

## Core Services and Tasks/2011 Project Priorities

	Finance and Records	Planning and Building	Police	Public Works
	G E N E R A L F U N D			PROPRIETARY FUNDS
<b>Mandated and Essential Services and Tasks</b>	Public reception desk and phones Pay bills and process payments Council meeting support Utility billing and receipting Semi-monthly payroll Maintain public records Respond to requests for public records Prepare and monitor annual budget Annual financial report Debt management Pay quarterly taxes Maintain and update Municipal Code Cemetery plot sales and receipting Support biennial audits Issue and track City licenses Monitor City investment funds Coordinate legal claims Attest all public instruments Maintain insurance coverage Personnel records Information technology	Issue building permits Perform required inspections Review Certificates of Occupancy Administer local flood program Fire safety reviews Contractor licensing program Land use permitting Design/sign permit review *Park improvement planning Monitor conditions of approval Code enforcement Permit tracking Maintain address-based filing system Respond to State mandates *Staff support to four citizen boards Municipal code amendments Comprehensive Plan amendments SEPA Responsible Official Maintain official maps *Regional agency support General land use questions	24-hour police coverage 1,200 calls per year average 15-30 minute average time per incident Dispute mediation Crime investigation Enforcement eyes and ears Review new construction projects *Support special events Support other agencies as needed *Business crime prevention *Youth and school interaction Implement emergency plan Report writing/documentation Evidence handling Citizen enquiries Maintain police vehicle fleet Officer training/reserve training Prosecutor's Office support	Safe drinking water Sewage collection and treatment Maintain City-owned buildings Street and sidewalk maintenance *Snow removal Ditches, culverts and outfalls 24-hour on-call for emergencies Trash removal from public locations Fleet/equipment maintenance State certification for operators Records management for PW projects Bid preparation and awards Contract management Repair vandalized property Issue public works permits Inspections on installation/repair Manage public nuisances Assign new addresses Cemetery plot locates Update utility plans and rates *Parks and grounds maintenance Yard waste receiving/composting *Prepare for community events
<b>Revenue Generation Tasks</b>	Grant reporting and billing Puget Sound Energy payments Passport processing	Prepare and manage planning grants	Prepare and manage public safety grants	Prepare and manage PW Grants Septage receiving Water sample coliform testing
<b>2011 Project Priorities</b>	Enhanced on-line accessibility Tourism funding priorities Utility billing software upgrade Direct payroll deposit Electronic payment option	Shoreline Master Program update (state-mandated, grant-funded) Second Street Design Project (grant funded) Capital Facilities Element Update Tree Protection Standards Subdivision Code Revisions Development Design Manual Administrative Code Revisions Trail Construction Grant Wharf Street Overlay District	Help the good guys Catch the bad guys	Comprehensive Water Plan update USDA Loan/Grant for Utility Infrastructure Projects Capital Projects for Sewer Infiltration Joint-Use Park and Ride Long range Vehicle and Equipment Replacement Plan Stormwater Catalogued System Interlocal Agreement with Coupeville Wastewater and Water Certification DNR Wastewater Effluent Outfall Lease

\* Services or tasks not considered mandated or essential but which have been historically provided by the City