiency and Cost Savings to the City	Recommended Program & Plan	Implementation of Plan	On Going
Develop a “motor pool” environment to offset the need for more vehicles in departments	Less cost to departments, more utilization by making available vehicles and equipment for short term use.	Recommended Program & plan	Implementation of Plan	2009-2010
Implement a “Test” program for an unassigned vehicle to be stationed at city locations to be used as an errand vehicle	Utilizing a high miles per gallon or electric vehicle will show cost savings to the City.	Reduction in Fuel Consumption	Reduction in Fuel Consumption	2009-2010

2010-2014 Budgetary Considerations:

- Increase staffing level by one full time mechanic to meet the expanding equipment inventory.
- Increased fuel costs have been dramatic over the last few years. We must assume these costs will continue and increase our efforts to buy appropriate sized vehicles, maximize use of alternative fuel technologies, and reduce, where possible, unnecessary trips.
- Ensure that the fund balance is maintained at an appropriate level.

Equipment Rental Reserve Fund 2009 Replacements

Fund/ Dept.	Vehicle	Description	License #	Reserves	Salvage Value	Other Funding*	Total Funding	Projected Replacement Cost
001-20	1497	99 Ford Taurus	24284D	\$19,160	\$1,000		\$20,160	\$19,500
001-20	1498	99 Ford Taurus	464UHW	\$19,160	\$1,000		\$20,160	\$19,500
001-20	1499	99 Ford Taurus	25286D	\$9,332	\$1,000	9168	\$19,500	\$19,500
001-20	1508	01 Ford Crown Victoria	31976D	\$31,100	\$1,500		\$32,600	\$25,000
001-20	1525	03 Ford Crown Victoria	33851D	\$30,500	\$1,500	6000	\$38,000	\$38,000
001-20	1526	03 Ford Crown Victoria	33852D	\$30,500	\$1,500	6000	\$38,000	\$38,000
001-20	1527	03 Ford Crown Victoria	33853D	\$30,500	\$1,500	6000	\$38,000	\$38,000
001-20	1528	03 Ford Crown Victoria	33843D	\$30,500	\$1,500	6000	\$38,000	\$38,000
001-20	1530	03 Ford Crown Victoria	33845D	\$30,500	\$1,500	6000	\$38,000	\$38,000
001-20	1531	03 Ford Crown Victoria	33846D	\$30,500	\$1,500	6000	\$38,000	\$38,000
001-20	1532	03 Ford Crown Victoria	33847D	\$30,500	\$1,500	6000	\$38,000	\$38,000
001-20	1533	03 Ford Crown Victoria	33848D	\$30,500	\$0	7500	\$38,000	\$38,000
001-20	1485	1983 Chevrolet C30 Army Truck***	N/A	\$16,500	\$1,000		\$17,500	\$0
001-51	1888	01 Toro IP 3020	N/A	\$14,800	\$0		\$14,800	\$14,000
001-51	1889	01 Toro IP 3020	N/A	\$14,800	\$0		\$14,800	\$14,000
001-61	1707	02 Chevy Blazer	33822D	\$26,000	\$2,500		\$28,500	\$26,000
102	3011	85 Overlowe Arrow Board	00781D	\$4,000	\$500		\$4,500	\$4,500
102	3018	85 Overlowe Arrow Board	00782D	\$4,000	\$500		\$4,500	\$4,500
102	3091	87 Intern 2574 Dump	25225D	\$44,000	\$6,000		\$50,000	\$43,000
401	0003	2000 GMC Sonoma P/U	29479D	\$16,100	\$1,000	4,900	\$22,000	\$22,000
401	0016	02 Chevy Blazer	33805D	\$26,000	\$2,500		\$28,500	\$26,000
401	0017	02 Chevy Blazer	33806D	\$26,000	\$2,500		\$28,500	\$26,000
401	0031	2000 GMC Sonoma P/U	29480D	\$16,200	\$1,000	4,800	\$22,000	\$22,000
401	0057	99 Ford F250 Service Truck	27473D	\$36,600	\$2,500		\$39,100	\$36,000
401	0071	99 Ford Windstar Cargo Van	27475D	\$21,000	\$1,500		\$22,500	\$22,000
401	0077	01 Intern 2674/w Spreader	31901D	\$30,000	\$0		\$30,000	\$30,000
401	0094	96 American Reader Board	20884D	\$48,600	\$1,000		\$49,600	\$46,000
401	0095	96 American Reader Board	20885D	\$48,600	\$1,000		\$49,600	\$46,000
401	0098	97 Ford F350SD Service Truck	25208D	\$67,200	\$3,500		\$70,700	\$43,000
451	0306	2000 Chevy Astro Cargo Van	29488D	\$25,100	\$2,000		\$27,100	\$25,000
451	0389	90 Chevy Step-Van 30	09484D	\$35,000	\$2,000	140,000	\$177,000	\$170,000
481	0366	97 Intern 2574 Vactor	20875D	\$400,000	\$8,000		\$408,000	\$400,000
481	0303	03 Sterling w/Elgin Sweeper**	00790D	\$108,000	\$0	92,000	\$200,000	\$200,000
				1,351,252	54,000	300,368	1,705,620	1,607,500

* Other funding may consist of transfers from other funds, unallocated reserves or excess reserves from other replacement vehicles.

** Vehicle will remain in the fleet and reserves will be used to purchase an additional vehicle of similar type.

*** Vehicle will be sold/surplussed but not replaced. Reserved funding will be transferred to unallocated reserve account.

INFORMATION TECHNOLOGY

Internal Service Fund - 511

Mission Statement:

To empower all City departments to process the information necessary for them to perform their assigned function(s) as efficiently and cost effectively as possible.

Function Description:

Information Technology provides City departments with customized automated systems, computer hardware/software support, local/wide area network infrastructure support. Information Technology provides design assistance, acquisition, installation, training and maintenance of hardware and software systems. Information Technology is responsible for the day-to-day operation, growth planning and security of all computers and the entire City network.

Budget Data Recap:

Category - Revenue	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Beginning Fund Balance	167,565	259,649	258,783	188,434
Taxes				
Licenses & Permits				
Intergovernmental				
Charges for Services	831,948	843,153	945,880	894,247
Fines & Forfeits				
Other Revenue	66,456	16,836		
TOTAL	1,065,969	1,119,638	1,204,663	1,082,681

Category - Expenditures	2006 Actual	2007 Actual	2008 Budget	2009 Budget
Personnel	412,795	460,329	495,750	534,700
Supplies, Services & Taxes	322,048	400,526	447,479	436,840
Capital Expenditures	69,977		73,000	8,500
Debt Service				
Transfers	1,500			
Ending Fund Balance	259,649	258,783	188,434	102,641
TOTAL	1,065,969	1,119,638	1,204,663	1,082,681
Staffing Level	5.00	5.00	5.00	5.50

Budget and Program Highlights:

Administration

- Support for the operation of all computers and related equipment and software used on those computers. This includes research, acquisition, installation, training and general support (helpdesk). Functions require communicating and working with department heads and elected officials to identify the level of support required.
- Repair/Maintenance of computer equipment and software, including printers and other devices/components. Includes computer and monitor replacement programs.
- Support and monitoring of network operation.
- Develop an information technology strategic plan with participation of the city department heads to address future direction and decision processes for critical City technology.

Internet Connectivity

- Information Technology maintains and provides access for City departments to other governmental agencies via the Inter Governmental Network (IGN). This connectivity includes the Court's access to the Office of Administrator of the Courts for the District Court Information System (DISCIS), the Police Department's access to State Patrol's Information System, the Police Department's access to the County's I-LEADS Police Records System and various departments' (DCD, Fire, Tax & License, Engineering) access to the County's Land Information System (LIS).
- In addition to access to other agencies, Information Technology also provides citywide access to the Internet via the same IGN.

E-mail

- Provide, secure, monitor and retain e-mail for all City users. This includes the provision of an e-mail server, software and backup hardware/software.

Document Management

- Assist departmental scanning needs. Information Technology will assist departments with their document management needs, maintaining scanners, servers and software.
- Maintain Document Servers.
- Maintain Scanning Software.
- Replacement Scanners.

Systems & Programming

- Support for the Pentamation Accounting and Payroll products and support for the City's Tax & License and Utility Billing applications.
- Support for all other automated systems used by the City, including Police Records, Land Information System, cashiering.
- Purchase of discrete departmental information technology components and the operational costs of shared printers and copiers in the Government Center.

Infrastructure Upgrade and Maintenance

- Continue to maintain and build out the high speed network providing either gigabit or 100 megabit links to all departments. Add resiliency to the existing infrastructure by providing ready spares for crucial network equipment. The time is here when the City cannot function without network connectivity.

Website

- The City now has a website that ranks with the best government sites. It is anticipated that during 2008 we will commence interactive website applications. Information Technology provides one-half of the funding for a position in Public Works for Website support.

Applications Support

- Assist the Finance Division in the continued upgrading of the Pentamation Integrated Accounting Package.
- Provide support as needed of the Utility Billing System.
- Continued assistance and support to the Public Works and Utilities Department in their implementation of the Cartograph Inventory and Work Order Application.

Wireless Applications Support

- Research, acquisition, monitoring and support of all public and private wireless applications in the City.

Recent Accomplishments and 2008 Initiative Status Recaps:

- Implemented an email retention system to accommodate public disclosure requests.
- Developed a landlord Notification System to monitor problem housing.

Fund Initiatives:

FUND GOALS/INITIATIVES		GOAL OR MEASURE	Measurement Criteria	When
Efficiency and Effectiveness				
Initiative	Outcome			
Improve Network Security	Better Data Protection	Independent Network Penetration Test	None/Few Network Breaches	2009
Initiative	Outcome			
Provide Remote Access capability	Telecommuting/Online access	Allow secure remote access to the City's network	Availability of Service	2008/2009

2010-2014 Budgetary Considerations:

- We need to find a long term solution to Information Technology's space requirements. Demands on the Division continue to show significant annual growth and will eventually exceed the capacity of the staff to handle them. We do not have sufficient space to increase the staffing size. Our server/network core space is full. We have no room to expand existing infrastructure.
- We need to provide redundancy for our server farm in a different location. At present catastrophic loss of the server facility in the NDGC would result in a total, albeit temporary, loss of computing capability citywide. Service would take anywhere from several days to several weeks to restore.

INFORMATION TECHNOLOGY 2009 BUDGET

Beginning Fund Balance	188,434	
Interfund Revenue	894,247	1,082,681
Expenditures:		
Personnel Salaries & Benefits	534,700	
Office & Operating Supplies	22,000	
Small Tools & Equipment	500	
Computer Related Items	80,000	
Professional Services	241,170	
Professional Services IFD	58,976	
Telecommunications	3,000	
Travel	1,500	
Equipment Rental	15,000	
Interfund Insurance	5,155	
Equipment Repair	1,975	
Equipment Repair IFD	4,564	
Miscellaneous	3,000	
Capital Outlay	<u>8,500</u>	980,040
Ending Fund Balance	<u>102,641</u>	1,082,681

INFORMATION TECHNOLOGY 2009 BUDGET DISBURSEMENT

Division	#PCs	Global Support	Computer Replacement	Printing Support	Other	TOTAL
Finance	8	16,776.00	0.00	8,330.00	35,894.00	61,000.00
Clerk	4	8,388.00	0.00		8,500.00	16,888.00
BKAT	3	6,291.00	0.00			6,291.00
Risk Manager	1	2,097.00	0.00			2,097.00
City Auditor	0	4,734.00	0.00			4,734.00
City Council	4	8,388.00	0.00	2,000.00		10,388.00
Comm. Dev	16	33,552.00	0.00	6,125.00	35,820.00	75,497.00
CDBG	2	4,194.00	0.00	1,000.00		5,194.00
Muni. Ct	17	35,649.00	0.00			35,649.00
Parking	0	0.00	0.00		2,500.00	2,500.00
Econ. Dev	1	2,097.00	0.00			2,097.00
Engineering	36	75,492.00	0.00		3,980.00	79,472.00
Executive	2	4,194.00	0.00	13,045.00		17,239.00
Fire	25	52,425.00	0.00		0.00	52,425.00
Forestry	3	6,291.00	0.00			6,291.00
Golf	10	20,970.00	0.00			20,970.00
HR	3	6,291.00	0.00	2,000.00	17,306.00	25,597.00
Legal	5	10,485.00	0.00	4,500.00		14,985.00
Parks	13	27,261.00	0.00			27,261.00
Pool	3	6,291.00	0.00			6,291.00
Seniors	4	8,388.00	0.00			8,388.00
Police	89	186,633.00	0.00		50,000.00	236,633.00
PWU Operations Admin	2	4,194.00	0.00			4,194.00
PWU Electronics	9	18,873.00	0.00			18,873.00
PWU Facilities	5	10,485.00	0.00			10,485.00
PWU Storm	3	6,291.00	0.00			6,291.00
PWU Sign	2	4,194.00	0.00			4,194.00
PWU Street	2	4,194.00	0.00			4,194.00
PWU Utilities Admin	4	8,388.00	0.00			8,388.00
PWU Utilities Ops	13	27,261.00	0.00			27,261.00
PWU Oly Admin	9	18,873.00	0.00			18,873.00
PWU Billing	9	18,873.00	0.00		8,600.00	27,473.00
PWU Water Resources	11	23,067.00	0.00			23,067.00
PWU WWTP	5	10,485.00	0.00			10,485.00
PWU Equipment Services	6	12,582.00	0.00			12,582.00
TOTAL	329	694,647.00	0.00	37,000.00	162,600.00	894,247.00

INFORMATION TECHNOLOGY 2009 BUDGET NOTES

1. Preliminary Personnel/Benefits increase based on an anticipated 5% COLA, a 12% medical increase, an 8% dental increase and a 5% vision increase.
2. Professional Services comprise:

<u>Service</u>	<u>2008</u>	<u>2009</u>
Laserfiche maintenance	7,500	8,500 ⁽¹⁾
Cashiering Maintenance	1,000	1,100
Pentamation Maintenance	50,000	50,000
I-Leads Licensing	50,000	50,000
LIS Licensing	13,000	14,800 ⁽²⁾
Network Licensing	10,000	10,000
Microflex (TaxTools) Licensing	2,200	2,100
Barracuda Maintenance	1,100	1,155
Internet Monitoring	4,000	1,680
Norton Antivirus	3,500	3,675
Web Hosting	1,560	1,560
Off-site Storage	3,500	3,500
I-net maintenance	6,000	6,000
Parking Handheld Maintenance	2,500	2,500
Consulting	40,000	40,000
Wireless Communications Support	25,000	25,000
Harris Software Maintenance	9,000	8,600
Diskeeper Maintenance	7,200	9,000 ⁽³⁾
Kit-Net	0	2,000 ⁽⁴⁾
Total	237,060	241,170

⁽¹⁾Based on 2008 charges

⁽²⁾Based on 2008 charges

⁽³⁾Increased # of licenses

⁽⁴⁾New for 2009 Budget

3. Computer Related Items:

<u>Item</u>	<u>2008</u>	<u>2009</u>
Computer Replacement Program	60,080	10,000
Software Upgrades	20,000	15,000
Network Replacements	0	15,000
Miscellaneous Computer parts	12,111	15,000
Online Permitting Costs	0	25,000
Total	92,191	80,000

4. Capital Expenditures:

<u>Expenditure</u>	<u>2008</u>	<u>2009</u>
MCT Replacements Police	50,000	0
MCT Program (new) Fire	0	0
Network Upgrades	15,000	0
Backup Server	0	8,500
Virtual Server	0	0
Total	65,000	8,500