

*Port*  
**ORCHARD**



**2021-2022 Preliminary Budget**

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**October 20, 2020**

**To: Citizens of Port Orchard  
Port Orchard City Council**

## **Mayor's Budget Message and Accomplishments**

The 2021-2022 Biennial Budget was crafted to incorporate the risk of our changing financial environment due to COVID 19 while balancing the need to maintain a satisfactory level of service for our citizens. This budget concentrates on completing critical water and sewer capital projects already underway and investing in a stronger pavement preservation program. Additionally, it continues to support public safety and make critical investments for a sound and sustainable financial future.

This budget supports sound financial policy thresholds while balancing the current needs for our programs and citizens. This budget continues to invest in technology, innovation and streamlining process for better and more efficient use of our limited resources.

## **Operating Budget Highlights**

### *Administration*

- Renew and manage required contracts
- Continue to invest in processes that allow the City to respond more efficiently to the requests of the public
- Facilitate and drive the process related to our new Community Center and the related Master Planned Project

### *Police Department*

- Invest in increased officer training
- Raise the bar within our Police department by becoming an accredited agency
- Utilize technology to better monitor and aid our department
- Create a new full time (1 FTE) Health Navigator to assist those in need of alternative services

### *City Clerk's Department*

- *Implement a public records portal to ease the burden of manually processing these requests*
- *Continue to assist the Mayor's office to implement process improvements*
- *Renew and manage required contracts*

### *Public Works Department*

- Funding to keep public infrastructure and maintenance a high priority in our transportation, water, sewer, storm systems as well as investments our parks and facilities.
- Provides investments in Bridge and Road maintenance
- Invests in new Public Works equipment to start a residential street repair program
- Provides funding for a full time (1 FTE) entry level engineer to keep pace with our growing City

### *Finance Department*

- Continuing investments in streamlining processes and moving toward more user friendly and electronic platforms

### *Information Technology Department*

- Continue to replace outdated equipment and software
- Establishing a base line technology budget which accounts for basic hardware and software needed to perform city business
- Add a new full time (1 FTE) IT employee who will focus on process improvement projects

### *Human Resources Department*

- Promote employee health, safety, wellness, and work life balance for all
- Continue to promote our culture as an employer of choice at the City of Port Orchard
- Recruit a qualified and diverse workforce

### *Department of Community Development*

- Add a new full time (1 FTE) Building Inspector to keep pace with the growing needs of our community
- Complete our parks plan so that we can pursue parks grants
- Update our Shoreline Master Plan
- Complete the Downtown Sub Area Plan

### *Courts Department*

- Continues to operate our court system in an effective and efficient manner
- Contract with Kitsap County for court security services

## Capital Budget Highlights

The Capital Budget completes a major water project in Well 13, this project will provide the water we need now and into the future as well as improve our water quality. A significant investment is being made in our sewer capital project program with the 100% design and construction of the Marina Pump Station, this project will replace aging infrastructure that will protect the environment and provide for future growth. The City is preparing for our next round of transportation projects by completing right of way acquisitions for the Bay Street Pathway project and completing designs for other projects that will give us shovel ready projects that will compete well for grant opportunities. The City is dedicating resources towards preserving the current street network to increase the useful life of these valuable assets. Pedestrian Pathway. The budget invests in designs which will lead to a construction project to provide maintenance work on our 20-year hold City Hall facility. The park projects will further enhance our McCormick Splash Pad Park and the Bay Street

The **Capital Budget** was prepared with guidance from the City Council with the following principles:

- To maximize the return on investment and City resources
- The 2021-2022 Biennial Budget funds the projects in our Comprehensive Plans
- Complete the high priority projects that have already been started

### Capital Budget Highlights:

Capital Projects	Number of Projects	Funded
Sewer Capital Projects	1	7,730,000
Water Capital Projects	2	2,957,000
Storm Drainage Capital Projects	*	*
Parks & Facilities Capital Projects	2	365,000
Transportation Capital Projects	4	2,348,000
<b>Total Capital Projects</b>	<b>9</b>	<b>13,400,000</b>

### Capital Budget Project Detailed List:

Sewer Capital Projects:

**Capital Budget Project Detailed List:**

Sewer Capital Projects:

Marina Pump Station

Water Capital Projects:

Well #13 Construction

Well #11 Construction

Storm Water Drainage Projects:

\*Storm Drainage Comprehensive Plan- included in the Storm Operations Budget

Parks & Facility Capital Projects:

McCormick Splash Pad Retrofit

City Hall Design

Transportation:

TIP 1.2 Bay Street Pedestrian Path Right of Way Acquisitions

TIP 1.5A Old Clifton 60% Design

TIP 1.8 Bay Ped Pathway West-Situational Study

TIP 1.9 Sidney Road SW 60% Design

**Conclusion**

I would like to thank the professional staff for their input and hard work in writing this budget. I look forward to working with the City's Finance Committee, Councilmembers and Citizens in the implementation of our 2021-2022 biennial budget.

Sincerely,



Robert Putaansuu  
Mayor



# **2021-2022 Preliminary Budget Summary**



<b>2021-2022 Budget Fund Summary</b>		<b>2021 Preliminary Budget</b>	<b>2022 Preliminary Budget</b>	<b>2021-2022 Preliminary Biennium Budget</b>
<b>Fund: 001 - Current Expense</b>	<b>Beginning Fund Balance</b>	\$ 3,975,400		\$ 3,975,400
	<b>Revenue</b>	\$ 10,921,403	\$ 10,760,700	\$ 21,682,103
	<b>Expense</b>	\$ 11,880,403	\$ 11,892,893	\$ 23,773,296
	<b>Ending Fund Balance</b>		\$ 1,884,207	\$ 1,884,207
<b>Fund: 002 - City Street Fund</b>	<b>Beginning Fund Balance</b>	\$ 938,800		\$ 938,800
	<b>Revenue</b>	\$ 1,876,756	\$ 1,907,800	\$ 3,784,556
	<b>Expense</b>	\$ 2,224,756	\$ 1,995,756	\$ 4,220,512
	<b>Ending Fund Balance</b>		\$ 502,844	\$ 502,844
<b>Fund: 003 - Stabilization Fund</b>	<b>Beginning Fund Balance</b>	\$ 2,100,000		\$ 2,100,000
	<b>Revenue</b>	\$ 200,000	\$ -	\$ 200,000
	<b>Expense</b>	\$ -	\$ -	\$ -
	<b>Ending Fund Balance</b>		\$ 2,300,000	\$ 2,300,000
<b>Fund: 103 - Criminal Justice</b>	<b>Beginning Fund Balance</b>	\$ 269,000		\$ 269,000
	<b>Revenue</b>	\$ 244,715	\$ 247,100	\$ 491,815
	<b>Expense</b>	\$ 284,715	\$ 291,970	\$ 576,685
	<b>Ending Fund Balance</b>		\$ 184,130	\$ 184,130
<b>Fund: 104 - Special Investigative Unit</b>	<b>Beginning Fund Balance</b>	\$ 94,000		\$ 94,000
	<b>Revenue</b>	\$ 4,000	\$ 4,000	\$ 8,000
	<b>Expense</b>	\$ 4,000	\$ 4,000	\$ 8,000
	<b>Ending Fund Balance</b>		\$ 94,000	\$ 94,000
<b>Fund: 107 - Community Events</b>	<b>Beginning Fund Balance</b>	\$ 200,000		\$ 200,000
	<b>Revenue</b>	\$ 100,000	\$ 100,000	\$ 200,000
	<b>Expense</b>	\$ 109,700	\$ 96,710	\$ 206,410
	<b>Ending Fund Balance</b>		\$ 193,590	\$ 193,590
<b>Fund: 108 - Paths &amp; Trails</b>	<b>Beginning Fund Balance</b>	\$ 10,900		\$ 10,900
	<b>Revenue</b>	\$ 1,000	\$ 1,000	\$ 2,000
	<b>Expense</b>	\$ -	\$ -	\$ -
	<b>Ending Fund Balance</b>		\$ 12,900	\$ 12,900
<b>Fund: 109 - Real Estate Excise Tax</b>	<b>Beginning Fund Balance</b>	\$ 2,776,600		\$ 2,776,600
	<b>Revenue</b>	\$ 1,377,400	\$ 700,000	\$ 2,077,400
	<b>Expense</b>	\$ 1,292,900	\$ 298,300	\$ 1,591,200
	<b>Ending Fund Balance</b>		\$ 3,262,800	\$ 3,262,800
<b>Fund: 111 - Impact Mitigation Fee</b>	<b>Beginning Fund Balance</b>	\$ 2,002,500		\$ 2,002,500
	<b>Revenue</b>	\$ 140,000	\$ 140,000	\$ 280,000
	<b>Expense</b>	\$ 415,000	\$ 525,000	\$ 940,000
	<b>Ending Fund Balance</b>		\$ 1,342,500	\$ 1,342,500
<b>Fund: 206 - Bond Redemption Fund</b>	<b>Beginning Fund Balance</b>	\$ -		\$ -
	<b>Revenue</b>	\$ 299,900	\$ 298,300	\$ 598,200
	<b>Expense</b>	\$ 299,900	\$ 298,300	\$ 598,200
	<b>Ending Fund Balance</b>		\$ -	\$ -

<b>2021-2022 Budget Fund Summary</b>		<b>2021 Preliminary Budget</b>	<b>2022 Preliminary Budget</b>	<b>2021-2022 Preliminary Biennium Budget</b>
<b>Fund: 302 - Capital Construction</b>	<b>Beginning Fund Balance</b>	\$ 215,000		\$ 215,000
	<b>Revenue</b>	\$ 365,000	\$ -	\$ 365,000
	<b>Expense</b>	\$ 365,000	\$ -	\$ 365,000
	<b>Ending Fund Balance</b>		\$ 215,000	\$ 215,000
<b>Fund: 304 - Street Capital Projects</b>	<b>Beginning Fund Balance</b>	\$ 1,832,000		\$ 1,832,000
	<b>Revenue</b>	\$ 1,306,031	\$ 965,000	\$ 2,271,031
	<b>Expense</b>	\$ 2,456,031	\$ 1,281,000	\$ 3,737,031
	<b>Ending Fund Balance</b>		\$ 366,000	\$ 366,000
<b>Fund: 411 - Water Operating</b>	<b>Beginning Fund Balance</b>	\$ 1,815,100		\$ 1,815,100
	<b>Revenue</b>	\$ 3,344,675	\$ 3,344,600	\$ 6,689,275
	<b>Expense</b>	\$ 3,695,475	\$ 3,049,442	\$ 6,744,917
	<b>Ending Fund Balance</b>		\$ 1,759,458	\$ 1,759,458
<b>Fund: 412 - Water Stabilization</b>	<b>Beginning Fund Balance</b>	\$ 390,000		\$ 390,000
	<b>Revenue</b>	\$ 263,500	\$ 263,500	\$ 527,000
	<b>Expense</b>	\$ -	\$ -	\$ -
	<b>Ending Fund Balance</b>		\$ 917,000	\$ 917,000
<b>Fund: 413 - Water Capital</b>	<b>Beginning Fund Balance</b>	\$ 3,476,780		\$ 3,476,780
	<b>Revenue</b>	\$ 2,518,245	\$ 969,035	\$ 3,487,280
	<b>Expense</b>	\$ 3,012,125	\$ 55,125	\$ 3,067,250
	<b>Ending Fund Balance</b>		\$ 3,896,810	\$ 3,896,810
<b>Fund: 414 - Water Debt Service</b>	<b>Beginning Fund Balance</b>	\$ -		\$ -
	<b>Revenue</b>	\$ 485,125	\$ 355,125	\$ 840,250
	<b>Expense</b>	\$ 485,125	\$ 355,125	\$ 840,250
	<b>Ending Fund Balance</b>		\$ -	\$ -
<b>Fund: 421 - Storm Drainage Utility</b>	<b>Beginning Fund Balance</b>	\$ 1,757,800		\$ 1,757,800
	<b>Revenue</b>	\$ 1,652,000	\$ 1,667,000	\$ 3,319,000
	<b>Expense</b>	\$ 2,115,300	\$ 1,720,110	\$ 3,835,410
	<b>Ending Fund Balance</b>		\$ 1,241,390	\$ 1,241,390
<b>Fund: 422 - Storm Drainage Stabilization</b>	<b>Beginning Fund Balance</b>	\$ 175,200		\$ 175,200
	<b>Revenue</b>	\$ 164,050	\$ 164,050	\$ 328,100
	<b>Expense</b>	\$ -	\$ -	\$ -
	<b>Ending Fund Balance</b>		\$ 503,300	\$ 503,300
<b>Fund: 423 - Storm Drainage Capital Facil</b>	<b>Beginning Fund Balance</b>	\$ 30,100		\$ 30,100
	<b>Revenue</b>	\$ -	\$ -	\$ -
	<b>Expense</b>	\$ -	\$ -	\$ -
	<b>Ending Fund Balance</b>		\$ 30,100	\$ 30,100
<b>Fund: 424 - Storm Drainage Debt Service</b>	<b>Beginning Fund Balance</b>	\$ -		\$ -
	<b>Revenue</b>	\$ 178,100	\$ 177,200	\$ 355,300
	<b>Expense</b>	\$ 178,100	\$ 177,200	\$ 355,300
	<b>Ending Fund Balance</b>		\$ -	\$ -

<b>2021-2022 Budget Fund Summary</b>		<b>2021 Preliminary Budget</b>	<b>2022 Preliminary Budget</b>	<b>2021-2022 Preliminary Biennium Budget</b>
<b>Fund: 431 - Sewer Operating</b>	<b>Beginning Fund Balance</b>	\$ 1,821,500		\$ 1,821,500
	<b>Revenue</b>	\$ 5,418,808	\$ 5,418,800	\$ 10,837,608
	<b>Expense</b>	\$ 4,274,708	\$ 4,492,565	\$ 8,767,273
	<b>Ending Fund Balance</b>		\$ 3,891,835	\$ 3,891,835
<b>Fund: 432 - Sewer Stabilization</b>	<b>Beginning Fund Balance</b>	\$ 606,700		\$ 606,700
	<b>Revenue</b>	\$ 374,150	\$ 374,150	\$ 748,300
	<b>Expense</b>	\$ -	\$ -	\$ -
	<b>Ending Fund Balance</b>		\$ 1,355,000	\$ 1,355,000
<b>Fund: 433 - Sewer Capital</b>	<b>Beginning Fund Balance</b>	\$ 1,665,000		\$ 1,665,000
	<b>Revenue</b>	\$ 1,646,227	\$ 6,300,773	\$ 7,947,000
	<b>Expense</b>	\$ 1,999,227	\$ 6,300,773	\$ 8,300,000
	<b>Ending Fund Balance</b>		\$ 1,312,000	\$ 1,312,000
<b>Fund: 434 - Sewer Debt Service</b>	<b>Beginning Fund Balance</b>	\$ -		\$ -
	<b>Revenue</b>	\$ 275,000	\$ 275,000	\$ 550,000
	<b>Expense</b>	\$ -	\$ -	\$ -
	<b>Ending Fund Balance</b>		\$ 550,000	\$ 550,000
<b>Fund: 500 - Equipment Rental and Revolving</b>	<b>Beginning Fund Balance</b>	\$ 3,570,400		\$ 3,570,400
	<b>Revenue</b>	\$ 671,500	\$ 685,500	\$ 1,357,000
	<b>Expense</b>	\$ 977,000	\$ 484,000	\$ 1,461,000
	<b>Ending Fund Balance</b>		\$ 3,466,400	\$ 3,466,400
<b>2021-2020 City of Port Orchard</b>				
<b>Grand Total</b>	<b>Beginning Fund Balance</b>	\$ 29,722,780	\$ -	\$ 29,722,780
	<b>Revenue</b>	\$ 33,827,586	\$ 35,118,633	\$ 68,946,219
	<b>Expense</b>	\$ 36,069,466	\$ 33,318,269	\$ 69,387,735
	<b>Ending Fund Balance</b>	\$ -	\$ 29,281,264	\$ 29,281,264
	<b>Revenue Appropriation</b>	\$ 63,550,366	\$ 35,118,633	\$ 98,668,999
	<b>Expense Appropriation</b>	\$ 36,069,466	\$ 62,599,533	\$ 98,668,999

# *Port* **ORCHARD**



**2021-2022 Revenues**

Account Number	Account Name	2021 2021 2-Preliminary	2022 2022 2-Preliminary
<b>Fund: 001 - Current Expense</b>			
<b>Revenue</b>			
<b>Department: 00 - Revenues</b>			
<b>BASUB: 311 - Property Tax</b>			
001.00.311.10.00	General Property Taxes	1,920,000.00	1,940,000.00
	<b>Total BASUB: 311 - Property Tax:</b>	<b>1,920,000.00</b>	<b>1,940,000.00</b>
<b>BASUB: 313 - Retail Sales and Use Taxes</b>			
001.00.313.11.00	Local Retail Sales & Use Tax	5,085,000.00	5,190,000.00
001.00.313.27.00	Affordable & Supportive Housing	35,000.00	35,000.00
	<b>Total BASUB: 313 - Retail Sales and Use Taxes:</b>	<b>5,120,000.00</b>	<b>5,225,000.00</b>
<b>BASUB: 316 - Business and Occupation Taxes</b>			
001.00.316.41.00	Utility Tax - Electric	700,000.00	707,000.00
001.00.316.42.00	Utility Tax -Water	154,000.00	155,000.00
001.00.316.43.00	Utility Tax - Gas	200,000.00	200,000.00
001.00.316.44.00	Utility Tax - Sewer	270,000.00	271,700.00
001.00.316.45.00	Utility Tax - Garbage	160,000.00	161,600.00
001.00.316.46.00	Utility Tax - Television Cabl	90,000.00	90,900.00
001.00.316.47.00	Utility Tax - Telephone	260,000.00	250,000.00
001.00.316.48.00	Utility Tax - Storm Drainage	90,000.00	90,900.00
001.00.316.81.00	Punch BoardsAnd Pull Tabs	50,000.00	50,000.00
001.00.316.83.00	Amusement Games	1,000.00	1,000.00
	<b>Total BASUB: 316 - Business and Occupation Taxes:</b>	<b>1,975,000.00</b>	<b>1,978,100.00</b>
<b>BASUB: 317 - Excise Taxes in Lieu of Property Tax</b>			
001.00.317.20.00	Leasehold Excise Taxes	45,000.00	45,000.00
	<b>Total BASUB: 317 - Excise Taxes in Lieu of Property Tax:</b>	<b>45,000.00</b>	<b>45,000.00</b>
<b>BASUB: 318 - Other Taxes</b>			
001.00.318.11.00	Admissions Tax	25,000.00	35,000.00
	<b>Total BASUB: 318 - Other Taxes:</b>	<b>25,000.00</b>	<b>35,000.00</b>
<b>BASUB: 321 - Business Licenses and Permits</b>			
001.00.321.30.00	Police & Protective Svs	1,400.00	1,400.00
001.00.321.60.00	Lic & Per - Prof & Occupant	800.00	800.00
001.00.321.70.00	Lic & Permits - Amusements	2,100.00	2,100.00
001.00.321.99.00	Other Business Licenses & Pmt	92,100.00	93,000.00
	<b>Total BASUB: 321 - Business Licenses and Permits:</b>	<b>96,400.00</b>	<b>97,300.00</b>
<b>BASUB: 322 - Non-Business Licenses and Permits</b>			
001.00.322.10.00	Lic & Per - Bldgs, Struct,Equ	375,000.00	375,000.00
001.00.322.10.01	Bldg Pmt Technology Fee	6,400.00	6,400.00
001.00.322.40.00	Street & Curb Permits	500.00	500.00
001.00.322.90.00	Lic & Permits - Other Non-Bus	2,000.00	2,000.00
	<b>Total BASUB: 322 - Non-Business Licenses and Permits:</b>	<b>383,900.00</b>	<b>383,900.00</b>
<b>BASUB: 333 - Indirect Federal Grants</b>			
001.00.333.97.00	Federal Indirect Homeland Sec	10,000.00	10,000.00
	<b>Total BASUB: 333 - Indirect Federal Grants:</b>	<b>10,000.00</b>	<b>10,000.00</b>
<b>BASUB: 336 - State Shared Revenues, Entitlement&amp;Impact Payments</b>			
001.00.336.00.84	Vessel Registration Fees	7,700.00	7,700.00
001.00.336.06.42	Marijuana Excise Tax Distribut	55,000.00	55,000.00
001.00.336.06.94	Liquor Excise Tax	75,000.00	75,000.00
001.00.336.06.95	Liquor Control Board Profits	118,900.00	119,000.00
	<b>Total BASUB: 336 - State Shared Revenues, Entitlement&amp;Impact Payments:</b>	<b>256,600.00</b>	<b>256,700.00</b>
<b>BASUB: 337 - Local Grants, Entitlements and Other Payments</b>			
001.00.337.00.00	Local Grants,Entitlmnts, Other	300,000.00	0.00
001.00.337.01.01	SK Fire & Rescue-ILA's	60,000.00	60,000.00
	<b>Total BASUB: 337 - Local Grants, Entitlements and Other Payments:</b>	<b>360,000.00</b>	<b>60,000.00</b>
<b>BASUB: 341 - General Government</b>			
001.00.341.33.00	Municipal CourtAdmin Fees	5,000.00	5,000.00
001.00.341.81.00	Other Word Processing & Print	1,600.00	1,600.00
001.00.341.95.00	Legal Services	3,500.00	3,500.00
	<b>Total BASUB: 341 - General Government:</b>	<b>10,100.00</b>	<b>10,100.00</b>

<b>BASUB: 342 - Public Safety</b>			
001.00.342.10.00	Other services	50,000.00	50,000.00
001.00.342.33.00	Adult Probation Service Chrg	90,000.00	90,000.00
001.00.342.40.01	Protective Inspection Fee-Fire	17,300.00	17,400.00
001.00.342.50.00	Emergency Service Fees	4,100.00	4,100.00
<b>Total BASUB: 342 - Public Safety:</b>		<b>161,400.00</b>	<b>161,500.00</b>
<b>BASUB: 345 - Natural and Economic Environment</b>			
001.00.345.81.00	Zoning & Subdivision Fees	25,000.00	25,000.00
001.00.345.83.00	Plan Checking Fees	150,000.00	150,000.00
001.00.345.83.01	Plan Checking Fees-Fire	27,400.00	27,400.00
001.00.345.89.00	Other Planning&Dev Fees & Chg	10,200.00	10,300.00
001.00.345.89.01	Other Plann Fees Hearing Exam	5,200.00	5,200.00
<b>Total BASUB: 345 - Natural and Economic Environment:</b>		<b>217,800.00</b>	<b>217,900.00</b>
<b>BASUB: 352 - Civil Penalties</b>			
001.00.352.30.00	Proof Of Motor Vehicle Insura	700.00	700.00
<b>Total BASUB: 352 - Civil Penalties:</b>		<b>700.00</b>	<b>700.00</b>
<b>BASUB: 353 - Civil Infraction Penalties</b>			
001.00.353.10.00	Traffic Infraction Penalties	55,000.00	55,000.00
001.00.353.70.00	Non-Traffic Infraction Penalt	2,600.00	2,600.00
<b>Total BASUB: 353 - Civil Infraction Penalties:</b>		<b>57,600.00</b>	<b>57,600.00</b>
<b>BASUB: 354 - Civil Parking Infraction Penalties</b>			
001.00.354.00.00	Civil Parking Infraction Pena	66,300.00	66,000.00
<b>Total BASUB: 354 - Civil Parking Infraction Penalties:</b>		<b>66,300.00</b>	<b>66,000.00</b>
<b>BASUB: 355 - Criminal Traffic Misdemeanor Fines</b>			
001.00.355.20.03	Criminal Conviction Fee-DUI	4,100.00	4,100.00
001.00.355.80.02	Criminal Conviction Fee-Traffi	18,400.00	18,500.00
<b>Total BASUB: 355 - Criminal Traffic Misdemeanor Fines:</b>		<b>22,500.00</b>	<b>22,600.00</b>
<b>BASUB: 356 - Criminal Non-Traffic Fines</b>			
001.00.356.50.00	Investigative FundAssessment	4,200.00	4,200.00
<b>Total BASUB: 356 - Criminal Non-Traffic Fines:</b>		<b>4,200.00</b>	<b>4,200.00</b>
<b>BASUB: 357 - Criminal Costs</b>			
001.00.357.33.00	Public Defense Cost	12,000.00	12,000.00
<b>Total BASUB: 357 - Criminal Costs:</b>		<b>12,000.00</b>	<b>12,000.00</b>
<b>BASUB: 361 - Interest and Other Earnings</b>			
001.00.361.11.00	Investment Interest	10,003.42	10,000.00
001.00.361.40.00	Interest On Contracts,Notes,T	1,500.00	1,500.00
001.00.361.40.01	Interest Collected Municipl C	20,400.00	20,600.00
<b>Total BASUB: 361 - Interest and Other Earnings:</b>		<b>31,903.42</b>	<b>32,100.00</b>
<b>BASUB: 362 - Rents, Leases and Concessions</b>			
001.00.362.30.00	Parking	100,000.00	100,000.00
001.00.362.50.00	Space & Facil Leases Long-Ter	40,000.00	40,000.00
<b>Total BASUB: 362 - Rents, Leases and Concessions:</b>		<b>140,000.00</b>	<b>140,000.00</b>
<b>BASUB: 367 - Contributions and Donations from Nongovernmental S</b>			
001.00.367.11.00	Gifts,Pledges, Fr Private Sou	5,000.00	5,000.00
<b>Total BASUB: 367 - Contributions and Donations from Nongovernmental S:</b>		<b>5,000.00</b>	<b>5,000.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>10,921,403.42</b>	<b>10,760,700.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>			
<b>BASUB: 308 - Beginning Fund Balance</b>			
001.08.308.10.00	Reserved Cash & Investments-Beginning	35,000.00	0.00
001.08.308.80.00	Unreserved Cash & Investments-Beginning	3,862,300.00	0.00
001.08.308.80.01	Unreserved Cash & Investments-Beginning Recr	78,100.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>3,975,400.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>3,975,400.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>14,896,803.42</b>	<b>10,760,700.00</b>
<b>Total Fund: 001 - Current Expense:</b>		<b>14,896,803.42</b>	<b>10,760,700.00</b>

## **Fund: 002 - City Street Fund**

<b>Revenue</b>			
<b>Department: 00 - Revenues</b>			
<b>BASUB: 311 - Property Tax</b>			
002.00.311.10.00	General Property Taxes	1,010,000.00	1,020,000.00
<b>Total BASUB: 311 - Property Tax:</b>		<b>1,010,000.00</b>	<b>1,020,000.00</b>

<b>BASUB: 322 - Non-Business Licenses and Permits</b>		
002.00.322.40.00	StreetAnd Curb Permits	1,000.00 1,000.00
<b>Total BASUB: 322 - Non-Business Licenses and Permits:</b>		<b>1,000.00 1,000.00</b>
<b>BASUB: 336 - State Shared Revenues, Entitlement&amp;Impact Payments</b>		
002.00.336.00.87	Motor Veh Fuel Tax - Street	285,000.00 287,000.00
<b>Total BASUB: 336 - State Shared Revenues, Entitlement&amp;Impact Payments:</b>		<b>285,000.00 287,000.00</b>
<b>BASUB: 361 - Interest and Other Earnings</b>		
002.00.361.11.00	Investment Interest	56.18 0.00
<b>Total BASUB: 361 - Interest and Other Earnings:</b>		<b>56.18 0.00</b>
<b>BASUB: 362 - Rents, Leases and Concessions</b>		
002.00.362.50.00	Space & Facil Leases Long-Ter	8,000.00 8,000.00
<b>Total BASUB: 362 - Rents, Leases and Concessions:</b>		<b>8,000.00 8,000.00</b>
<b>BASUB: 397 - Transfers-In</b>		
002.00.397.00.00	Transfers In	572,700.00 591,800.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>572,700.00 591,800.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>1,876,756.18 1,907,800.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>		
<b>BASUB: 308 - Beginning Fund Balance</b>		
002.08.308.80.00	Unreserved Cash & Investments-Beginning	938,800.00 0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>938,800.00 0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>938,800.00 0.00</b>
<b>Total Revenue:</b>		<b>2,815,556.18 1,907,800.00</b>
<b>Total Fund: 002 - City Street Fund:</b>		<b>2,815,556.18 1,907,800.00</b>

### **Fund: 003 - Stabilization Fund**

<b>Revenue</b>		
<b>Department: 00 - Revenues</b>		
<b>BASUB: 397 - Transfers-In</b>		
003.00.397.00.00	Transfers In	200,000.00 0.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>200,000.00 0.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>200,000.00 0.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>		
<b>BASUB: 308 - Beginning Fund Balance</b>		
003.08.308.80.00	Unreserved Cash & Investments-Beginning	2,100,000.00 0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>2,100,000.00 0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>2,100,000.00 0.00</b>
<b>Total Revenue:</b>		<b>2,300,000.00 0.00</b>
<b>Total Fund: 003 - Stabilization Fund:</b>		<b>2,300,000.00 0.00</b>

### **Fund: 103 - Criminal Justice**

<b>Revenue</b>		
<b>Department: 00 - Revenues</b>		
<b>BASUB: 313 - Retail Sales and Use Taxes</b>		
103.00.313.71.00	Criminal Justice Funding	190,000.00 191,900.00
<b>Total BASUB: 313 - Retail Sales and Use Taxes:</b>		<b>190,000.00 191,900.00</b>
<b>BASUB: 336 - State Shared Revenues, Entitlement&amp;Impact Payments</b>		
103.00.336.06.20	Criminal Justice High Crime	30,000.00 30,300.00
103.00.336.06.21	CJ High CrimePop	10,000.00 10,100.00
103.00.336.06.26	CJ Special Program	12,500.00 12,600.00
103.00.336.06.51	DUI Cities	2,200.00 2,200.00
<b>Total BASUB: 336 - State Shared Revenues, Entitlement&amp;Impact Payments:</b>		<b>54,700.00 55,200.00</b>
<b>BASUB: 361 - Interest and Other Earnings</b>		
103.00.361.11.00	Investment Interest	15.39 0.00
<b>Total BASUB: 361 - Interest and Other Earnings:</b>		<b>15.39 0.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>244,715.39 247,100.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

103.08.308.10.00	Reserved Cash & Investments-Beginning	269,000.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>269,000.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>269,000.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>513,715.39</b>	<b>247,100.00</b>
	<b>Total Fund: 103 - Criminal Justice:</b>	<b>513,715.39</b>	<b>247,100.00</b>

**Fund: 104 - Special Investigative Unit**

Revenue

Department: 00 - Revenues

BASUB: 356 - Criminal Non-Traffic Fines

104.00.356.50.00	Investigative FundAssessment	4,000.00	4,000.00
	<b>Total BASUB: 356 - Criminal Non-Traffic Fines:</b>	<b>4,000.00</b>	<b>4,000.00</b>
	<b>Total Department: 00 - Revenues:</b>	<b>4,000.00</b>	<b>4,000.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

104.08.308.10.00	Reserved Cash & Investments-Beginning	94,000.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>94,000.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>94,000.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>98,000.00</b>	<b>4,000.00</b>
	<b>Total Fund: 104 - Special Investigative Unit:</b>	<b>98,000.00</b>	<b>4,000.00</b>

**Fund: 107 - Community Events**

Revenue

Department: 00 - Revenues

BASUB: 313 - Retail Sales and Use Taxes

107.00.313.31.00	Hotel/Motel Sales and Use Tax	100,000.00	100,000.00
	<b>Total BASUB: 313 - Retail Sales and Use Taxes:</b>	<b>100,000.00</b>	<b>100,000.00</b>
	<b>Total Department: 00 - Revenues:</b>	<b>100,000.00</b>	<b>100,000.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

107.08.308.10.00	Reserved Cash & Investments-Beginning	200,000.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>200,000.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>200,000.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>300,000.00</b>	<b>100,000.00</b>
	<b>Total Fund: 107 - Community Events:</b>	<b>300,000.00</b>	<b>100,000.00</b>

**Fund: 108 - Paths & Trails**

Revenue

Department: 00 - Revenues

BASUB: 336 - State Shared Revenues, Entitlement&Impact Payments

108.00.336.00.87	Motor Veh Fuel Tax - Paths&Tr	1,000.00	1,000.00
	<b>Total BASUB: 336 - State Shared Revenues, Entitlement&amp;Impact Payments:</b>	<b>1,000.00</b>	<b>1,000.00</b>
	<b>Total Department: 00 - Revenues:</b>	<b>1,000.00</b>	<b>1,000.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

108.08.308.10.00	Reserved Cash & Investments-Beginning	10,900.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>10,900.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>10,900.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>11,900.00</b>	<b>1,000.00</b>
	<b>Total Fund: 108 - Paths &amp; Trails:</b>	<b>11,900.00</b>	<b>1,000.00</b>

**Fund: 109 - Real Estate Excise Tax**

Revenue

Department: 00 - Revenues

BASUB: 318 - Other Taxes

109.00.318.34.00	Real Estate Excise Tax REET 1	350,000.00	350,000.00
109.00.318.35.00	Real Estate Excise Tax REET 2	350,000.00	350,000.00
	<b>Total BASUB: 318 - Other Taxes:</b>	<b>700,000.00</b>	<b>700,000.00</b>



<b>BASUB: 361 - Interest and Other Earnings</b>			
109.00.361.11.00	Investment Interest	69.00	0.00
<b>Total BASUB: 361 - Interest and Other Earnings:</b>		<b>69.00</b>	<b>0.00</b>
<b>BASUB: 397 - Transfers-In</b>			
109.00.397.00.02	Transfers In-REET 2	677,331.00	0.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>677,331.00</b>	<b>0.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>1,377,400.00</b>	<b>700,000.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>			
<b>BASUB: 308 - Beginning Fund Balance</b>			
109.08.308.10.01	Reserved Cash & Investments-Beginning R1	1,387,600.00	0.00
109.08.308.10.02	Reserved Cash & Investments-Beginning R2	1,389,000.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>2,776,600.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>2,776,600.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>4,154,000.00</b>	<b>700,000.00</b>
<b>Total Fund: 109 - Real Estate Excise Tax:</b>		<b>4,154,000.00</b>	<b>700,000.00</b>

**Fund: 111 - Impact Mitigation Fee**

<b>Revenue</b>			
<b>Department: 00 - Revenues</b>			
<b>BASUB: 367 - Contributions and Donations from Nongovernmental S</b>			
111.00.367.12.01	Parks Impact Fees	40,000.00	40,000.00
111.00.367.12.04	Transportation Impact Fees	100,000.00	100,000.00
<b>Total BASUB: 367 - Contributions and Donations from Nongovernmental S:</b>		<b>140,000.00</b>	<b>140,000.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>140,000.00</b>	<b>140,000.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>			
<b>BASUB: 308 - Beginning Fund Balance</b>			
111.08.308.10.00	Reserved Cash & Investments-Beginning MW Tr	728,900.00	0.00
111.08.308.10.01	Reserved Cash & Investments-Beginning Parks	168,400.00	0.00
111.08.308.10.03	Reserved Cash & Investments-Beginning Bayside	323,200.00	0.00
111.08.308.10.04	Reserved Cash & Investments-Beginning Transp	782,000.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>2,002,500.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>2,002,500.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>2,142,500.00</b>	<b>140,000.00</b>
<b>Total Fund: 111 - Impact Mitigation Fee:</b>		<b>2,142,500.00</b>	<b>140,000.00</b>

**Fund: 206 - Bond Redemption Fund**

<b>Revenue</b>			
<b>Department: 00 - Revenues</b>			
<b>BASUB: 397 - Transfers-In</b>			
206.00.397.00.00	Transfers In	299,900.00	298,300.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>299,900.00</b>	<b>298,300.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>299,900.00</b>	<b>298,300.00</b>
<b>Total Revenue:</b>		<b>299,900.00</b>	<b>298,300.00</b>
<b>Total Fund: 206 - Bond Redemption Fund:</b>		<b>299,900.00</b>	<b>298,300.00</b>

**Fund: 302 - Capital Construction**

<b>Revenue</b>			
<b>Department: 00 - Revenues</b>			
<b>BASUB: 397 - Transfers-In</b>			
302.00.397.00.00	Transfers In	365,000.00	0.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>365,000.00</b>	<b>0.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>365,000.00</b>	<b>0.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>			
<b>BASUB: 308 - Beginning Fund Balance</b>			
302.08.308.80.00	Unreserved Cash & Investments-Beginning	215,000.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>215,000.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>215,000.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>580,000.00</b>	<b>0.00</b>
<b>Total Fund: 302 - Capital Construction:</b>		<b>580,000.00</b>	<b>0.00</b>

## **Fund: 304 - Street Capital Projects**

<b>Revenue</b>			
<b>Department: 00 - Revenues</b>			
<b>BASUB: 333 - Indirect Federal Grants</b>			
304.00.333.20.20	Federal Grant-Indirect Dept. of Transportation	913,000.00	490,000.00
<b>Total BASUB: 333 - Indirect Federal Grants:</b>		<b>913,000.00</b>	<b>490,000.00</b>
<b>BASUB: 361 - Interest and Other Earnings</b>			
304.00.361.11.00	Investment Interest	31.00	0.00
<b>Total BASUB: 361 - Interest and Other Earnings:</b>		<b>31.00</b>	<b>0.00</b>
<b>BASUB: 397 - Transfers-In</b>			
304.00.397.00.00	Transfers In	393,000.00	475,000.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>393,000.00</b>	<b>475,000.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>1,306,031.00</b>	<b>965,000.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>			
<b>BASUB: 308 - Beginning Fund Balance</b>			
304.08.308.80.00	Unreserved Cash & Investments-Beginning	1,832,000.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>1,832,000.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>1,832,000.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>3,138,031.00</b>	<b>965,000.00</b>
<b>Total Fund: 304 - Street Capital Projects:</b>		<b>3,138,031.00</b>	<b>965,000.00</b>

## **Fund: 411 - Water Operating**

<b>Revenue</b>			
<b>Department: 00 - Revenues</b>			
<b>BASUB: 343 - Utilities</b>			
411.00.343.40.00	Water Sales-Residential	2,383,300.00	2,383,300.00
411.00.343.40.01	Water Sales-Commercial	740,700.00	740,700.00
411.00.343.40.02	Water Sales-Irrigation	132,800.00	132,800.00
411.00.343.41.00	Construction Water Sales	8,800.00	8,800.00
411.00.343.42.00	Other Fees & Charges - Connect	12,900.00	12,900.00
411.00.343.42.01	Water Inspection Fees	6,700.00	6,700.00
<b>Total BASUB: 343 - Utilities:</b>		<b>3,285,200.00</b>	<b>3,285,200.00</b>
<b>BASUB: 345 - Natural and Economic Environment</b>			
411.00.345.83.00	Plan Review Fees	1,700.00	1,700.00
411.00.345.89.00	Other Planning & Development Services	1,200.00	1,200.00
<b>Total BASUB: 345 - Natural and Economic Environment:</b>		<b>2,900.00</b>	<b>2,900.00</b>
<b>BASUB: 361 - Interest and Other Earnings</b>			
411.00.361.11.00	Investment Interest	75.39	0.00
<b>Total BASUB: 361 - Interest and Other Earnings:</b>		<b>75.39</b>	<b>0.00</b>
<b>BASUB: 362 - Rents, Leases and Concessions</b>			
411.00.362.00.00	Rents & Leases	56,500.00	56,500.00
<b>Total BASUB: 362 - Rents, Leases and Concessions:</b>		<b>56,500.00</b>	<b>56,500.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>3,344,675.39</b>	<b>3,344,600.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>			
<b>BASUB: 308 - Beginning Fund Balance</b>			
411.08.308.80.00	Unreserved Cash & Investments-Beginning	1,815,100.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>1,815,100.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>1,815,100.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>5,159,775.39</b>	<b>3,344,600.00</b>
<b>Total Fund: 411 - Water Operating:</b>		<b>5,159,775.39</b>	<b>3,344,600.00</b>

## **Fund: 412 - Water Stabilization**

<b>Revenue</b>			
<b>Department: 00 - Revenues</b>			
<b>BASUB: 397 - Transfers-In</b>			
412.00.397.00.00	Transfers In	263,500.00	263,500.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>263,500.00</b>	<b>263,500.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>263,500.00</b>	<b>263,500.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

412.08.308.80.00	Unreserved Cash & Investments-Beginning	390,000.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>390,000.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>390,000.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>653,500.00</b>	<b>263,500.00</b>
	<b>Total Fund: 412 - Water Stabilization:</b>	<b>653,500.00</b>	<b>263,500.00</b>

**Fund: 413 - Water Capital**

Revenue

Department: 00 - Revenues

BASUB: 361 - Interest and Other Earnings

413.00.361.11.00	Investment Interest	60.00	0.00
	<b>Total BASUB: 361 - Interest and Other Earnings:</b>	<b>60.00</b>	<b>0.00</b>

BASUB: 367 - Contributions and Donations from Nongovernmental S

413.00.367.00.00	Water Connection Charges	969,035.00	969,035.00
	<b>Total BASUB: 367 - Contributions and Donations from Nongovernmental S:</b>	<b>969,035.00</b>	<b>969,035.00</b>

BASUB: 391 - Long-Term Debt Proceeds

413.00.391.80.00	Intergovernmental Loan Proceeds	436,150.00	0.00
	<b>Total BASUB: 391 - Long-Term Debt Proceeds:</b>	<b>436,150.00</b>	<b>0.00</b>

BASUB: 397 - Transfers-In

413.00.397.00.00	Transfers In	600,000.00	0.00
413.00.397.00.01	Transfers In (411)	513,000.00	0.00
	<b>Total BASUB: 397 - Transfers-In:</b>	<b>1,113,000.00</b>	<b>0.00</b>

**Total Department: 00 - Revenues: 2,518,245.00 969,035.00**

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

413.08.308.80.00	Unreserved Cash & Investments-Beginning	3,476,780.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>3,476,780.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>3,476,780.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>5,995,025.00</b>	<b>969,035.00</b>
	<b>Total Fund: 413 - Water Capital:</b>	<b>5,995,025.00</b>	<b>969,035.00</b>

**Fund: 414 - Water Debt Service**

Revenue

Department: 00 - Revenues

BASUB: 397 - Transfers-In

414.00.397.00.00	Transfers In (411)	430,000.00	300,000.00
414.00.397.00.01	Transfers In (413)	55,125.00	55,125.00
	<b>Total BASUB: 397 - Transfers-In:</b>	<b>485,125.00</b>	<b>355,125.00</b>

**Total Department: 00 - Revenues: 485,125.00 355,125.00**

**Total Revenue: 485,125.00 355,125.00**

**Total Fund: 414 - Water Debt Service: 485,125.00 355,125.00**

**Fund: 421 - Storm Drainage Utility**

Revenue

Department: 00 - Revenues

BASUB: 322 - Non-Business Licenses and Permits

421.00.322.10.00	Stormwater Permit	5,000.00	5,000.00
	<b>Total BASUB: 322 - Non-Business Licenses and Permits:</b>	<b>5,000.00</b>	<b>5,000.00</b>

BASUB: 343 - Utilities

421.00.343.10.00	Storm Drainage-Residential	725,000.00	730,000.00
421.00.343.10.01	Storm Drainage-Commercial	910,000.00	920,000.00
421.00.343.10.02	Other Fees & Charges	4,000.00	4,000.00
	<b>Total BASUB: 343 - Utilities:</b>	<b>1,639,000.00</b>	<b>1,654,000.00</b>

BASUB: 345 - Natural and Economic Environment

421.00.345.89.00	Stormwater Review	8,000.00	8,000.00
	<b>Total BASUB: 345 - Natural and Economic Environment:</b>	<b>8,000.00</b>	<b>8,000.00</b>

**Total Department: 00 - Revenues: 1,652,000.00 1,667,000.00**

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

421.08.308.80.00	Unreserved Cash & Investments-Beginning	1,757,800.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>1,757,800.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>1,757,800.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>3,409,800.00</b>	<b>1,667,000.00</b>
	<b>Total Fund: 421 - Storm Drainage Utility:</b>	<b>3,409,800.00</b>	<b>1,667,000.00</b>

**Fund: 422 - Storm Drainage Stabilization**

Revenue

Department: 00 - Revenues

BASUB: 397 - Transfers-In

422.00.397.00.00	Transfers In	164,050.00	164,050.00
	<b>Total BASUB: 397 - Transfers-In:</b>	<b>164,050.00</b>	<b>164,050.00</b>
	<b>Total Department: 00 - Revenues:</b>	<b>164,050.00</b>	<b>164,050.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

422.08.308.80.00	Unreserved Cash & Investments-Beginning	175,200.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>175,200.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>175,200.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>339,250.00</b>	<b>164,050.00</b>
	<b>Total Fund: 422 - Storm Drainage Stabilization:</b>	<b>339,250.00</b>	<b>164,050.00</b>

**Fund: 423 - Storm Drainage Capital Facil**

Revenue

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

423.08.308.80.00	Unreserved Cash & Investments-Beginning	30,100.00	0.00
	<b>Total BASUB: 308 - Beginning Fund Balance:</b>	<b>30,100.00</b>	<b>0.00</b>
	<b>Total Department: 08 - Estimated Beginning Cash:</b>	<b>30,100.00</b>	<b>0.00</b>
	<b>Total Revenue:</b>	<b>30,100.00</b>	<b>0.00</b>
	<b>Total Fund: 423 - Storm Drainage Capital Facil:</b>	<b>30,100.00</b>	<b>0.00</b>

**Fund: 424 - Storm Drainage Debt Service**

Revenue

Department: 00 - Revenues

BASUB: 397 - Transfers-In

424.00.397.00.00	Transfers In (421)	178,100.00	177,200.00
	<b>Total BASUB: 397 - Transfers-In:</b>	<b>178,100.00</b>	<b>177,200.00</b>
	<b>Total Department: 00 - Revenues:</b>	<b>178,100.00</b>	<b>177,200.00</b>
	<b>Total Revenue:</b>	<b>178,100.00</b>	<b>177,200.00</b>
	<b>Total Fund: 424 - Storm Drainage Debt Service:</b>	<b>178,100.00</b>	<b>177,200.00</b>

**Fund: 431 - Sewer Operating**

Revenue

Department: 00 - Revenues

BASUB: 343 - Utilities

431.00.343.50.00	Sewer Services - Residential	4,382,200.00	4,382,200.00
431.00.343.50.01	Sewer Services - Commercial	1,013,000.00	1,013,000.00
431.00.343.50.02	Other Fees & Charges	6,100.00	6,100.00
431.00.343.50.03	Sewer Inspection Fees	8,000.00	8,000.00
	<b>Total BASUB: 343 - Utilities:</b>	<b>5,409,300.00</b>	<b>5,409,300.00</b>

BASUB: 345 - Natural and Economic Environment

431.00.345.83.00	Plan Review Fees	8,700.00	8,700.00
431.00.345.89.00	Sewer Concurrency	800.00	800.00
	<b>Total BASUB: 345 - Natural and Economic Environment:</b>	<b>9,500.00</b>	<b>9,500.00</b>

BASUB: 361 - Interest and Other Earnings

431.00.361.11.00	Investment Interest	8.05	0.00
	<b>Total BASUB: 361 - Interest and Other Earnings:</b>	<b>8.05</b>	<b>0.00</b>
	<b>Total Department: 00 - Revenues:</b>	<b>5,418,808.05</b>	<b>5,418,800.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

431.08.308.80.00	Unreserved Cash & Investments-Beginning	1,821,500.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>1,821,500.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>1,821,500.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>7,240,308.05</b>	<b>5,418,800.00</b>
<b>Total Fund: 431 - Sewer Operating:</b>		<b>7,240,308.05</b>	<b>5,418,800.00</b>

**Fund: 432 - Sewer Stabilization**

Revenue

Department: 00 - Revenues

BASUB: 397 - Transfers-In

432.00.397.00.00	Transfer In	374,150.00	374,150.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>374,150.00</b>	<b>374,150.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>374,150.00</b>	<b>374,150.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

432.08.308.80.00	Unreserved Cash & Investments-Beginning	606,700.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>606,700.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>606,700.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>980,850.00</b>	<b>374,150.00</b>
<b>Total Fund: 432 - Sewer Stabilization:</b>		<b>980,850.00</b>	<b>374,150.00</b>

**Fund: 433 - Sewer Capital**

Revenue

Department: 00 - Revenues

BASUB: 334 - State Grants

433.00.334.03.10	Dept.Of Ecology-Loan Proceeds	0.00	4,100,000.00
<b>Total BASUB: 334 - State Grants:</b>		<b>0.00</b>	<b>4,100,000.00</b>

BASUB: 361 - Interest and Other Earnings

433.00.361.11.00	Investment Interest	23.00	0.00
<b>Total BASUB: 361 - Interest and Other Earnings:</b>		<b>23.00</b>	<b>0.00</b>

BASUB: 367 - Contributions and Donations from Nongovernmental S

433.00.367.00.00	Sewer Connection Charges	1,646,204.00	1,646,204.00
<b>Total BASUB: 367 - Contributions and Donations from Nongovernmental S:</b>		<b>1,646,204.00</b>	<b>1,646,204.00</b>

BASUB: 397 - Transfers-In

433.00.397.00.00	Transfer In	0.00	554,569.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>0.00</b>	<b>554,569.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>1,646,227.00</b>	<b>6,300,773.00</b>

Department: 08 - Estimated Beginning Cash

BASUB: 308 - Beginning Fund Balance

433.08.308.80.00	Unreserved Cash & Investments-Beginning	1,665,000.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>1,665,000.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>1,665,000.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>3,311,227.00</b>	<b>6,300,773.00</b>
<b>Total Fund: 433 - Sewer Capital:</b>		<b>3,311,227.00</b>	<b>6,300,773.00</b>

**Fund: 434 - Sewer Debt Service**

Revenue

Department: 00 - Revenues

BASUB: 397 - Transfers-In

434.00.397.00.01	Transfers In	275,000.00	275,000.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>275,000.00</b>	<b>275,000.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>275,000.00</b>	<b>275,000.00</b>
<b>Total Revenue:</b>		<b>275,000.00</b>	<b>275,000.00</b>
<b>Total Fund: 434 - Sewer Debt Service:</b>		<b>275,000.00</b>	<b>275,000.00</b>

**Fund: 500 - Equipment Rental and Revolving**

Revenue

Department: 00 - Revenues

BASUB: 348 - Internal Service Fund Sales & Services

500.00.348.01.00	Internal Services & Sales- O&M Police	169,000.00	176,000.00
500.00.348.01.01	Internal Services & Sales- O&M Planning	4,000.00	4,000.00

500.00.348.01.02	Internal Services & Sales- O&M Building	4,000.00	4,000.00
500.00.348.01.03	Internal Services & Sales- O&M Engineering	11,000.00	11,000.00
500.00.348.01.04	Internal Services & Sales- O&M Parks	15,000.00	15,000.00
500.00.348.01.05	Internal Services & Sales- O&M Street	57,000.00	59,000.00
500.00.348.01.07	Internal Services & Sales- O&M Water	27,000.00	29,000.00
500.00.348.01.08	Internal Services & Sales- O&M Storm	31,000.00	32,000.00
500.00.348.01.09	Internal Services & Sales- O&M Sewer	50,000.00	52,000.00
500.00.348.01.10	Internal Services & Sales- O&M Admin	1,000.00	1,000.00
<b>Total BASUB: 348 - Internal Service Fund Sales &amp; Services:</b>		<b>369,000.00</b>	<b>383,000.00</b>
<b>BASUB: 397 - Transfers-In</b>			
500.00.397.02.02	Transfer In-Admin Replacement	2,350.00	2,350.00
500.00.397.02.04	Transfer In-DCD Replacement	16,500.00	16,500.00
500.00.397.02.05	Transfer In-PW Replacement	132,200.00	132,200.00
500.00.397.02.06	Transfer In-002 Replacement	13,900.00	13,900.00
500.00.397.02.08	Transfer In-421 Replacement	71,550.00	71,550.00
500.00.397.02.10	Transfer In-103 Police Replacement	66,000.00	66,000.00
<b>Total BASUB: 397 - Transfers-In:</b>		<b>302,500.00</b>	<b>302,500.00</b>
<b>Total Department: 00 - Revenues:</b>		<b>671,500.00</b>	<b>685,500.00</b>
<b>Department: 08 - Estimated Beginning Cash</b>			
<b>BASUB: 308 - Beginning Fund Balance</b>			
500.08.308.80.01	Unreserved Cash & Investments-Beginning-IT	56,600.00	0.00
500.08.308.80.02	Unreserved Cash & Investments-Beginning-Adm	7,200.00	0.00
500.08.308.80.03	Unreserved Cash & Investments-Beginning-Polic	1,121,800.00	0.00
500.08.308.80.04	Unreserved Cash & Investments-Beginning-DCD	34,400.00	0.00
500.08.308.80.05	Unreserved Cash & Investments-Beginning-PW	141,400.00	0.00
500.08.308.80.06	Unreserved Cash & Investments-Beginning-Stre	800,400.00	0.00
500.08.308.80.07	Unreserved Cash & Investments-Beginning-Wat	297,400.00	0.00
500.08.308.80.08	Unreserved Cash & Investments-Beginning-Stor	407,600.00	0.00
500.08.308.80.09	Unreserved Cash & Investments-Beginning-Sew	627,300.00	0.00
500.08.308.80.10	Unreserved Cash & Investments-Beginning-Cour	76,300.00	0.00
<b>Total BASUB: 308 - Beginning Fund Balance:</b>		<b>3,570,400.00</b>	<b>0.00</b>
<b>Total Department: 08 - Estimated Beginning Cash:</b>		<b>3,570,400.00</b>	<b>0.00</b>
<b>Total Revenue:</b>		<b>4,241,900.00</b>	<b>685,500.00</b>
<b>Total Fund: 500 - Equipment Rental and Revolving:</b>		<b>4,241,900.00</b>	<b>685,500.00</b>
<b>Report Total:</b>		<b>63,550,366.43</b>	<b>35,118,633.00</b>



## Department Operations



# Administration – City Council

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## MISSION STATEMENT

The mission of the City of Port Orchard is to provide a full range of municipal services to residents and businesses in accordance with City Council policy and direction. City staff shall deliver those services in an efficient, effective, and courteous manner with a commitment to operational excellence.

## DEPARTMENT DESCRIPTION

The City Council is a body of seven individuals elected by the citizens of City of Port Orchard to establish policy for the City and its citizens. Port Orchard was incorporated as a second-class city in 1890. However, in 2017, the Council changed the classification to a Non-Charter Code City. The City is governed by a Mayor-Council plan of government and elected by its citizens to provide dedicated services to enhance the safety, livability, and prosperity of the community.

## 2021 & 2022 GOALS

### *Be ahead of change:*

- Continue staff/Council communication regarding the Gorst project.
- Track changes in WSDOT’s plan for addressing the City’s fish barrier culverts.

### *Harness “the evolution” that is coming to Port Orchard:*

- Provide more funding to parks and open space.

### *Invest in downtown and the waterfront:*

- Create a conceptual design for the next phase of the Bay Street pathway.
- Determine the future of the marquee.
- Begin planning how to move parking off the waterfront.

### *Engage community members:*

- Continue plans for additional sub-areas.

### *Balance growth with affordability:*

- Begin planning for street preservation.
- Implementing the Americans with Disabilities Act (ADA) plan as improvements are made.
- Look for funding to construct the Bethel corridor.

### *Create predictability in development:*

- Continue sharing the toolkit to attract businesses and developers to the City.



- Establish policies for development connectivity, and check if this is already in the comprehensive plan and development regulations.

**NON-FINANCIAL LONG-TERM GOALS**

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

**DEPARTMENT OBJECTIVE**

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

**STATISTICS/WORKLOAD MEASURES**

<b>Department Measures</b>	<b>2019 Actual</b>	<b>2020 YTD</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Number of Council Meetings	34	33	35	35
Number of Council Committee Meetings	42	33	45	45
Number of Actions Items Approved	153	107	150	150
Number of Consent Agenda Items Approved	95	64	75	75
Number of Public Hearings	11	3	7	5

**PERFORMANCE MEASURES**

Ensure the Mayor and staff are working to complete policies and goals set by the Council.

**STAFFING LEVELS**

<b>Staffing Levels</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Council Members	7	7	7	7

**ACCOMPLISHMENTS**

Highlights of the accomplishment during the 2019/2020 biennial budget include:

- Upgraded the Council Chambers with current technology to enhance the hearing and visual documents presented to the public.

**SIGNIFICANT BUDGET CHANGES**

No significant budget changes.

# Administration - Mayor

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## MISSION STATEMENT

Provide leadership, direction, and supervision of City government in a manner that creates a productive working environment, enhances public trust, and promotes understanding of City services and how they are delivered.

## DEPARTMENT DESCRIPTION

The City Mayor is elected at large by the citizens of the City of Port Orchard and serves as the chief administrative officer. The Mayor is responsible to the City Council and managing the departments of the City and its employees. The Mayor is also responsible for preparing the annual budget, submitting it to the Council, and administering it after it is approved. This includes enacting the Council's policies; providing City Department overview and liaison; and representing the City officially to the public and other governmental agencies.

## 2021 & 2022 GOALS

### Goal 1: Jobs & Sustainable Development

- Support Economic Growth and Jobs
- Maintain Business Friendly Practices and Policies

### Goal 2: Public Safety

- Prepare for all Hazards through Planning, Prevention, Protection, and Recovery
- Engage the Community in Preparedness Actives
- Respond Quickly and Effectively
- Maintain Order, Enforce the Law, and Protect the Public

### Goal 3: Fiscal Responsibility

- Effectively Manage the Public's Money
- Improve Cost Effectiveness and Leverage Partnerships
- Implement Innovative Technologies

### Goal 4: Quality of Life

- Strengthen Neighborhoods
- Improve our Parks
- Provide Recreational, Wellness, and Educational Opportunities

## NON FINANCIAL LONG-TERM GOALS

- Planning and implementation of our community centers concept
- Advocate for changes that will energize our downtown with activity
- Invite investment and development to our community that will fund our capital facilities needs

- Encourage management and our elected leaders to be innovators by thinking out of the box

DEPARTMENT OBJECTIVE

- Administer government of the City of Port Orchard and policies of the Council to promote the well-being of citizens
- Proactively manage the budget process to minimize the need to cut services while still maintaining a deficit-free budget and healthy fund balance
- Administer the City’s personnel rules and regulations
- Provides oversight to departmental operations
- Provides oversight for capital projects
- Provides oversight for City grant application and their administration

STATISTICS/WORKLOAD MEASURES

<b>Department Measures</b>	<b>2019 Actual</b>	<b>2020 YTD</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Appointments with citizens, businesses, and members of the community	152	84	100	150
Number of Board Meetings with other Local Agencies	216	169	200	150
Participation in Community Events	64	26	50	75

PERFORMANCE MEASURES

The City-wide performance measure is done by the citizens of Port Orchard. Departments align their goals and performance measures to the Mayor’s priorities to ensure the City’s strategic goals and objectives are accomplished, resulting in areas of improvement within the City.

STAFFING LEVELS

<b>Staffing Levels</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>
Mayor	1	1	1	1

ACCOMPLISHMENTS

During the 2019/2020 biennium the City completed two major capital projects in the Tremont Gateway Project and the Rockwell Park project. We also completed the drilling of well #13 and have began construction of the infrastructure that will bring this new water source online in 2021. The Mayor obtained State assistance to complete funding of the McCormick sewer lift station #2, a project that is currently under construction. A commitment of \$12 million in funding was received for a community center in our Downtown as part of a master planned development. A subarea master plan was completed for the Ruby Creek area and efforts continue to master plan our Downtown. COVID-19

challenged the City to quickly implement numerous technology improvements that allow for teleworking and video conferencing. While City Hall remains closed to the Public, we remain open for business using new and enhanced technology. At the Mayor's direction the City deployed over \$500,000 in Federal CARES Act funds with more than \$125,000 going to our Small Businesses in the form of rent relief.

### SIGNIFICANT BUDGET CHANGES

The Mayor's 2021/2022 biennial budget archives a major milestone by fully implementing and funding our reserve policies. This has been a multi-year effort that helps prepare us for economic downturns. These policies have been an ongoing effort between this administration and the City Council that will serve our Citizens well now and into the future.

This budget proposes four increases to staff, the first being an addition to the engineering department to assist with plan reviews and field inspections related to construction activity. This position will be paid for from additional permits fees and savings in contract inspection services. The second new position is funding an additional building inspector to provide acceptable levels of service to support construction activity. This position will also be funded by additional permit fees and reductions from contract services. The third is a Health Navigator position in the Police Department which connects at risk citizens with vital community services. This will be funded in partnership with an interlocal agreement between the South Kitsap Fire District and the City of Port Orchard. Lastly, an additional information technology position is added to keep up with the growing IT needs of the City and will focus on implementing process improvements and programs.

Increases are also needed in landscape services to adequately maintain the newly constructed Tremont Gateway, McCormick Village Park and Rockwell Park.

We also plan to invest in equipment that will allow our Public Works Department to patch and seal our residential streets. Transportation funding continues to decline at the Federal, State and Local levels and with no funding for major overlays we must find ways to prevent further deterioration of our City Streets.

# Administration – City Clerk

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## MISSION STATEMENT

The mission of the Clerk is to present a courteous, service-oriented team of professionals who provide quality administrative support to the City’s elected officials; accurately record, maintain, and preserve City records; ensure the City’s legislative processes are open and public in accordance with Washington’s Open Meetings Act; provide a link between constituents and government through the dissemination of information; direct an efficient and comprehensive city-wide records management program; perform all mandated functions under the Revised Codes of Washington and Port Orchard Municipal Code; and conduct ourselves in an ethical, impartial, and professional manner.

## DEPARTMENT DESCRIPTION

The City Clerk is assisted by a Deputy Clerk and Office Assistant II. The City Clerk provides support to the Mayor and City Council. This support includes providing public access to City records, the administration, and the policy-making process. The City Clerk oversees the City’s records management program and public records access; risk management services for the City; provides contract administration; process street or alley vacation requests, City Code codification; preservation of the legislative history of the City; serves as the custodian of the City seal and official City documents, and serves as a conduit between the City Council, administration, and the public. The City Clerk coordinates City Council meetings and work study sessions, produces meeting packets, audio-visual record meetings, and provides records of the proceedings; drafts ordinances, resolutions, and contracts; administers programs assigned by the Council such as cabaret licenses, pawnbrokers licenses, peddlers and hawkers licenses, special event applications; and master vendor licenses; and staffs City facility requests, Town Hall meetings, Festival of Chimes and Lights, and the Lodging Tax Advisory Committee.

## 2021 & 2022 GOALS

### *Goal 1: Deliver excellent customer service*

The best customer service requires constant improvement, which requires constant assessment based on feedback and active benchmarking. Proper delivery of customer service serves the people by providing accurate information and maximizing access to municipal government in an efficient, timely, professional, and courteous manner. The department will move towards accomplishing this goal by focusing on the following objectives:

- Respond quickly and accurately to customer requests
- Provide current, comprehensive, and accurate information to meet customers’ needs

*Goal 2: Provide access to the City's official record and legislative documents in as many different mediums as possible*

Access to information is a core function of the Office of the City Clerk. To this end, the Department is dedicated to remaining on the cutting edge of information storage and retrieval. The Department will move towards accomplishing this goal by focusing on the following objective:

- Maintain and preserve City Council proceedings and related documents (e.g., minutes, action sheets, resolutions/ordinances, contracts/agreements, leases, deed/easements)

*Goal 3: Administer records management program City-wide*

A viable records management program ensures that each department can maximize its operational goals by making information more readily available for service delivery. Consolidating responsibility for the City's Records Management Program increases accountability and ensures effective service delivery. The department will move towards accomplishing this goal by focusing on the following objective:

- Understand departments archiving needs
- Provide training on the State's Retention Schedule
- Realize efficiencies by coordinating activities and standardizing processes across the City

*Goal 4: Effectively support the goal of operating as 'One City'*

The Office of the City Clerk has a hand in almost every aspect of City business, bridging the legislative and executive sides of government. The department will move towards accomplishing this goal by focusing on the following objectives:

- Maintain easy access to needed points of contact across the City
- Communicate effectively across the City
- Provide assistance when needed across the City

*Goal 5: Utilize technology and best business practices in effective service delivery*

Technology provides the vehicle for enhanced access to information. The department will move towards accomplishing this goal by focusing on the following objectives:

- Apply technology effectively to provide increased and improved access to materials on-line
- Realize the fullest potential of existing technology and technical resources to provide the most complete service
- Apply technology more effectively to increase staff's ability to provide the most efficient service
- Ensure that the Department operates with fiscal responsibility
- Employ best practices for effective service delivery and applying flexibility to resource allocation

## NON FINANCIAL LONG-TERM GOALS

Continue to streamline processes, maintain consistency of managing electronic and paper records.

## DEPARTMENT OBJECTIVE

Provide excellent customer service to the public, assist the Mayor in day-to-day operations of the City, perform actions by the Council, and assist other departments when needed.

STATISTICS/WORKLOAD MEASURES

<b>Department Measures</b>	<b>2019 Actual</b>	<b>2020 YTD</b>	<b>2021 Estimate</b>	<b>2022 Estimate</b>
Assisting the Public (Number of inquiries via phone/walk-in)	5,940	2,800	3,200	6,000
Provide Accurate Meeting Minutes (Percentage of minutes approved by Council w/no corrections)	99%	99%	100%	100%
Process Public Records Requests (Number of requests received)	414	282	365	400
Percentage of requests completed within 5 business days	66%	77%	65%	60%
Process Ordinances/Resolutions/Minutes/Contracts	240	178	240	245
Number of followers on City’s Facebook page	2,139	2,387	2,560	2,680
Highest Number of Reached for a Single Post	20,121	18,889	25,000	27,500
Number of Users on the City’s website	96,276	81,616	105,000	85,000

PERFORMANCE MEASURES

Performance measures are to insure the public are getting records and information on Council's actions and goals in an efficient and timely manner.

STAFFING LEVELS

<b>Staffing Levels</b>	<b>2019 Actuals</b>	<b>2020 Actuals</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
City Clerk	1	1	1	1
Deputy Clerk	1	1	1	1
Office Assistant II	1	1	1	1

ACCOMPLISHMENTS

- Maintained the Mayor’s and Clerks records management database and retention schedule.
- Continued to assist departments in managing their records in accordance with the States retention.

SIGNIFICANT BUDGET CHANGES

No significant changes.

## Current Expense Fund 001 - Administration Budget Summary

		2021	2022
001.07.511.30.10	Salaries - Official Pub. Srv	71,294.35	74,814.06
001.07.511.30.20	Benefits - Official Pub. Srv	40,838.60	45,026.86
001.07.511.30.30	Supplies - Official Pub. Srv	400.00	400.00
001.07.511.30.40	Services- Official Pub. Srv	2,400.00	2,400.00
001.07.511.60.10	Salaries - Legislative Srv	85,911.20	85,907.84
001.07.511.60.20	Benefits - Legislative Srv	12,545.82	13,129.06
001.07.511.60.30	Supplies - Legislative Srv	2,000.00	2,000.00
001.07.511.60.40	Services - Legislative Srv	34,225.00	35,125.00
001.07.511.70.40	Services- Lobbying Activities	48,700.00	50,200.00
001.07.513.10.10	Salaries - ExecAdmin	62,286.79	64,777.40
001.07.513.10.20	Benefits - ExecAdmin	27,329.31	30,127.48
001.07.513.10.30	Supplies - Exec Admin	500.00	500.00
001.07.513.10.40	Services- Exec Admin	28,600.00	28,600.00
001.07.514.30.10	Salaries - Record Srv	84,680.56	88,331.59
001.07.514.30.20	Benefits - Record Srv	47,965.72	52,849.20
001.07.514.30.30	Supplies - Record Srv	2,500.00	2,500.00
001.07.514.30.40	Services - Record Srv	35,000.00	35,000.00
001.07.514.40.40	Services - Election Costs	6,500.00	6,500.00
001.07.514.90.40	Services - Voter Registration	26,000.00	26,000.00
001.07.515.41.40	External Legal Services-Advice	284,600.00	287,000.00
001.07.515.45.40	External Legal Services-Claims & Litigation	128,300.00	128,300.00
001.07.515.91.40	Services - Legal Indigent Def	152,500.00	152,500.00
001.07.518.90.40	Services - Other Central Svr	11,030.00	11,650.00
001.07.553.70.40	Services - Pollution Control	9,756.00	9,756.00
001.07.554.30.40	Services - Animal Control	49,440.00	50,923.00
001.07.562.00.40	Services - Public Health	43,170.00	43,170.00
001.07.566.00.40	Services - Substance Abuse	3,500.00	3,500.00
001.07.573.90.10	Salaries-Chimes & Lights	34,900.00	37,210.00
001.07.573.90.20	Benefits-Chimes & Lights	11,300.00	12,010.00
001.07.573.90.30	Supplies-Chimes & Lights	1,900.00	1,900.00
001.07.573.90.40	Services-Chimes & Lights	10,500.00	10,500.00
001.07.597.02.02	Transfer-500 Replacement(Admin)	2,350.00	2,350.00
	<b>Total Expense:</b>	<b>1,362,923.35</b>	<b>1,394,957.49</b>
	<b>Total Fund: 001 - Current Expense:</b>	<b>1,362,923.35</b>	<b>1,394,957.49</b>



## 2021 Current Expense Fund Administrative Department Budget Detail

**Expense**

001.07.511.30.30 Supplies - Official Pub. Srv 400.00  
 001.07.511.30.40 Services- Official Pub. Srv 2,400.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Municipal Code Codification	0.00	0.00	750.00
2021 2-Preliminary	3-Municipal Code - Web Hosting	0.00	0.00	115.00
2021 2-Preliminary	4-Travel	0.00	0.00	1,020.00
2021 2-Preliminary	7-Miscellaneous	0.00	0.00	170.00
2021 2-Preliminary	7-Publish Legal Notices	0.00	0.00	345.00

001.07.511.60.30 Supplies - Legislative Srv 2,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Supplies	0.00	0.00	2,000.00

001.07.511.60.40 Services - Legislative Srv 34,225.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1 Puget Sound Regional Council (PSRC) per 9.14.20	0.00	0.00	4,600.00
2021 2-Preliminary	1-Kitsap Economic Development Alliance (KEDA)	0.00	0.00	10,000.00
2021 2-Preliminary	1-Kitsap Regional Coordinating Council (KRCC)	0.00	0.00	10,000.00
2021 2-Preliminary	1-Professional Services - Council Retreat	0.00	0.00	3,000.00
2021 2-Preliminary	2 Phone, copier, fax, postage	0.00	0.00	1,000.00
2021 2-Preliminary	4-Travel/Training/Registration	0.00	0.00	5,025.00
2021 2-Preliminary	7-Miscellaneous	0.00	0.00	600.00

001.07.511.70.40 Services- Lobbying Activities 48,700.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Lobbying Servcies	0.00	0.00	48,700.00

001.07.513.10.30 Supplies - Exec Admin 500.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Supplies	0.00	0.00	500.00

001.07.513.10.40 Services- Exec Admin 28,600.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Communciation Specialist	250.00	100.00	25,000.00
2021 2-Preliminary	2-Phone,Postage, Fax, Copier	0.00	0.00	350.00
2021 2-Preliminary	4-Travel/Training/Registration	0.00	0.00	1,975.00
2021 2-Preliminary	7-ERR O&M Admin Vehicle	0.00	0.00	1,000.00
2021 2-Preliminary	7-Miscellaneous	0.00	0.00	275.00

001.07.514.30.30 Supplies - Record Srv 2,500.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Supplies	0.00	0.00	2,500.00

001.07.514.30.40 Services - Record Srv 35,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	2-Phones, Fax, Postage, Copier	0.00	0.00	2,000.00
2021 2-Preliminary	3 Smarsh Text Archiving	0.00	0.00	9,100.00
2021 2-Preliminary	3-Barracuda Email-Archiver Maintenance	0.00	0.00	7,000.00
2021 2-Preliminary	3-PageFreezer-Webiste & Social Media Archive	0.00	0.00	4,000.00
2021 2-Preliminary	3-WEBQA PRR Software Subscription	0.00	0.00	4,300.00
2021 2-Preliminary	3-Website Subscription	0.00	0.00	1,500.00
2021 2-Preliminary	4-Training/Travel/Membership	0.00	0.00	5,400.00
2021 2-Preliminary	7 Miscelleous	0.00	0.00	1,100.00
2021 2-Preliminary	7-Notary Bond & Surety Bond	0.00	0.00	600.00

001.07.514.40.40 Services - Election Costs 6,500.00

001.07.514.90.40 Services - Voter Registration 26,000.00

001.07.515.41.40 External Legal Services-Advice 284,600.00

<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1-HR Legal Services		0.00	0.00	20,000.00
2021 2-Preliminary	1-Land Use Legal Services		0.00	0.00	18,000.00
2021 2-Preliminary	1-Regular Legal Services		0.00	0.00	165,000.00
2021 2-Preliminary	1-Summit Law Group (HR Specific)		0.00	0.00	81,600.00
001.07.515.45.40	External Legal Services-Claims & Litigation	128,300.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1-Prosecuting Attorney		0.00	0.00	118,300.00
2021 2-Preliminary	1-Union Arbitration/Mediation		0.00	0.00	10,000.00
001.07.515.91.40	Services - Legal Indigent Def	152,500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1-Indigent Defense Service		0.00	0.00	145,000.00
2021 2-Preliminary	1-Investigators, Expert Witness, Transcription Svcs		0.00	0.00	7,500.00
001.07.518.90.40	Services - Other Central Svr	11,030.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	AWC membership		0.00	0.00	10,880.00
2021 2-Preliminary	Minority&Women's		0.00	0.00	150.00
001.07.553.70.40	Services - Pollution Control	9,756.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Puget Sound Air Pollution Control Agency		0.00	0.00	9,756.00
001.07.554.30.40	Services - Animal Control	49,440.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Kitsap Humane Society		0.00	0.00	49,440.00
001.07.562.00.40	Services - Public Health	43,170.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Bremerton Governance Center Mortgage		0.00	0.00	3,247.00
2021 2-Preliminary	Bremerton Kitsap County Health District		0.00	0.00	39,923.00
001.07.566.00.40	Services - Substance Abuse	3,500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Kitsap County Alcoholism Svcs		0.00	0.00	3,500.00
001.07.573.90.30	Supplies-Chimes & Lights	1,900.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Supplies		0.00	0.00	1,900.00
001.07.573.90.40	Services-Chimes & Lights	10,500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1 Sound System		0.00	0.00	1,500.00
2021 2-Preliminary	7 Miscellenous		0.00	0.00	9,000.00
<b>Total Fund: 001 - Current Expense:</b>		<b>881,521.00</b>			

## 2022 Current Expense Fund 001- Administration Department Detail

Expense					
001.07.511.30.30	Supplies - Official Pub. Srv		400.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Supplies		0.00	0.00	400.00
001.07.511.30.40	Services- Official Pub. Srv		2,400.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1 Municipal Code Codification		0.00	0.00	750.00
2022 2-Preliminary	3 Municipal Code - Web Hosting		0.00	0.00	115.00
2022 2-Preliminary	4 Travel/Training/Membership		0.00	0.00	1,020.00
2022 2-Preliminary	7 Legal Notice Publishing		0.00	0.00	345.00
2022 2-Preliminary	7 Miscellaneous		0.00	0.00	170.00
001.07.511.60.30	Supplies - Legislative Srv		2,000.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Supplies		0.00	0.00	2,000.00
001.07.511.60.40	Services - Legislative Srv		35,125.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-Council Retreat Facilitator		0.00	0.00	3,000.00
2022 2-Preliminary	1-Kitsap Economic Development Alliance (KEDA)		0.00	0.00	10,000.00
2022 2-Preliminary	1-Kitsap Regional Coordinating Council (KRCC)		0.00	0.00	10,000.00
2022 2-Preliminary	1-Puget Sound Regional Council (PSRC)		0.00	0.00	5,500.00
2022 2-Preliminary	2-Phone, Postage, Fax, Copier		0.00	0.00	1,000.00
2022 2-Preliminary	4-Travel/Training/Registration		0.00	0.00	5,025.00
2022 2-Preliminary	7-Miscellaneous		0.00	0.00	600.00
001.07.511.70.40	Services- Lobbying Activities		50,200.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Lobbying servcies (2021 +3%growth)		0.00	0.00	50,200.00
001.07.513.10.30	Supplies - Exec Admin		500.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Supplies		0.00	0.00	500.00
001.07.513.10.40	Services- Exec Admin		28,600.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-Communcation Specialist		250.00	100.00	25,000.00
2022 2-Preliminary	2 Phone, postate, fax, copier		0.00	0.00	350.00
2022 2-Preliminary	4-Travel/Training/Registration		0.00	0.00	1,975.00
2022 2-Preliminary	7-ERR O&M		0.00	0.00	1,000.00
2022 2-Preliminary	7-Miscellaneous		0.00	0.00	275.00
001.07.514.30.30	Supplies - Record Srv		2,500.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Supplies		0.00	0.00	2,500.00
001.07.514.30.40	Services - Record Srv		35,000.00		
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	2-Phone, fax, copier, printer		0.00	0.00	2,000.00
2022 2-Preliminary	3-Barracuda Email-Archiver Maintenance		0.00	0.00	7,000.00
2022 2-Preliminary	3-PageFreezer-Website & Social Media Archive		0.00	0.00	4,000.00
2022 2-Preliminary	3-SmarshText Archiving		0.00	0.00	9,100.00
2022 2-Preliminary	3-WEBQA PRR Software Subscription		0.00	0.00	4,300.00
2022 2-Preliminary	3-Website Subscription Service		0.00	0.00	1,500.00
2022 2-Preliminary	4-Training/Travel/Membership		0.00	0.00	5,400.00
2022 2-Preliminary	7-Notary Bond & Surety Bond		0.00	0.00	600.00

2022 2-Preliminary	7-Other Expense		0.00	0.00	1,100.00
001.07.514.40.40	Services - Election Costs	6,500.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Election		0.00	0.00	6,500.00
001.07.514.90.40	Services - Voter Registration	26,000.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Voter Registration		0.00	0.00	26,000.00
001.07.515.41.40	External Legal Services-Advice	287,000.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-HR Legal Servcies		0.00	0.00	20,000.00
2022 2-Preliminary	1-Land Use Services		0.00	0.00	18,000.00
2022 2-Preliminary	1-Regular Legal Servcies		0.00	0.00	165,000.00
2022 2-Preliminary	1-Summit Law Labor		240.00	350.00	84,000.00
001.07.515.45.40	External Legal Services-Claims & Litigation	128,300.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-Prosecuting Attorney		0.00	0.00	128,300.00
001.07.515.91.40	Services - Legal Indigent Def	152,500.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-Indigent Defense Service		0.00	0.00	144,000.00
2022 2-Preliminary	1-Investigators, Expert Witness, Transcription Svs		0.00	0.00	8,500.00
001.07.518.90.40	Services - Other Central Svr	11,650.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	AWC Membership		0.00	0.00	11,500.00
2022 2-Preliminary	Minority&Womens		0.00	0.00	150.00
001.07.553.70.40	Services - Pollution Control	9,756.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Puget Sound Air Pollution Control Agency		0.00	0.00	9,756.00
001.07.554.30.40	Services - Animal Control	50,923.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Kitsap Humane Society		0.00	0.00	50,923.00
001.07.562.00.40	Services - Public Health	43,170.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Bremerton Governance Center Mortgage		0.00	0.00	3,247.00
2022 2-Preliminary	Bremerton Kitsap County Health District		0.00	0.00	39,923.00
001.07.566.00.40	Services - Substance Abuse	3,500.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Kitsap County Alcoholism Svs		0.00	0.00	3,500.00
001.07.573.90.30	Supplies-Chimes & Lights	1,900.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Supplies		0.00	0.00	1,900.00
001.07.573.90.40	Services-Chimes & Lights	10,500.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-Sound System		0.00	0.00	1,500.00
2022 2-Preliminary	7 Miscellaneous		0.00	0.00	9,000.00

**Total Fund: 001 - Current Expense: 888,424.00**

## Community Events Fund 107 Administration Department Summary

Expense	2021	2022
107.07.557.30.10 Salaries-Administrative	6,700.00	7,350.00
107.07.557.30.20 Benefits-Administrative	3,000.00	3,360.00
107.07.557.30.40 Services-Tourism-Admin	100,000.00	86,000.00
<b>Total Expense:</b>	<b>109,700.00</b>	<b>96,710.00</b>
<b>Total Fund: 107 - Community Events:</b>	<b>109,700.00</b>	<b>96,710.00</b>
<b>Total Department: 07 - Administration:</b>	<b>1,472,623.35</b>	<b>1,491,667.49</b>

## MISSION STATEMENT

The Finance Department is committed to promoting and ensuring financial integrity and accountability of the City to its citizens, elected officials, administrators, staff, and the media. Safeguarding public assets and providing the financial support needed to deliver quality public services.

## DEPARTMENT DESCRIPTION

The Department is responsible for accounting, accounts payable, billing, budgeting, business licensing, collections, financial reporting, payroll, purchasing, and revenue accounting. The department consists of nine finance professionals. The City Finance Director is responsible for the Information Technologies (IT) Division, which provides technical and operational support to users, and includes procurement, setup and maintenance of all City computer hardware, and software. The City Finance Director provides supervisory support to Human Resource Management (HR) and the Human Resource Coordinator.

## 2021 – 2022 GOALS

- Manage Biennial Budget to include the mid-biennial review
- Implement a “paperless” AP processing system
- Strengthen the city’s cyber-security posture to minimize risk
- Fully implement an electronic records management system
- Process Improvements through the use of technology
- Improve flexible and teleworking capabilities using technology
- Create a citywide Information Technology (IT) Policy
- Create transparency and simplification in the cities accounting structure
- Create a City-Wide Intern Program

## NON FINANCIAL LONG-TERM GOALS

- Secure unqualified audit opinions
- Support training opportunities to staff
- Provide cross training opportunities that allow for professional enhancement

## DEPARTMENT OBJECTIVE

### *Finance*

- Professional and courteous finance staff that responds promptly to public inquires and requests.
- Emphasize accountability, efficiency, innovation, and partnerships.
- Prudent investment of cash reserves while adhering to the traditional principles applicable to the investment of public funds.
- Process Payroll, Accounts Payable, and Receivables efficiently and accurately. Operate an efficient water, sewer, storm utility billing, and accounting program.
- Operate an efficient water, sewer, storm utility billing, and accounting program.
- Prepare and monitor financial records for grant funding and prepare grant progress billings.
- Maintain the City's capital assets and inventory records.
- Provide debt service on bond issues and loans.
- Strong internal controls to ensure accuracy and efficiency.
- Promptly respond to requests for financial information, reports, and recommendations.
- Accurate and transparent financial reporting in a format that is easily understood by the public.
- Provide accurate, timely and appropriate financial reporting to City staff, administrative and elected officials, the media, and citizens.
- Provide timely, accurate and effective support services to departments including financial planning and financing options to support capital needs.

### *Information Technology*

- Establish and perform scheduled network system backups.
- Maintain all information system hardware and software on the City network, including real time off-site "mirror" server application.
- Establish, monitor, and maintain the network health and security for citywide computer operations.
- Monitor software applications to ensure that appropriate software licensing requirements are met.
- Manage/Facilitate technology implementation projects
- Maintain and support City telephones and telephone system.
- Provide on call support 24/7/365 for all City systems by staff or contract services.

### *Human Resources*

*Provide effective Human Resource Management by developing and implementing policies, programs, and services which contribute to the attainment of employee goals by:*

- Ensuring a diverse workforce in a safe and discrimination/harassment free environment by maintaining compliance with employment laws, government regulations and employee training.
- Continuing to streamline, standardize and implement best practices in human resources management in the areas of hiring, retention, employee development, benefits, and compliance with federal, state, and local regulations. HR will continue to collaborate with local and regional entities to expand resources and training opportunities for the City.
- Promoting wellness programs and employee incentive options, promoting and encouraging activities and initiatives which will maintain the Well City status as a cost-effective health and productivity management strategy for the City, yielding important benefits to our individual workers and their families.

- Offering benefit services to all employees by administering orientation sessions for all new staff and continuing to provide individualized benefits counseling. Provide appropriate training, resources, and contacts for employee’s specific benefits and career development needs.
- Promoting safety awareness, training, and safe work habits among City employees and responding timely to concerns, questions, or complaints about health and safety issues to minimize damages resulting from accidents and worker’s compensation time loss claims. HR will support L&I’s Stay at Work program as a financial incentive encouraging City Directors to provide their injured workers with light duty or transitional work.
- Maximizing technology to streamline HR transactional activities in order to improve and enhance workflow efficiency and improve customer service.

**PERFORMANCE MEASURES**

- Earn the 2021 and 2022 AWC Well City Award.
- Reduce the City’s Worker’s Compensation Experience Factor by 20% by 2023.
- Successfully negotiate successor agreements with Teamsters Local Number 589 representing Police Support Staff, Teamsters Local Number 589 representing Public Works Employees, Teamsters Local Number 589 representing Municipal Court Employees, Port Orchard Police Guild representing Patrol Officers and Port Orchard Police Guild representing Sergeants.

**STAFFING LEVELS**

<b>Staffing Levels</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Finance Director	1	1	1	1
Assistant Finance Director	1	1	1	1
Accounting Assistant III	2.5	2.5	2.5	2.5
Accounting Assistant II	4	4	4	4
Information Technology	1.5	1.5	2.5	2.5
Human Resource Coordinator	1	1	1	1
Summer Student Intern	0	0	1	1

**ACCOMPLISHMENTS**

- Implementation of Biennial Budget
- Transitioned and successfully implemented a new financial accounting software system for the city.
- Began the process to setup an electronic records management system for our department
- Comprehensive upgrade to Information Technology infrastructure, systems, and procedures



- Completed the fiscal year 2018 State Auditors' Office (SAO) Annual Audit and coordinating with SAO on the current fiscal year 2019 Audit. Continued to establish and maintain strong internal controls for the City to receive unmodified audit opinions from SAO.
- Well City Award. For every year since 2011 the City has earned the Well City Award from the Association of Washington Cities (AWC) Employee Benefit Trust. The award is based on meeting stringent best practice standards in employee health promotion. As a recipient of this award, the City receives a 2% premium discount on their Regence BlueShield and Kaiser Permanente's medical coverage for 2021 budget year.
- Provided support through the research and development of materials and comparison data needed for the medical negotiation process in reaching a successful Collective Bargaining Agreements between the City and Teamsters Local Number 589 and the City and the Port Orchard Police Guild.
- Transitioned the city accounting structure from Generally Accepted Accounting Principles (GAAP) to Cash Basis reporting structure following SAO prescribed guidelines.
- Obtained and completed the cities first Washington Finance Officers Association (WFOA) internship grant program. Providing real world experience in governmental finance to college students pursuing finance careers.
- Established an Equipment Rental and Revolving Fund (ER&R) for the City and created the policy framework to operate the program.
- Implemented an on-line employment application system for a better applicant experience and more efficient application review processing.
- Completed an overhaul of the Port Orchard Police Civil Service Commission rules.

## Current Expense Fund 001 - Finance Department Summary

**2021**

**2022**

Expense		2021	2022
001.01.514.23.10	Salaries - Financial Services	275,645.86	288,393.48
001.01.514.23.20	Benefits - Financial Services	114,520.47	126,899.86
001.01.514.23.30	Supplies - Financial Services	5,050.00	5,100.00
001.01.514.23.40	Services - Financial Services	61,900.00	63,100.00
001.01.517.90.30	Supplies - Employee Wellness	700.00	800.00
001.01.517.90.40	Services- Employee Wellness	2,200.00	2,200.00
001.01.518.10.10	Salaries - Personnel Srv	78,359.75	83,435.12
001.01.518.10.20	Benefits - Personnel Srv	33,278.02	37,145.85
001.01.518.10.30	Supplies - Personnel Srv	600.00	600.00
001.01.518.10.40	Services- Personnel Srv	36,250.00	28,650.00
001.01.518.88.10	Salaries - IT Svs	167,966.37	182,950.05
001.01.518.88.20	Benefits - IT Svs	69,368.12	76,953.25
001.01.518.88.30	Supplies - IT Svs	25,000.00	31,000.00
001.01.518.88.40	Services- IT Srv	125,945.00	129,545.00
	<b>Total Expense:</b>	<b>996,783.59</b>	<b>1,056,772.61</b>
	<b>Total Fund: 001 - Current Expense:</b>	<b>996,783.59</b>	<b>1,056,772.61</b>
	<b>Total Department: 01 - Finance:</b>	<b>996,783.59</b>	<b>1,056,772.61</b>

## 2021 Current Expense Fund 001 - Finance Department Detail

001.01.514.23.30	Supplies - Financial Services	5,050.00
001.01.514.23.40	Services - Financial Services	61,900.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-CPA Audit Consultant	0.00	0.00	1,100.00
2021 2-Preliminary	1-Document Shredding	0.00	0.00	500.00
2021 2-Preliminary	1-SAO Annual Audit	0.00	0.00	25,000.00
2021 2-Preliminary	2-Maintenance-Copy&Postage	0.00	0.00	3,000.00
2021 2-Preliminary	2-Phone, Fax, Postage	0.00	0.00	3,200.00
2021 2-Preliminary	2-Rentals & Leases- Copy&Postage Machine	0.00	0.00	3,500.00
2021 2-Preliminary	3-Micro Flex Tax Tools Fee	0.00	0.00	1,500.00
2021 2-Preliminary	3-Parking-Meters Subscription	0.00	0.00	1,100.00
2021 2-Preliminary	4-Training-Association Dues and Registrations	0.00	0.00	6,000.00
2021 2-Preliminary	4-Training-Software	0.00	0.00	3,000.00
2021 2-Preliminary	4-Training-Travel	0.00	0.00	5,000.00
2021 2-Preliminary	7-Fiscal Agent Fee's	0.00	0.00	1,300.00
2021 2-Preliminary	7--Forms,Printing	0.00	0.00	1,500.00
2021 2-Preliminary	7-Insurance-Bonds	0.00	0.00	100.00
2021 2-Preliminary	7-Misc. Services	0.00	0.00	800.00
2021 2-Preliminary	7--Parking-Transaction Credit Card Fees	0.00	0.00	5,300.00

001.01.517.90.30	Supplies - Employee Wellness	700.00
001.01.517.90.40	Services- Employee Wellness	2,200.00
001.01.518.10.30	Supplies - Personnel Srv	600.00
001.01.518.10.40	Services- Personnel Srv	36,250.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-AWC Drug & Alcohol Consortium	0.00	0.00	950.00
2021 2-Preliminary	1-AWC Retro Program Membership	0.00	0.00	11,000.00
2021 2-Preliminary	1-LEOFF Trust COBRA Admin	0.00	0.00	400.00
2021 2-Preliminary	2-Copier Lease	0.00	0.00	350.00
2021 2-Preliminary	2-Copier Maintenance	0.00	0.00	400.00
2021 2-Preliminary	2-Phones,Fax, Postage	0.00	0.00	400.00
2021 2-Preliminary	2-Postage Meter	0.00	0.00	175.00
2021 2-Preliminary	3-NeoGov (Online Application)	0.00	0.00	8,800.00
2021 2-Preliminary	4-Training-Conferences & Memberships	0.00	0.00	1,800.00
2021 2-Preliminary	4-Training-Travel	0.00	0.00	1,000.00
2021 2-Preliminary	7-Advertising Recruitment	0.00	0.00	6,000.00
2021 2-Preliminary	7-Driving Record Check	0.00	0.00	150.00
2021 2-Preliminary	7-Drug Testing	0.00	0.00	450.00
2021 2-Preliminary	7-Dues,Registrations	0.00	0.00	1,000.00
2021 2-Preliminary	7-FA/CPR Training	0.00	0.00	2,500.00
2021 2-Preliminary	7-Investigations	0.00	0.00	500.00
2021 2-Preliminary	7-New Employee Background Checks	0.00	0.00	375.00

001.01.518.88.30	Supplies - IT Svs	25,000.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	2-Parts&Supplies	0.00	0.00	5,000.00
2021 2-Preliminary	2-Workstations & Surface Pros	0.00	0.00	20,000.00

001.01.518.88.40	Services- IT Srv	125,945.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Seitel Consultant	0.00	0.00	10,000.00
2021 2-Preliminary	2-Mitel Phone System Repairs & Support	0.00	0.00	6,000.00
2021 2-Preliminary	2-Phone,Fax	0.00	0.00	1,400.00
2021 2-Preliminary	3-Adobe Acrobat Pro	0.00	0.00	8,000.00
2021 2-Preliminary	3-Amazon Web Serv(Cloud Storage & Web Servers)	0.00	0.00	1,200.00
2021 2-Preliminary	3-Cloud System Backup	0.00	0.00	600.00

2021 2-Preliminary	3-Laserfiche	0.00	0.00	20,000.00
2021 2-Preliminary	3-Manage Engine Software	0.00	0.00	6,700.00
2021 2-Preliminary	3-MS Office 365 @ Cloud Hosted Email Sub	0.00	0.00	32,000.00
2021 2-Preliminary	3-Netmotion Mobility VPN License	0.00	0.00	2,000.00
2021 2-Preliminary	3-TRAPS Endpoint Protection (Anti-Virus)	0.00	0.00	3,200.00
2021 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	19,145.00
2021 2-Preliminary	3-Wave Broadband-Voice & Data	0.00	0.00	12,000.00
2021 2-Preliminary	4-Training -Dues/Subscriptions	0.00	0.00	1,000.00
2021 2-Preliminary	4-Training Travel	0.00	0.00	1,500.00
2021 2-Preliminary	7-Misc Repairs	0.00	0.00	1,200.00

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**Total Fund: 001 - Current Expense: 257,645.00**

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**Total Expense: 257,645.00**

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**Total Department: 01 - Finance: 257,645.00**

## 2022 Current Expense Fund 001 - Finance Department Detail

**Expense**

**Fund: 001 - Current Expense**

001.01.514.23.30	Supplies - Financial Services	5,100.00
001.01.514.23.40	Services - Financial Services	63,100.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-CPA Audit Consultant	0.00	0.00	1,100.00
2022 2-Preliminary	1-Document Shredding	0.00	0.00	500.00
2022 2-Preliminary	1-SAO Annual Audit	0.00	0.00	26,000.00
2022 2-Preliminary	2- Maintenance-Copy&Postage	0.00	0.00	3,000.00
2022 2-Preliminary	2-Phone/Fax/Postage	0.00	0.00	3,200.00
2022 2-Preliminary	2-Rental & Lease-Copier & Postage Machine	0.00	0.00	3,500.00
2022 2-Preliminary	3-Micro Flex Tax Tools	0.00	0.00	1,500.00
2022 2-Preliminary	3-Parking Meters Subscription	0.00	0.00	1,100.00
2022 2-Preliminary	4-Training Software	0.00	0.00	3,000.00
2022 2-Preliminary	4-Training Travel	0.00	0.00	5,000.00
2022 2-Preliminary	4-Training-Associations Dues & Registrations	0.00	0.00	6,000.00
2022 2-Preliminary	7-Fiscal Agent Fee's	0.00	0.00	1,000.00
2022 2-Preliminary	7-Forms, Printing	0.00	0.00	1,500.00
2022 2-Preliminary	7-Insurance Bonds	0.00	0.00	200.00
2022 2-Preliminary	7-Misc	0.00	0.00	1,000.00
2022 2-Preliminary	7-Parking Transaction Credit Card Fees	0.00	0.00	5,500.00

001.01.517.90.30	Supplies - Employee Wellness	800.00
001.01.517.90.40	Services- Employee Wellness	2,200.00
001.01.518.10.30	Supplies - Personnel Srv	600.00
001.01.518.10.40	Services- Personnel Srv	28,650.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-AWC Drug & Alcohol Consortium	0.00	0.00	950.00
2022 2-Preliminary	1-AWC Retro Program Membership	0.00	0.00	9,500.00
2022 2-Preliminary	1-Driving Record Check	0.00	0.00	150.00
2022 2-Preliminary	1-Drug Testing	0.00	0.00	450.00
2022 2-Preliminary	1-Employee Background Checks	0.00	0.00	375.00
2022 2-Preliminary	1-Investigations	0.00	0.00	500.00
2022 2-Preliminary	1-LEOFF Trust COBRA Admin	0.00	0.00	400.00
2022 2-Preliminary	1-NeoGov(Online Application)	0.00	0.00	5,200.00
2022 2-Preliminary	3-Copier Lease	0.00	0.00	350.00
2022 2-Preliminary	3-Copy Maintenance	0.00	0.00	400.00
2022 2-Preliminary	3-Phone,Fax,Postage	0.00	0.00	400.00
2022 2-Preliminary	3-Postage	0.00	0.00	175.00
2022 2-Preliminary	4-Training Conferences	0.00	0.00	1,350.00
2022 2-Preliminary	4-Training Memberships	0.00	0.00	450.00
2022 2-Preliminary	4-Training-Travel	0.00	0.00	1,000.00
2022 2-Preliminary	7-Advertising Recruitment	0.00	0.00	6,000.00
2022 2-Preliminary	7-Printing, Dues, Registrations	0.00	0.00	1,000.00

001.01.518.88.30	Supplies - IT Svs	31,000.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	2-Parts&Supplies	0.00	0.00	5,000.00
2022 2-Preliminary	2-Workstations & Surface Pros	0.00	0.00	26,000.00

001.01.518.88.40	Services- IT Srv	129,545.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-Audio Equipment- City Council Chambers Purchase	0.00	0.00	10,000.00
2022 2-Preliminary	1-Seitel Monitoring Support	0.00	0.00	10,000.00
2022 2-Preliminary	2-Mitel Phone Systems Repairs & Support	0.00	0.00	6,000.00
2022 2-Preliminary	2-Phone,Fax	0.00	0.00	1,400.00
2022 2-Preliminary	3-Amazon (Cloud Storage & Web Servers)	0.00	0.00	1,500.00
2022 2-Preliminary	3-Cloud System Backup	0.00	0.00	600.00

2022 2-Preliminary	3-Laserfiche	0.00	0.00	20,000.00
2022 2-Preliminary	3-Managed Engine Subscription	0.00	0.00	6,700.00
2022 2-Preliminary	3-MS Office 365 @ Cloud Hosted Email	0.00	0.00	33,000.00
2022 2-Preliminary	3-Netmotion Mobility-VPN License	0.00	0.00	2,200.00
2022 2-Preliminary	3-TRAPS Endpoint (Anti-virus)	0.00	0.00	3,300.00
2022 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	19,145.00
2022 2-Preliminary	3-Wave Broadband-Voice & Data	0.00	0.00	12,000.00
2022 2-Preliminary	4-Training Dues/Subscriptions	0.00	0.00	1,000.00
2022 2-Preliminary	4-Training Travel	0.00	0.00	1,500.00
2022 2-Preliminary	7-Misc Repairs	0.00	0.00	1,200.00

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**Total Fund: 001 - Current Expense: 260,995.00**

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**Total Expense: 260,995.00**

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**Total Department: 01 - Finance: 260,995.00**

# Municipal Court

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## MISSION STATEMENT

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

## DEPARTMENT DESCRIPTION

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

## 2021 GOALS

- Continue to maintain all court records within the parameters required by State law, local laws, and court rules
- Continue to efficiently and effectively administer justice
- Continue scanning all post-conviction DUI and DV cases for record retention purposes
- Continue maintenance of court forms and procedures as legislation dictates
- Continue monitoring of interpreter Language Assistance Plan
- Prepare Court for electronic retention (paperless) allowing external access to archived and closed cases.

## 2022 GOALS

- Continue to prepare Court to convert to digital (paperless) court
- Continue to maintain all court records within the parameters required by State law, local laws, and court rules
- Continue to efficiently and effectively administer justice
- Continue maintenance of court forms and procedures as legislation dictates
- Continue monitoring of interpreter Language Assistance Plan

## NON- FINANCIAL LONG-TERM GOALS

- Continue to maintain all court records within the parameters required by State law, local laws, and court rules
- Continue maintenance of court forms and procedures as legislation dictates
- Continue monitoring of interpreter Language Assistance Plan

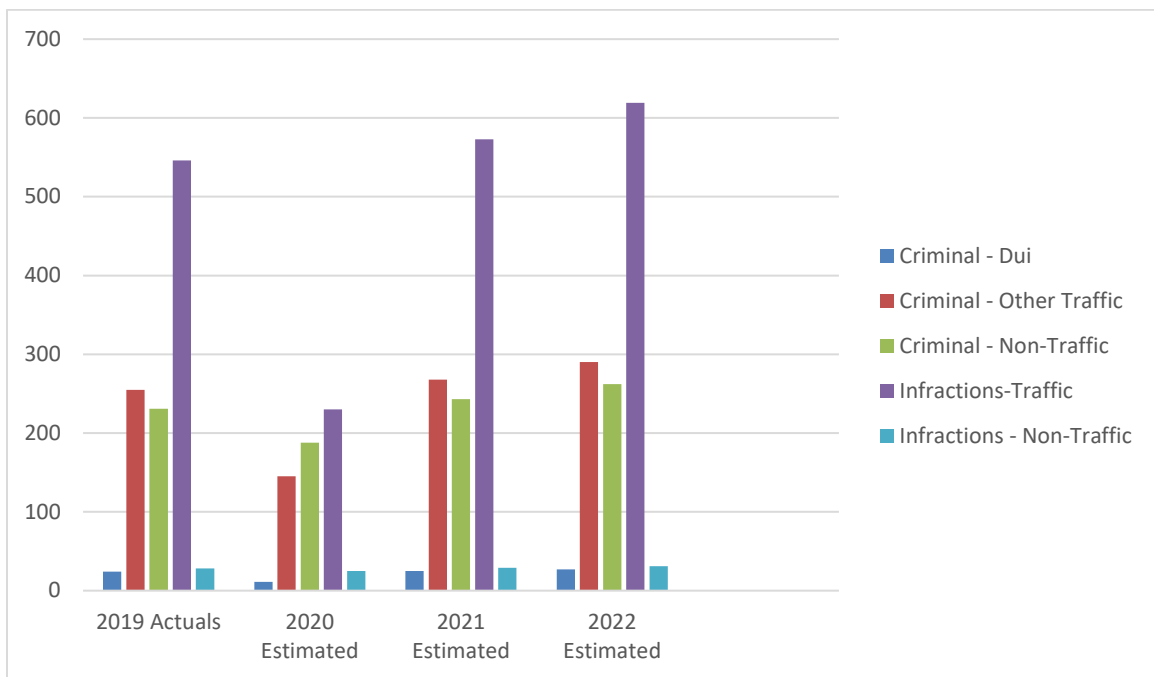
- Provide cross training that allows for professional development

DEPARTMENT OBJECTIVE

Convert to an electronic (paperless) court management system, provide excellent customer service to external and internal customers, be innovative, efficient and empower employees.

STATISTICS/WORKLOAD MEASURES

Department Measures	2019 Actuals	2020 Estimated	2021 Estimated	2022 Estimated
Criminal - DUI	24	11	25	27
Criminal - Other Traffic	255	145	268	290
Criminal - Non-Traffic	231	188	243	262
Infractions - Traffic	546	230	573	619
Infractions - Non-Traffic	28	25	29	31





## PERFORMANCE MEASURES

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

## STAFFING LEVELS

<b>Staffing Levels</b>	<b>2019 Actuals</b>	<b>2020 Estimated</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Judge	0.6	0.8	0.8	0.8
Court Administrator	1	1	1	1
Lead Clerk	1	1	1	1
Court Clerk	2.6	2.6	2.6	2.6

## ACCOMPLISHMENTS

- The Court continues to efficiently and accurately maintain all court records and effectively administer justice.
- Scanned all archived and closed cases
- Updated our webpage with accurate and up to date information.
- Streamlined several workflow processes and eliminated non-value added activity.

## SIGNIFICANT BUDGET CHANGES

No significant budget changes.

## Current Expense Fund 001 Judicial Department Budget Summary

Expense		<b>2021</b>	<b>2022</b>
001.02.512.50.10	Salaries - Court	458,944.00	485,928.24
001.02.512.50.20	Benefits - Court	198,161.24	219,302.97
001.02.512.50.30	Supplies - Court	8,700.00	8,800.00
001.02.512.50.40	Services - Court	79,800.00	80,200.00
	<b>Total Expense:</b>	<b>745,605.24</b>	<b>794,231.21</b>
	<b>Total Fund: 001 - Current Expense:</b>	<b>745,605.24</b>	<b>794,231.21</b>
	<b>Total Department: 02 - Court:</b>	<b>745,605.24</b>	<b>794,231.21</b>

## 2021 Current Expense Fund 001 - Judicial Department Detail

<b>Expense</b>				
001.02.512.50.30	Supplies - Court			8,700.00
	<b>Budget Detail</b>			
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Books: West Group RCW	0.00	0.00	1,500.00
2021 2-Preliminary	Office Supplies	0.00	0.00	6,200.00
2021 2-Preliminary	Printers & Postage	0.00	0.00	1,000.00
001.02.512.50.40	Services - Court			79,800.00
	<b>Budget Detail</b>			
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1-Baliff	0.00	0.00	500.00
2021 2-Preliminary	1-County ILA (Court Security)	0.00	0.00	25,000.00
2021 2-Preliminary	1-Expert Witness Fees	0.00	0.00	400.00
2021 2-Preliminary	1-Interpreters	0.00	0.00	4,000.00
2021 2-Preliminary	1-Protem	0.00	0.00	14,400.00
2021 2-Preliminary	2-Maintenance-Copier	0.00	0.00	800.00
2021 2-Preliminary	2-Phone/Fax/Postage	0.00	0.00	5,000.00
2021 2-Preliminary	2-Rentals & Leases-Copier & Postate Machine	0.00	0.00	3,800.00
2021 2-Preliminary	3-Court Video Support	0.00	0.00	700.00
2021 2-Preliminary	3-FTR Digital Audio Support	0.00	0.00	900.00
2021 2-Preliminary	4-Training Travel	0.00	0.00	5,000.00
2021 2-Preliminary	4-Training-Association,Dues, Registrations	0.00	0.00	2,200.00
2021 2-Preliminary	7-Bank Credit Card Charges	0.00	0.00	1,500.00
2021 2-Preliminary	7-Juries (County Clerk)	0.00	0.00	6,000.00
2021 2-Preliminary	7-Non-Expert Witness Fee/Mileage	0.00	0.00	100.00
2021 2-Preliminary	7-Office Equipment Repair	0.00	0.00	500.00
2021 2-Preliminary	7-Printing: Court Forms	0.00	0.00	9,000.00
<b>Total Fund: 001 - Current Expense:</b>				<b>88,500.00</b>
<b>Total Expense:</b>				<b>88,500.00</b>
<b>Total Department: 02 - Court:</b>				<b>88,500.00</b>

## 2022 Current Expense Fund 001 - Judicial Department Budget Detail

**Expense**

001.02.512.50.30                      Supplies - Court    8,800.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Books: West Group & RCW	0.00	0.00	1,500.00
2022 2-Preliminary	Printers & Postage	0.00	0.00	1,000.00
2022 2-Preliminary	Supplies	0.00	0.00	6,300.00

001.02.512.50.40                      Services - Court    80,200.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-Baliff	0.00	0.00	500.00
2022 2-Preliminary	1-County ILA (Court Security)	0.00	0.00	25,000.00
2022 2-Preliminary	1-Expert Witness Fees	0.00	0.00	400.00
2022 2-Preliminary	1-Interpreters	0.00	0.00	4,000.00
2022 2-Preliminary	1-Protem	0.00	0.00	15,000.00
2022 2-Preliminary	2-Maint. Copier & Postage	0.00	0.00	800.00
2022 2-Preliminary	2-Phone/Fax/Postage	0.00	0.00	5,000.00
2022 2-Preliminary	2-Rentals & Leases-Copier & Postage Machine	0.00	0.00	3,800.00
2022 2-Preliminary	3-Court Video Support	0.00	0.00	700.00
2022 2-Preliminary	3-FTR Digital Audio Support	0.00	0.00	700.00
2022 2-Preliminary	4-Training-Association Dues, Registrations	0.00	0.00	2,200.00
2022 2-Preliminary	4-Training-Travel	0.00	0.00	5,000.00
2022 2-Preliminary	7-Bank Credit Card Fee's	0.00	0.00	1,500.00
2022 2-Preliminary	7-Juries (County Clerk)	0.00	0.00	6,000.00
2022 2-Preliminary	7-Non-Expert Witness Fee/Mileage	0.00	0.00	100.00
2022 2-Preliminary	7-Office Eq Repair	0.00	0.00	500.00
2022 2-Preliminary	7-Printing: Court Forms	0.00	0.00	9,000.00

<b>Total Fund: 001 - Current Expense:</b>	<b>89,000.00</b>
<b>Total Expense:</b>	<b>89,000.00</b>
<b>Total Department: 02 - Court:</b>	<b>89,000.00</b>

# Police Department

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## MISSION STATEMENT

The Mission of the Port Orchard Police Department is to protect the lives, property, and rights of all members of our community. We will work to reduce crime, and the fear of crime, while remaining proactive and innovative in our approach to the enforcement of the law. Our community shall know we are all members of one team through our transparency, accountability, and engagement.

## VISION

The Port Orchard Police Department aims to be amongst the finest law enforcement agencies in the State of Washington; one which delivers the highest quality public service to make the City of Port Orchard one of the safest communities in the nation.

## DEPARTMENT VALUES

**SERVICE** – Serving the Port Orchard community is our greatest honor and privilege. We will do so in an impartial, courteous, responsive, efficient, and humble manner. We will work hand in hand with all members of our community to solve problems that affect public safety.

**HONOR** – We hold ourselves accountable to the highest standards of our profession while valuing equality, diversity, and individual rights. Our badge is a symbol of public faith; we accept it as a public trust so long as we are true to the ethics of our service.

**INTEGRITY** – Integrity is our standard for we shall always do what is morally, ethically, and legally right. We are honest and truthful in our words and actions. Our integrity will build trust and confidence, for this is our defense against corruption.

## DEPARTMENT DESCRIPTION

The Chief of Police serves as the department Director with support from the Deputy Chief of Police. The Police Department consists of twenty-nine employees and one volunteer. The Operations Division contains the Patrol Unit and the Investigation Unit. This division is staffed by four sergeants, two detectives, fifteen peace officers, one parking enforcement officer, and one volunteer reserve peace officer. The Administrative Services Division manages records and evidence and is staffed by an office manager, two full-time and one part-time records/evidence specialist.

The police department is a full-service municipal law enforcement agency. It offers a 24/7 patrol response with additional functions to include marine patrol, emergency management, and a school resource officer program. The department works collaboratively with its regional partners on major criminal investigations and participates in several multi-jurisdictional task forces.

## 2021 GOALS

- Maintain appropriate staffing levels for the demands of the City.
- Implement a new county-wide records management system for all criminal cases.
- Implement a shared Community Health Navigator program with South Kitsap Fire Rescue.
- Develop and establish a 3-5-year Strategic Plan.
- Obtain accreditation through the Washington Association of Sheriffs and Police Chiefs (WASPC).
- Complete training requirements of the Law Enforcement Training and Community Safety Act (LETCSA) ahead of the state-mandated requirement.
- Upgrade property/evidence room storage.

## 2022 GOALS

- Maintain appropriate staffing levels for the demands of the City.
- Maintain WASPC Accreditation.
- Convert to electronic parking enforcement in collaboration with the municipal court.
- Maintain continuity of training plans for both Divisions.

## NON-FINANCIAL LONG-TERM GOALS

- Convert remaining paper case files to digital files and purge as required by law.
- Develop and implement a Community Advisory Board.
- Increase engagement through the advisory board and cooperative relationships with community groups.
- Increase clearance rates for criminal cases.

## STATISTICS/WORKLOAD MEASURES

<b>Department Measures</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Estimated</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Calls for service	21,108	20,591	21,507	21,069	21,055

\*This data includes self-initiated activity such as patrol checks, on-view incidents, and traffic stops.

\*\*Estimated calls for service are determined by averaging the previous three years.

## PERFORMANCE MEASURES

The Port Orchard Police Department reports all crime information through NIBRS (National Incident Based Reporting System). Each year WASPC publishes these crime statistics for public view. This includes crime types, number of reported offences, and clearance rates. Data can be found on their website at <https://www.waspc.org/crime-statistics-reports>.

The City of Port Orchard continues to be safe for its residents with a measurable decrease in the crime rate over the last three years. This is in direct correlation to the solid and dedicated work of the men and women of this department.

## STAFFING LEVELS

<b>Staffing Levels</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Police Chief	1	1	1	1
Deputy Chief	1	1	1	1
Police Sergeant	3	4	4	4
Office Manager	1	1	1	1
Records/Evidence Specialist	3.75	3.75	3.75	3.75
Parking Enforcement Officer	1	1	1	1
Public Service Officer	0.75	0	0	0
Peace Officers	18	17	17	17
Community Health Navigator	0	0	0.5	0.5
<b>TOTALS</b>	<b>29.5</b>	<b>28.75</b>	<b>29.25</b>	<b>29.25</b>

## ACCOMPLISHMENTS

- Collaboratively established a new Mission Statement, Vision, and Values.
- Updated the entire policy manual and introduced Lexipol as the delivery and management system.
- Significantly increased training hours for commissioned officers to include both on-line delivery and hands-on practical scenarios.
- Increased oversight of day-to-day operations and adapted internal processes to reflect each Division's base function more accurately.
- Increased internal audits.
- Added a fourth sergeant's position to increase supervisory coverage of the Operations Division.
- Converted to a paperless case management system.
- Started the process to achieve accreditation through the Washington Association of Sheriffs and Police Chiefs (WASPC).

## SIGNIFICANT BUDGET CHANGES

- Parking Enforcement Officer position has been adapted from two part-time positions to one FTE position.
- Community Health Navigator position is a completely new FTE that will be shared with South Kitsap Fire Rescue. Under contract, SKFR will fund 0.5 FTE of the position.
- The position of Public Service Officer has been eliminated and security for the municipal court is being handled within that department.
- Increased training costs to maintain standards.

## Current Expense Fund 001 Law Enforcement Budget Summary

Expense	2021	2022	
001.03.521.10.10	Salaries - PD Admin	580,556.09	589,904.77
001.03.521.10.20	Benefits - PDAdmin	253,835.96	275,769.04
001.03.521.10.30	Supplies - PD Admin	15,300.00	15,500.00
001.03.521.10.40	Services- PD Admin	243,720.00	239,370.00
001.03.521.21.10	Salaries - Investigation	183,861.86	203,702.00
001.03.521.21.20	Benefits - Investigation	78,270.34	90,776.95
001.03.521.21.30	Supplies - Investigation	13,595.00	4,000.00
001.03.521.21.40	Services- Investigation	10,500.00	10,500.00
001.03.521.22.10	Salaries - Patrol	1,573,604.58	1,593,661.16
001.03.521.22.20	Benefits - Patrol	574,321.72	637,658.42
001.03.521.22.30	Supplies - Patrol	11,500.00	11,600.00
001.03.521.22.40	Services -Patrol	169,000.00	176,000.00
001.03.521.23.10	Salaries - Marine Patrol	23,600.00	30,765.00
001.03.521.23.20	Benefits - Marine Patrol	7,400.00	9,492.00
001.03.521.23.30	Supplies - Marine Patrol	1,400.00	1,400.00
001.03.521.23.40	Services- Marine Patrol	5,700.00	5,700.00
001.03.521.25.10	Salaries - Gambling	100,819.88	104,376.25
001.03.521.25.20	Benefits - Gambling	53,944.11	58,654.04
001.03.521.25.30	Supplies - Gambling	800.00	800.00
001.03.521.25.40	Services- Gambling	300.00	300.00
001.03.521.30.10	Salaries - Crime Preven.	168,392.43	176,592.89
001.03.521.30.20	Benefits - Crime Preven.	101,591.95	112,036.88
001.03.521.30.30	Supplies - Crime Preven.	600.00	600.00
001.03.521.30.40	Services- Crime Preven.	2,000.00	2,000.00
001.03.521.40.30	Supplies-Training	12,500.00	11,300.00
001.03.521.40.40	Services - Training	35,000.00	35,000.00
001.03.521.50.30	Supplies - PD Facilities	2,000.00	2,000.00
001.03.521.50.40	Services - PD Facilities	11,480.00	11,480.00
001.03.521.70.10	Salaries - Traffic	242,440.98	259,933.35
001.03.521.70.20	Benefits - Traffic	117,238.86	130,266.92
001.03.521.70.30	Supplies - Traffic	1,600.00	1,600.00
001.03.521.70.40	Services - Traffic	6,000.00	6,000.00
001.03.521.80.10	Salaries - Property/Evidence Room	42,050.00	43,750.00
001.03.521.80.20	Benefits - Property and Evidence Room	11,700.00	13,000.00
001.03.521.80.30	Supplies - Property and Evidence Room	12,280.00	7,740.00
001.03.523.20.20	Benefits - Monitor Prisoners	156.79	225.42
001.03.523.60.30	Supplies - Care/Custody Prison	3,600.00	3,600.00
001.03.523.60.40	Services- Care/Custody Prison	350,000.00	360,000.00
001.03.525.10.40	Services - Disaster Administration	22,100.00	22,300.00
001.03.525.60.30	Supplies - Disaster Preparedness	800.00	800.00
001.03.525.60.40	Services- Disaster Preparedness	1,000.00	1,000.00
<b>Total Expense:</b>		<b>5,046,560.55</b>	<b>5,261,155.09</b>
<b>Total Fund: 001 - Current Expense:</b>		<b>5,046,560.55</b>	<b>5,261,155.09</b>



## 2021 Current Expense Fund 001 Law Enforcement Budget Detail

**Expense**

001.03.521.10.30	Supplies - PD Admin	15,300.00
001.03.521.10.40	Services- PD Admin	243,720.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1 - Background Investigations	0.00	0.00	7,500.00
2021 2-Preliminary	1 - Municipal Code Publishing	0.00	0.00	750.00
2021 2-Preliminary	1 - Polygraph, Medical, & Psychological Testing	0.00	0.00	3,500.00
2021 2-Preliminary	1 - Recruitment	0.00	0.00	2,500.00
2021 2-Preliminary	1- Kitsap-911 Dispatching Services	0.00	0.00	163,000.00
2021 2-Preliminary	2 - Communication	0.00	0.00	15,000.00
2021 2-Preliminary	2-Copier Lease	0.00	0.00	7,000.00
2021 2-Preliminary	3 - ASMI	0.00	0.00	1,570.00
2021 2-Preliminary	3 - IAPro/Blue Team (one-time cost)	0.00	0.00	15,200.00
2021 2-Preliminary	3 - IAPro/Blue Team (subscription fee)	12.00	200.00	2,400.00
2021 2-Preliminary	3 - Lexipol	0.00	0.00	10,300.00
2021 2-Preliminary	3 - PowerDMS	0.00	0.00	1,250.00
2021 2-Preliminary	3 - Scheduling Software	0.00	0.00	1,400.00
2021 2-Preliminary	4 - Administrative Services training & dues	0.00	0.00	2,100.00
2021 2-Preliminary	4 - Executive-level training/travel	0.00	0.00	2,500.00
2021 2-Preliminary	4 - NWU School of Police and Command	0.00	0.00	4,750.00
2021 2-Preliminary	7 - Printing, publishing, shredding	0.00	0.00	3,000.00

001.03.521.21.30	Supplies - Investigation	13,595.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	3 - Leads Online	0.00	0.00	1,800.00
2021 2-Preliminary	3 - Livescan (upgrade)	0.00	0.00	9,595.00
2021 2-Preliminary	3 - TLO	0.00	0.00	1,200.00
2021 2-Preliminary	7 - Investigative Supplies	0.00	0.00	500.00
2021 2-Preliminary	7 - Office Supplies	0.00	0.00	500.00

001.03.521.21.40	Services- Investigation	10,500.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1 - Extradition	0.00	0.00	2,500.00
2021 2-Preliminary	1 - Investigative Services (WSP, etc.)	0.00	0.00	1,500.00
2021 2-Preliminary	4 - Travel	0.00	0.00	1,500.00
2021 2-Preliminary	7 - Crime lab fees / evidentiary vehicle tows	0.00	0.00	5,000.00

001.03.521.22.30	Supplies - Patrol	11,500.00
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001.03.521.22.40	Services -Patrol	169,000.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	7-O&M ERR Costs	0.00	0.00	169,000.00

001.03.521.23.30	Supplies - Marine Patrol	1,400.00
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001.03.521.23.40	Services- Marine Patrol	5,700.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1 - Derelict Vessel Abatement	0.00	0.00	2,500.00
2021 2-Preliminary	4 - Membership Dues	0.00	0.00	600.00
2021 2-Preliminary	4 - State-required Conferences	0.00	0.00	1,000.00
2021 2-Preliminary	5 - Vessel Moorage + Power	0.00	0.00	1,000.00
2021 2-Preliminary	6 - Equipment Installation	0.00	0.00	600.00

001.03.521.25.30	Supplies - Gambling	800.00
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001.03.521.25.40	Services- Gambling	300.00
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001.03.521.30.30	Supplies - Crime Preven.	600.00
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001.03.521.30.40	Services- Crime Preven.	2,000.00
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001.03.521.40.30	Supplies-Training	12,500.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Ammunition, Targets	0.00	0.00	10,500.00
2021 2-Preliminary	Defensive Tactics Equipment	0.00	0.00	500.00
2021 2-Preliminary	Less Lethal Ammunition	0.00	0.00	1,000.00

2021 2-Preliminary	Office Supplies for In-service Training		0.00	0.00	500.00
001.03.521.40.40	Services - Training	35,000.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1 - Outside trainers		0.00	0.00	1,500.00
2021 2-Preliminary	4 - Rentals & Leases		0.00	0.00	2,000.00
2021 2-Preliminary	4 - Travel		0.00	0.00	6,000.00
2021 2-Preliminary	4 - Tuition costs		0.00	0.00	20,000.00
2021 2-Preliminary	5 - Utility at the Police Range		0.00	0.00	3,500.00
2021 2-Preliminary	6 - Police Range maintenance		0.00	0.00	2,000.00
001.03.521.50.30	Supplies - PD Facilities	2,000.00			
001.03.521.50.40	Services - PD Facilities	11,480.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1-Alarm Quarterly System		4.00	170.00	680.00
2021 2-Preliminary	1-Armory- Monthly Lease-Storage Garage		12.00	900.00	10,800.00
001.03.521.70.30	Supplies - Traffic	1,600.00			
001.03.521.70.40	Services - Traffic	6,000.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1-2021 Traffic Task Force Fee		0.00	0.00	2,500.00
2021 2-Preliminary	2-Radar Gun Calibration & Maintenance		0.00	0.00	3,500.00
001.03.521.80.30	Supplies - Property and Evidence Room	12,280.00			
	<b>Budget Detail</b>				
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	3 -Evidence on Q (Subscription fee)		12.00	517.50	6,210.00
2021 2-Preliminary	3 -Evidence on Q (upgrade)		0.00	0.00	4,570.00
2021 2-Preliminary	7 -Evidence Processing Supplies		0.00	0.00	1,500.00
001.03.523.60.30	Supplies - Care/Custody Prison	3,600.00			
001.03.523.60.40	Services- Care/Custody Prison	350,000.00			
001.03.525.10.40	Services - Disaster Administration	22,100.00			
001.03.525.60.30	Supplies - Disaster Preparedness	800.00			
001.03.525.60.40	Services- Disaster Preparedness	1,000.00			
	<b>Total Fund: 001 - Current Expense:</b>	<b>932,775.00</b>			

## 2022 Current Expense Fund 001 Law Enforcement Budget Detail

**Expense**

001.03.521.10.30	Supplies - PD Admin	15,500.00
001.03.521.10.40	Services- PD Admin	239,370.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1 - Background Investigations	0.00	0.00	5,000.00
2022 2-Preliminary	1 - Kitsap-911 Dispatching Services	0.00	0.00	170,000.00
2022 2-Preliminary	1 - Municipal Code publishing	0.00	0.00	750.00
2022 2-Preliminary	1 - Recruitment	0.00	0.00	2,500.00
2022 2-Preliminary	1- Polygraph, Medical, & Psychological Test	0.00	0.00	3,500.00
2022 2-Preliminary	2 - Copier Lease	0.00	0.00	7,000.00
2022 2-Preliminary	2- Communication	0.00	0.00	16,000.00
2022 2-Preliminary	3 - ASMI	0.00	0.00	1,570.00
2022 2-Preliminary	3 - IAPro/Blue Team (subscription fee)	12.00	200.00	2,400.00
2022 2-Preliminary	3 - Lexipol	0.00	0.00	10,400.00
2022 2-Preliminary	3 - PowerDMS	0.00	0.00	1,250.00
2022 2-Preliminary	3 - Scheduling Software	0.00	0.00	1,400.00
2022 2-Preliminary	4 - Administrative Services training & dues	0.00	0.00	2,100.00
2022 2-Preliminary	4 - Executive-level training/travel	0.00	0.00	2,500.00
2022 2-Preliminary	4 - Senior Management Institute for Police	0.00	0.00	10,000.00
2022 2-Preliminary	7 - Printing, publishing, shredding	0.00	0.00	3,000.00

001.03.521.21.30	Supplies - Investigation	4,000.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	3 - Leads Online	0.00	0.00	1,800.00
2022 2-Preliminary	3 - TLO	0.00	0.00	1,200.00
2022 2-Preliminary	7 - Investigative Supplies	0.00	0.00	500.00
2022 2-Preliminary	7 - Office Supplies	0.00	0.00	500.00

001.03.521.21.40	Services- Investigation	10,500.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1 - Extradition	0.00	0.00	2,500.00
2022 2-Preliminary	1 - Investigative Services (WSP, etc.)	0.00	0.00	1,500.00
2022 2-Preliminary	4 - Travel	0.00	0.00	1,500.00
2022 2-Preliminary	7 - Crime lab fees / evidentiary vehicle tows	0.00	0.00	5,000.00

001.03.521.22.30	Supplies - Patrol	11,600.00
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001.03.521.22.40	Services -Patrol	176,000.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	7-O&M ERR Costs	0.00	0.00	176,000.00

001.03.521.23.30	Supplies - Marine Patrol	1,400.00
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001.03.521.23.40	Services- Marine Patrol	5,700.00
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001.03.521.25.30	Supplies - Gambling	800.00
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001.03.521.25.40	Services- Gambling	300.00
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001.03.521.30.30	Supplies - Crime Preven.	600.00
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001.03.521.30.40	Services- Crime Preven.	2,000.00
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001.03.521.40.30	Supplies-Training	11,300.00
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001.03.521.40.40	Services - Training	35,000.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1 - Outside trainers	0.00	0.00	1,500.00
2022 2-Preliminary	4 - Rentals & Leases	0.00	0.00	2,000.00
2022 2-Preliminary	4 - Travel	0.00	0.00	6,000.00
2022 2-Preliminary	4 - Tuition costs	0.00	0.00	20,000.00
2022 2-Preliminary	5 - Utility at the Police Range	0.00	0.00	3,500.00
2022 2-Preliminary	6 - Police Range Maintenance	0.00	0.00	2,000.00

001.03.521.50.30	Supplies - PD Facilities	2,000.00
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001.03.521.50.40	Services - PD Facilities	11,480.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-Alarm Quarterly System	4.00	170.00	680.00

2022 2-Preliminary	1-Armory Monthly Lease-Storage Garage	12.00	900.00	10,800.00
001.03.521.70.30	Supplies - Traffic	1,600.00		
001.03.521.70.40	Services - Traffic	6,000.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-2022 Traffic Task Force Fee	0.00	0.00	2,500.00
2022 2-Preliminary	2-Radar Gun Calibration & Maintenance	0.00	0.00	3,500.00
001.03.521.80.30	Supplies - Property and Evidence Room	7,740.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	3 -Evidence on Q (Subscription Fee)	12.00	520.00	6,240.00
2022 2-Preliminary	7 -Evidence Processing Supplies	0.00	0.00	1,500.00
001.03.523.60.30	Supplies - Care/Custody Prison	3,600.00		
001.03.523.60.40	Services- Care/Custody Prison	360,000.00		
001.03.525.10.40	Services - Disaster Administration	22,300.00		
001.03.525.60.30	Supplies - Disaster Preparedness	800.00		
001.03.525.60.40	Services- Disaster Preparedness	1,000.00		
<b>Total Fund: 001 - Current Expense:</b>		<b>930,590.00</b>		

## Criminal Justice Fund 103 - Law Enforcement Department Budget Summary

**2021**

**2022**

Expense		2021	2022
103.03.521.10.30	Supplies -Administration	3,000.00	3,000.00
103.03.521.10.40	Services -Administration	72,000.00	72,000.00
103.03.521.22.10	Salaries - Operations	101,786.12	105,679.74
103.03.521.22.20	Benefits - Operations	41,429.27	44,790.20
103.03.562.00.40	Services - SAIVES	500.00	500.00
103.03.597.02.10	Transfer-500 Replacement-PD	66,000.00	66,000.00
	<b>Total Expense:</b>	<b>284,715.39</b>	<b>291,969.94</b>
	<b>Total Fund: 103 - Criminal Justice:</b>	<b>284,715.39</b>	<b>291,969.94</b>

## 2021 Criminal Justice Fund 103 - Law Enforcement Department Detail

103.03.521.10.30	Supplies -Administration	3,000.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2021 2-Preliminary	Taser Cartridges	10.00	300.00
				3,000.00
103.03.521.10.40	Services -Administration	72,000.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2021 2-Preliminary	3-Records Manaagment System- Maintenance Cost	0.00	0.00
	2021 2-Preliminary	4-UAS Program, Training, FAA Certification	0.00	0.00
	2021 2-Preliminary	7-Repairs & Maintenance	0.00	0.00
				60,000.00
				9,000.00
				3,000.00
103.03.562.00.40	Services - SAIVES	500.00		
	<b>Total Fund: 103 - Criminal Justice:</b>	<b>75,500.00</b>		

## 2022 Criminal Justice Fund 103 - Law Enforcement Department Detail

103.03.521.10.30	Supplies -Administration	3,000.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2022 2-Preliminary	Taser Cartridges	10.00	300.00
				3,000.00
103.03.521.10.40	Services -Administration	72,000.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2022 2-Preliminary	3-Records Management System-Maintenance Cost	0.00	0.00
	2022 2-Preliminary	4-UAS Program, Training, FAA Certification	0.00	0.00
	2022 2-Preliminary	7-Repairs & Maintenance	0.00	0.00
				3,000.00
103.03.562.00.40	Services - SAIVES	500.00		
	<b>Total Fund: 103 - Criminal Justice:</b>	<b>75,500.00</b>		

## Special Investigative Unit Fund 104 Law Enforcement Budget Summary

**2021**                      **2022**

Expense		2021	2022
104.03.521.21.30	Supplies- SIU Investigation	2,000.00	2,000.00
104.03.521.21.40	Services - SIU	2,000.00	2,000.00
	<b>Total Expense:</b>	<b>4,000.00</b>	<b>4,000.00</b>
	<b>Total Fund: 104 - Special Investigative Unit:</b>	<b>4,000.00</b>	<b>4,000.00</b>
	<b>Total Department: 03 - Law Enforcement:</b>	<b>5,335,275.94</b>	<b>5,557,125.03</b>



# Community Development

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## MISSION STATEMENT

Provide and administer planning, building, permitting and code enforcement services that emphasize efficient and effective customer service and professional expertise while supporting the goals of the community, the Mayor, and the City Council.

## DEPARTMENT DESCRIPTION

The Department of Community Development is responsible for the City's planning, building, permitting and code enforcement functions. Department staff are responsible for long range planning, which includes tasks such as reviewing and processing amendments to the City's comprehensive plan, updating the City's land use plans and maps, ensuring consistency between the City's technical infrastructure plans and its land use plans, capital budgeting, staffing for the City Council's Land Use and Economic Development & Tourism committees, and updates to the City's development and environmental regulations. Long range planning tasks also include public outreach, such as staffing public hearings at the Planning Commission, creating and administering surveys to gather public input, and other innovative methods of facilitating communication between the City, its elected officials, and the public. The Department is also responsible for short range planning activities which include tasks such as building permit application review, business license application review, sign permit review, meetings with prospective developers, conducting environmental review, and ensuring that site development permits issued through the Public Works department also comply with the City's land use regulations and critical area protection requirements. The Department also coordinates with other local, state and federal agencies on plan development and project review. This includes attending and actively participating in regional planning meetings, and providing notice of planning activities and development projects to affected agencies such as WSDOT, South Kitsap Fire and Rescue, Kitsap Public Health, Kitsap Transit, the Department of Ecology, the Department of Fish and Wildlife, FEMA, and/or the Department of Natural Resources, and reporting to state and federal agencies as required by law. The Department also manages other special projects as assigned.

## 2021-2022 GOALS

- Shoreline Master Program Update. The City is required to complete an update to its Shoreline Master Program by June 30, 2021.
- Transportation Impact Fee Update. The City is required to update its transportation impact fee calculation every three years to consider projects that have been completed and changes to the comprehensive plan. The Department will continue coordinating with Public Works on this project.
- Hire and manage a consultant to assist in the development of the next subarea plan to be prepared in accordance with the City's comprehensive plan.

- Work with the Public Works department to complete an Old Clifton Road corridor plan and 60% design. This work will likely begin in 2021 with completion scheduled for late 2022.
- Complete an update to the City's parks plan, to ensure that the City is eligible to apply for grant funding during the next application round at the state Recreation Conservation Office (RCO), including an update to the City's parks impact fee.
- Dangerous/Abandoned Buildings. Continue to enforce land use codes concerning dangerous and abandoned buildings and seek abatement if required (1-2 houses annually).
- Manage the City's South Kitsap Community Event Center planning and design project.
- Complete the City's Buildable Lands reporting in advance of the 2024 periodic update to the City's Comprehensive Plan.
- Complete the Downtown and County Campus Subarea Plan and Planned Action EIS project.

### NON-FINANCIAL LONG-TERM GOALS

- Professional policy guidance. Provide professional policy guidance to the Mayor, City Council, Council Committees, Planning Commission, Design Review Board and other City departments on all matters related to land use, the built environment, building, code enforcement, and long-range planning within the City and its unincorporated urban growth area (UGA).
- Community planning activities. Provide direction for community planning efforts, including the development of neighborhood and sub-area plans, economic and community development, future capital facility needs and facilitation of community participation in City planning efforts, including periodic updates to the City's comprehensive plan, thus insuring compliance with the State of Washington Growth Management Act (GMA) goals and policies.
- Public Participation. Provide a variety of opportunities for public participation in the planning process.
- Permit Center. Administer the City's Permit Center, including the review and processing of development under the City's development regulations, Title 20 of the Port Orchard Municipal Code (POMC); shoreline management permits under the State Shoreline Management Act (RCW 90.58) and city Shoreline Master Program; subdivisions, short plats and boundary line adjustments; environmental policy per RCW 43C.21; design review pursuant to POMC Title 20; and review and update City land use and development codes and maps, as appropriate.
- Port Orchard Design Review Board. Provide staff support and professional guidance to the City's Design Review Board, pertaining to the City's optional design review process.
- Port Orchard Planning Commission. Provide staff support and professional guidance to the City Planning Commission.
- Hearing Examiner. Provide administrative services for the office of the Hearing Examiner. Prepare staff reports, public notices, distributions, and professional representation for public hearings.
- Urban Growth Area Project Review. Review applications and environmental assessment reports on projects within unincorporated Kitsap County lying within the City's urban growth area, to provide comment on the impacts and to recommend mitigation measures to the Kitsap County Department of Community Development.
- Annexation Guidance. Provide guidance to landowners or interest groups who desire to annex unincorporated areas into the City of Port Orchard, consistent with state law and the city's

annexation policy. Process annexation petitions and reports in conjunction with Kitsap County, the Kitsap Regional Coordinating Council, and the Kitsap Boundary Review Board.

- **Code Enforcement.** Provide enforcement of the City’s land use, development, environmental and nuisance codes in a fair, equitable and timely manner. Enforcement coordinates with other departments and agencies in resolving complaints and provides a positive client service attitude to enhance the City's enforcement of land use and nuisance codes.
- **Inter-Governmental Relations.** Act as liaison between City, County, regional, state, tribal and federal governmental organizations and agencies, representing the interests of the City of Port Orchard and its citizens. This includes continued involvement in inter-jurisdictional coordination under the Growth Management Act.
- **Grant Development.** Develop grant applications with County, regional, state, and federal agencies for City projects related to parks, planning, building, engineering, public works, capital facilities and economic development.
- **Economic Development.** Facilitate and produce products that assist the City in the pursuit of the adopted goals and funding for the economic development projects identified by the Mayor and City Council.
- **Staff Participation in the KRCC Planning Directors Meeting.** Attend and participate in monthly meetings of the Planning Directors to develop policies and recommendations for the KRCC.
- **Development Review.** Review applications as submitted within the required timelines.
- **Staff Participation at the Puget Sound Regional Council** includes membership on the Regional Staff Committee and expected work to implement Vision 2050.
- **Ongoing participation in stakeholder groups** such as the Kitsap Building Association, Chamber of Commerce, etc.

DEPARTMENT OBJECTIVE

Annual Comprehensive Plan update. Annually consider amendments to the Port Orchard Comprehensive Plan to include possible revisions to the land use map and/or comprehensive plan text, based upon City-initiated amendments and/or privately initiated amendments.

STATISTICS/WORKLOAD MEASURES

<b>Department Measures</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual YTD*</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Number of Building Permits Issued	472	544	544	381	550	575
Number of New SFR Permits Issued	77	113	98	94	150	150

Number of Multifamily Units Permitted	38	0	0	143	200	215
Number of Code Enforcement Actions Initiated	92	127	148	56	150	150
Number of Land Use Permits Processed	90	58	65	55	65	65
Number of Public Works Permits Processed	170	223	197	193	200	200
Number of Hearing Examiner Decisions Issued	1	4	1	7	4	4
Business Licenses Reviewed	767	869	1131	904	1200	1200
Event, Cabaret, and Marijuana Licenses Approved/Reviewed	43	40	42	19	40	40
Pre-Application Meetings	24	12	28	12	20	20
Population	13,990	14,160	14,390	14,770	15,240	15,650

\* As of September 28, 2020.

## PERFORMANCE MEASURES

Permitting activity has increased significantly since 2017. The City has granted final plat approvals on numerous subdivision projects in recent years, and expects to issue final plat approvals creating approximately 600 new lots in 2021. An additional 200-300 lots will likely be created in 2022. Additionally, in 2020 the City received building permits for five separate apartment complexes consisting of approximately 400 units, and is expecting additional multifamily submittals in 2021-2022. This significant increase in growth will put stress on the existing resources that the City deploys in support of development and will also place upward pressure on other City services such as police, parks, and other services. The McCormick Woods area is experiencing an especially rapid increase in development activity, and this rate of activity is projected to increase over the next four years as new water and sewer facilities are constructed.

The possibility of a new courthouse, school district projects, fire district projects, a community event center, and mixed-use projects to be planned, designed, and permitted in 2021-2022 would exceed existing staff resources for project review and inspection. The Department seeks staffing increases to support the increased level of development activity, but is awaiting the results of the organizational study prior to making specific requests. The Department needs building inspection and administrative staffing increases at a minimum to accommodate the recent increases in permitting activity. These increases would be supported by recent increases in permitting revenue.

**STAFFING LEVELS**

<b>Staffing Levels</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Projected</b>	<b>2022 Projected</b>
City Development Director	1	1	1	1
Permit Clerks	2.7	2.7	3	3
Office Manager/Permit Coordinator	1	1	1	1
Associate Planner	2	2	2	2
Long-Range Associate Planner	1	1	1	1
Code Enforcement	1	1	1	1
Building Inspector	1	1**	2	2
Total FTE	9.7	9.7	10	10

\*\* The City approved an Additional Inspector in 2020

**ACCOMPLISHMENTS**

The City continued implementing the 2016 Comprehensive Plan during the 2019-2020 biennium. Its biggest accomplishments were the adoption of a new form based zoning code, the completion of the Ruby Creek Neighborhood Subarea Plan, the update to the City’s Multi Family Tax Exemption (MFTE) code, designation of the City as an Opportunity Zone, and accomplishing all of these tasks while increasing development activity. Other milestones included the award of Department of Commerce funds for the completion of a Downtown and County Campus Subarea Plan and Planned Action EIS, the award of \$12,000,000 in funds for a community event center, including the kickoff of the planning and design of that project, and the navigation of a water moratorium at McCormick Woods, including the adoption of several agreements to ensure that construction was able to resume in that area.

Numerous ordinances were brought forward for City Council approval during the biennium with significant contributions from DCD, including:

- Amendments to the City’s MFTE Ordinances
- Adoption of a form-based zoning code.
- Adoption of an update to the City’s Public Works Engineering Standards and Specifications.
- A zoning map update
- Code enforcement updates, including Nuisance Vehicles, Zoning Enforcement and Penalties, and Nuisances.

- An ordinance allowing 9-lot short plats.
- Ordinances enacting and repealing a moratorium on development related to water availability.
- A housekeeping ordinance to update Title 20
- Adoption of the Ruby Creek Neighborhood Subarea Plan
- Ordinances amending the Comprehensive Plan in 2019 and 2020.
- Amendments to the Accessory Dwelling Unit Code.

### SIGNIFICANT BUDGET CHANGES

The 2021-2020 DCD Budget is not significant changed, but staffing increases are sought with requests pending the outcome of the organization study being prepared for the City. In 2021-2022, the City will continue to implement the 2016 comprehensive plan and the updated development regulations adopted in furtherance of this plan. The Department will also begin laying the groundwork for the 2024 periodic update to the comprehensive plan by preparing a buildable lands report. The Department will continue working on some ongoing long-range planning projects and special projects. This includes completion of the Parks Plan, the SMP, an Impact Fee Ordinance, the Downtown and County Campus Subarea Plan and Planned Action EIS, and the South Kitsap Community Event Center planning and design project. The Department will also initiate a subarea plan for one of the City's designated centers. In addition, the Department will engage in regional planning efforts including completion of the the Vision 2050 update through PSRC and updates to the Countywide Planning Policies to address Vision 2050. Finally, as the City continues to use its new land use and development codes, some fine tuning will ultimately be required through a series of housekeeping amendments. With significant increases in development activity, the Department will continue to provide high quality, professional permit application, review, and inspection services. As permit volumes increase, the Department will keep the City Council apprised of the Department's workload, review timelines, and inspection backlog.

## Current Expense Fund 001 Department of Community Development Budget Summary

**2021**                      **2022**

Expense		2021	2022
001.04.517.91.30	Supplies-Commute Trip Red.	100.00	100.00
001.04.517.91.40	Services-Commute Trip Red.	1,900.00	1,900.00
001.04.524.20.10	Salaries - Build Insp.	313,463.53	320,121.45
001.04.524.20.20	Benefits - Build Insp.	143,094.08	157,422.36
001.04.524.20.30	Supplies - Build Insp.	5,200.00	2,200.00
001.04.524.20.40	Services- Build Insp.	101,583.00	83,633.00
001.04.558.60.10	Salaries - Planning	603,802.40	635,600.86
001.04.558.60.20	Benefits - Planning	273,161.26	301,798.10
001.04.558.60.30	Supplies - Planning	4,000.00	3,750.00
001.04.558.60.40	Services- Planning	161,941.00	76,566.00
001.04.559.30.10	Salaries - Property Developmen	2,100.00	2,310.00
001.04.559.30.20	Benefits - Property Developmen	1,100.00	1,260.00
001.04.559.30.30	Supplies - Property Development	300.00	500.00
001.04.559.30.40	Services - Property Development	51,100.00	51,100.00
001.04.575.50.40	Services - Community Center	300,000.00	0.00
001.04.594.58.60	Capital Outlay-Planning	4,655.00	0.00
001.04.597.02.04	Transfer-500 Replacement-DCD	16,500.00	16,500.00
	<b>Total Expense:</b>	<b>1,984,000.27</b>	<b>1,654,761.77</b>
	<b>Total Fund: 001 - Current Expense:</b>	<b>1,984,000.27</b>	<b>1,654,761.77</b>
	<b>Total Department: 04 - Community Development:</b>	<b>1,984,000.27</b>	<b>1,654,761.77</b>

## 2021 Current Expense Fund 001 Department of Community Development Budget Detail

**Expense**

001.04.517.91.30	Supplies-Commute Trip Red.	100.00
001.04.517.91.40	Services-Commute Trip Red.	1,900.00
001.04.524.20.30	Supplies - Build Insp.	5,200.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	2018 IBC Code Books	1.00	3,000.00	3,000.00
2021 2-Preliminary	Clothing Allowance Building Inspector (2 FTE)	2.00	500.00	1,000.00
2021 2-Preliminary	General Building Supplies	1.00	1,200.00	1,200.00

001.04.524.20.40	Services- Build Insp.	101,583.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Building Inspection Consultant (1)	0.50	40,000.00	20,000.00
2021 2-Preliminary	1-Pass Thru-Geotech	0.00	0.00	1.00
2021 2-Preliminary	1-South Kitsap Fire & Rescue ILA- Insp & Review	0.00	0.00	55,800.00
2021 2-Preliminary	2-Cell Phone BI #1	1.00	650.00	650.00
2021 2-Preliminary	2-Century Link-Phone Services	0.50	1,000.00	500.00
2021 2-Preliminary	2-Code Publishing	1.00	1,000.00	1,000.00
2021 2-Preliminary	2-Copier POA	1.00	3,000.00	3,000.00
2021 2-Preliminary	2-Granite Telecommunications	1.00	125.00	125.00
2021 2-Preliminary	2-Inspection Report Cards	1.00	500.00	500.00
2021 2-Preliminary	2-Postage	1.00	250.00	250.00
2021 2-Preliminary	3-Bluebeam Annual Connector Maintenance	0.17	1,000.00	167.00
2021 2-Preliminary	3-Bluebeam Annual License Renewal	2.00	600.00	1,200.00
2021 2-Preliminary	3-BlueBeam Annual Studio Prime Add-on Upgrade	0.17	2,340.00	390.00
2021 2-Preliminary	3-Bluebeam/Smart Connector-Integration - Setup	0.17	1,200.00	200.00
2021 2-Preliminary	3-SmartGov Annual Fee	0.50	18,200.00	9,100.00
2021 2-Preliminary	4-Dues	1.00	600.00	600.00
2021 2-Preliminary	4-Training	1.00	1,600.00	1,600.00
2021 2-Preliminary	4-Travel	1.00	2,000.00	2,000.00
2021 2-Preliminary	7-O&M ERR	0.00	0.00	4,000.00
2021 2-Preliminary	7-Triplicate Inspection Report Forms	1.00	500.00	500.00

001.04.558.60.30	Supplies - Planning	4,000.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Clothing Allowance-Code Enforcement	1.00	500.00	500.00
2021 2-Preliminary	General Planning Supplies	1.00	3,500.00	3,500.00

001.04.558.60.40	Services- Planning	161,941.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Buildable Lands Consultant	1.00	25,000.00	25,000.00
2021 2-Preliminary	1-GGLO Contract -DownTown Subarea Grant Funded	1.00	50,000.00	50,000.00
2021 2-Preliminary	1-Legal Advertisements - City Paper	1.00	2,000.00	2,000.00
2021 2-Preliminary	1-On Call Critical Areas Consultant	1.00	20,000.00	20,000.00
2021 2-Preliminary	1-Pass Thru Critical Areas Consultant	0.00	0.00	1.00
2021 2-Preliminary	1-Pass Thru Geotech Consulting	0.00	0.00	1.00
2021 2-Preliminary	1-Pass Thru Hearing Examiner	0.00	0.00	1.00
2021 2-Preliminary	1-Shoreline Master Program	1.00	15,000.00	15,000.00
2021 2-Preliminary	1-Solicitations - DJC	4.00	750.00	3,000.00
2021 2-Preliminary	2-Cell Phone Code Enforcement	1.00	650.00	650.00
2021 2-Preliminary	2-Cell Phone Permit Center Manger	1.00	650.00	650.00
2021 2-Preliminary	2-Cell Phone Planners	3.00	650.00	1,950.00
2021 2-Preliminary	2-Century Link	1.00	600.00	600.00
2021 2-Preliminary	2-Copier Lease	0.00	0.00	7,500.00
2021 2-Preliminary	2-Granite Telecommunications	1.00	125.00	125.00
2021 2-Preliminary	2-Postage	0.00	0.00	1,750.00
2021 2-Preliminary	2-Zoom Software	1.00	250.00	250.00
2021 2-Preliminary	3-BlueBeam Annual Connector Maintenance	0.33	1,000.00	333.00
2021 2-Preliminary	3-Bluebeam Annual License Renewal	2.00	600.00	1,200.00
2021 2-Preliminary	3-BlueBeam Annual Studio Prime Add-on Upgrade	0.33	2,340.00	780.00
2021 2-Preliminary	3-Bluebeam/Smart Gov Connector/Integration Set up	0.33	1,200.00	400.00
2021 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.20 thr 9.30.2021)	0.50	11,800.00	5,900.00



2021 2-Preliminary	3-SmartGOV Annual Fee's	0.25	18,200.00	4,550.00
2021 2-Preliminary	4- Planning Commission Training	1.00	1,000.00	1,000.00
2021 2-Preliminary	4- Planning Commission Travel	1.00	300.00	300.00
2021 2-Preliminary	4- Training PW Permit Clerk	1.00	200.00	200.00
2021 2-Preliminary	4-Dues	1.00	1,850.00	1,850.00
2021 2-Preliminary	4-Planning Commission Dues	1.00	600.00	600.00
2021 2-Preliminary	4-Training	1.00	2,650.00	2,650.00
2021 2-Preliminary	4-Travel	1.00	4,000.00	4,000.00
2021 2-Preliminary	4-Travel PW Clerk	1.00	200.00	200.00
2021 2-Preliminary	7-Code Publishing	1.00	2,000.00	2,000.00
2021 2-Preliminary	7-O&M ERR	0.00	0.00	4,000.00
2021 2-Preliminary	7-Public Notice Signs	1.00	3,500.00	3,500.00

001.04.559.30.30	Supplies - Property Development	300.00
001.04.559.30.40	Services - Property Development	51,100.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Contract for Property Development	0.00	0.00	800.00
2021 2-Preliminary	1-Contracted Abatement of Buildings	0.00	0.00	50,000.00
2021 2-Preliminary	7-Advertising	0.00	0.00	300.00

001.04.575.50.40	Services - Community Center	300,000.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Rice Fergus Miller Contract-	0.75	400,000.00	300,000.00

001.04.594.58.60	Capital Outlay-Planning	4,655.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1 Additional ARCGIS License	0.50	9,310.00	4,655.00

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**Total Fund: 001 - Current Expense: 630,779.00**

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**Total Expense: 630,779.00**

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**Total Department: 04 - Community Development: 630,779.00**

## 2022 Current Expense Fund 001 Department of Community Development Budget Detail

**Expense**

001.04.517.91.30	Supplies-Commute Trip Red.	100.00
001.04.517.91.40	Services-Commute Trip Red.	1,900.00
001.04.524.20.30	Supplies - Build Insp.	2,200.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Clothing Allowance Building Inspectors( 2 FTE)	2.00	500.00	1,000.00
2022 2-Preliminary	General Building Supplies	1.00	1,200.00	1,200.00

001.04.524.20.40	Services- Build Insp.	83,633.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-Pass Thru-Geotech	0.00	0.00	1.00
2022 2-Preliminary	1-South Kitsap Fire & Rescue ILA- Insp & Review	0.00	0.00	57,200.00
2022 2-Preliminary	2-Cell Phone BI's	2.00	650.00	1,300.00
2022 2-Preliminary	2-Century Link-Phone Services	0.50	1,000.00	500.00
2022 2-Preliminary	2-Code Publishing	1.00	1,000.00	1,000.00
2022 2-Preliminary	2-Copier POA	1.00	3,000.00	3,000.00
2022 2-Preliminary	2-Granite Telecommunications	1.00	125.00	125.00
2022 2-Preliminary	3-Bluebeam Annual License	2.00	600.00	1,200.00
2022 2-Preliminary	3-BlueBeam Annual Studio Prime Add-on Upgrade	0.17	2,340.00	390.00
2022 2-Preliminary	3-Bluebeam/Smart Annual Connector-Intergration Mai	0.17	1,000.00	167.00
2022 2-Preliminary	3-SmartGov Annual Fee	0.50	18,200.00	9,100.00
2022 2-Preliminary	4-Dues	1.00	600.00	600.00
2022 2-Preliminary	4-Training	1.00	1,600.00	1,600.00
2022 2-Preliminary	4-Travel	1.00	2,000.00	2,000.00
2022 2-Preliminary	7-O&M ERR	0.00	0.00	4,000.00
2022 2-Preliminary	7-Orange Onside Inspection Cards	1.00	700.00	700.00
2022 2-Preliminary	7-Postage	1.00	250.00	250.00
2022 2-Preliminary	7-Triplicate Inspection Report Forms	1.00	500.00	500.00

001.04.558.60.30	Supplies - Planning	3,750.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Clothing Allowance Code Enforcement	0.50	500.00	250.00
2022 2-Preliminary	General Planning Supplies	1.00	3,500.00	3,500.00

001.04.558.60.40	Services- Planning	76,566.00
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-Flood Hazards Consultant	1.00	12,000.00	12,000.00
2022 2-Preliminary	1-Legals - Official Paper	1.00	1,500.00	1,500.00
2022 2-Preliminary	1-Legals - Procurement	1.00	1,500.00	1,500.00
2022 2-Preliminary	1-On Call Critical Areas Consultant	1.00	20,000.00	20,000.00
2022 2-Preliminary	1-Pass Thru Critical Areas Consulnt	1.00	1.00	1.00
2022 2-Preliminary	1-Pass Thru-Geotech	1.00	1.00	1.00
2022 2-Preliminary	1-Pass Thru-Hearing Examiner	1.00	1.00	1.00
2022 2-Preliminary	2-Cell Phone Code Enforcement	0.50	650.00	325.00
2022 2-Preliminary	2-Cell Phone Permit Center Manager	1.00	650.00	650.00
2022 2-Preliminary	2-Cell Phone Planners	3.00	650.00	1,950.00
2022 2-Preliminary	2-Century Link	0.50	500.00	250.00
2022 2-Preliminary	2-Code Publishing	1.00	2,000.00	2,000.00
2022 2-Preliminary	2-Copier POA	1.00	7,500.00	7,500.00
2022 2-Preliminary	2-Granite Telecommunications	1.00	125.00	125.00
2022 2-Preliminary	2-Postage	1.00	1,750.00	1,750.00
2022 2-Preliminary	3-Bluebeam Annual License Renewal	2.00	600.00	1,200.00
2022 2-Preliminary	3-BlueBeam Annual Studio Prime Add-on Upgrade	0.33	2,340.00	780.00
2022 2-Preliminary	3-Bluebeam/Smartgov Annual Connector-Integration M	0.33	1,000.00	333.00
2022 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.21 thr 9.30.2022	0.50	11,800.00	5,900.00
2022 2-Preliminary	3-SmartGov Annual Fee	0.25	18,200.00	4,550.00
2022 2-Preliminary	3-Zoom Software	1.00	250.00	250.00
2022 2-Preliminary	4- Dues	1.00	1,850.00	1,850.00
2022 2-Preliminary	4- Training	1.00	2,650.00	2,650.00
2022 2-Preliminary	4- Training PW Clerk	1.00	200.00	200.00
2022 2-Preliminary	4- Travel	1.00	3,200.00	3,200.00

2022 2-Preliminary	4- Travel PW Clerk	1.00	200.00	200.00
2022 2-Preliminary	4-Plannig Commission Travel	1.00	300.00	300.00
2022 2-Preliminary	4-Planning Commission Dues	1.00	600.00	600.00
2022 2-Preliminary	4-Planning Commission Training	1.00	1,000.00	1,000.00
2022 2-Preliminary	7-O&M ERR	0.00	0.00	4,000.00
001.04.559.30.30	Supplies - Property Development		500.00	
001.04.559.30.40	Services - Property Development		51,100.00	

**Budget Detail**

<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1 Contract for Property Development	0.00	0.00	800.00
2022 2-Preliminary	1-Contract for Dangerour Building Abatement	1.00	50,000.00	50,000.00
2022 2-Preliminary	7-Advertising	0.00	0.00	300.00

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**Total Fund: 001 - Current Expense: 219,749.00**

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**Total Expense: 219,749.00**

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**Total Department: 04 - Community Development: 219,749.00**

# Public Works

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## PUBLIC WORKS DEPARTMENT MISSION STATEMENT

The Public Works Department for the City of Port Orchard strives to provide safe and reliable utilities by exceeding expectations and setting excellence as the standard. These standards are met through efficient and effective customer service responses, prudent leadership and by fostering a dedicated staff focused on sustainable infrastructure. These tenets guide Public Works in providing reliable service to a growing and robust community.

## DEPARTMENT DESCRIPTION

The City of Port Orchard Public Works Department is the proud caretaker of the City's infrastructure. Public Works currently operates and maintains two water systems with a daily water supply capacity of 4.77 million gallons and manages 36 miles of sanitary sewer system. Public Works is responsible for more than 59.5 lane miles of roads with 1,024 traffic signs and 16 traffic-controlled intersections. For stormwater, the department owns and operates 422 miles of culverts/storm water pipe, 36 miles of ditch/swales and 2110 municipal storm catch basins. The department is also responsible for 71.76 acres of parks and 31 structures and buildings within the city.

## DIVISIONAL OVERVIEW

The success of the City of Port Orchard Public Works Department is a direct result of deep partnerships among its divisions and the diverse talent and qualifications of its highly motivated staff. The Public Works Department is comprised of Engineering, Public Works Utilities Operations and Maintenance and Administration.

## ADMINISTRATION MISSION STATEMENT

To plan, oversee and improve each Department's administrative activities and to ensure that expectations are met or exceeded in the most efficient, effective, responsive and responsible manner.

## ENGINEERING MISSION STATEMENT

To provide engineering expertise, architectural design and construction management services for the City, its departments and other governmental agencies in the most efficient, effective, responsive and responsible manner.

## PUBLIC WORKS UTILITIES MISSION STATEMENTS

*Roads & Park Maintenance Mission Statement:* To provide and maintain all City roads and parks in a safe and accessible condition in the most efficient, effective, responsive and responsible manner.

*Facilities Management Mission Statement:* To provide and maintain a safe, accessible and functional environment for employees, tenants and visitors of all City facilities and grounds in the most efficient, effective, responsive and responsible manner.

*Utilities Management Mission Statement:* To provide City consumers with safe and reliable water, and wastewater treatment services at the lowest reasonable rates in the most efficient, effective, responsive and responsible manner.

*Shop Mechanic Mission Statement:* To provide and maintain safe, reliable and appropriate vehicles, heavy equipment and fleet services for all City Departments in the most efficient, effective, responsive and responsible manner.

*Stormwater Management Mission Statement:* To regulate and manage use of the City's Municipal Separate Storm Sewer System as required by the City's NPDES permit while conscientiously managing and protecting surface and receiving waters for public health and enjoyment.

## 2021 GOALS

- Water System:
  - Complete Water System Plan Update
  - Complete Water System Rate/CFC Updates
  - Complete Well #13 Project
  - Complete 100% Well #11 Design
  - Complete 580 Reservoir Construction – Not Budgeted TBD
  - Complete Annual Water Main Replacement Program – Not Budgeted TBD
  - Complete Annual Fire Hydrant and Valve Inspection and Maintenance Program
  - Complete Update of Annual Cross Connection Control Program
  - Complete Water Rights Management Plan/Change Application Process (Foster) – Not Budgeted TBD
  - Complete Annual Cleaning and/or Inspection all City Reservoirs

- Complete Annual City-Wide Leak Detection
  - Water Systems Consolidation Feasibility Study – Not Budgeted - TBD
  - Water System Risk & Resilience Study (TBD)
  - 390-Zone Existing Water Service Low Pressure Booster Pumps (TBD)
  - Complete Semiannual System Flushing (McCormick & City)
  - Complete Annual City-owned Backflow Device Testing
  - Disassemble & Remove the S. Sidney Reservoir – Not Budgeted TBD
- Sanitary Sewer System:
    - Initiate Annual Fats, Oils & Grease (FOG) Program
    - Complete Annual McCormick Step System Pumping
    - Complete Annual McCormick Step System Conversions
    - Complete 100% Marina Sewer Lift Station (MSLS) Design
    - Complete Sidney Avenue Sewer Repairs-Not Budgeted TBD
    - Complete Annual McCormick Clubhouse/Sidney Glen Elementary Pumping
- Street:
    - Annual Lund Avenue & Pedestrian Bridge Repairs & Inspections
    - Sidney Avenue S. & Pottery Avenue - Paving Project In-house Design
    - Complete Lippert Avenue Improvements Design/Construction-Not Budgeted TBD
    - Complete Bay Street Pedestrian Pathway ROW Acquisition Process
    - Complete 60% SW Old Clifton Road Design (TBD)
    - Commence Annual Tremont Street Landscape Maintenance Contract
    - Commence Annual Road Preservation Measures
    - Commence Improved Annual Road Maintenance O&M
    - Complete Annual Thermoplastic Applications
    - Complete Annual Street Striping & Traffic Buttons
- Storm Drainage System:
    - Annual NPDES Permit Compliance/Reporting
    - Commence Storm Drainage Comprehensive Plan
    - Stormwater NPDES Permit Related Code Updates
    - Commence/Complete South Sidney Regional Stormwater Facility Design – Not Budgeted (TBD)
    - Commence Ruby Creek Culvert Replacement Design – Not Budgeted (TBD)
    - Commence Annapolis Creek Culvert (100%) Design – Not Budgeted (TBD)
    - Complete Downtown Stormwater Basin Study and Modeling
    - Complete Dam Safety Upgrades and Retrofits – Not Budgeted (TBD)
- Parks & Facilities:
    - Complete 100% City Hall Improvement Design
    - Complete McCormick Village Park Splash Pad Retrofit Construction
    - Continue Vlist Property Monitoring
    - Continue City Hall HVAC Upgrades
    - Complete Van Zee Park Resurfacing
    - Complete Annual Generator Load Bank Testing/City Hall

## 2022 GOALS

- Water System:
  - Commence Well #11 Construction – Not Budgeted (TBD)
  - Complete Annual Water Main Replacement Program – Not Budgeted TBD
  - Complete Annual Fire Hydrant and Valve Inspection and Maintenance Program
  - Annual Cross Connection Control Program – Cont'd.
  - Complete Annual Cleaning and/or Inspection all City Reservoirs
  - Complete Annual City-Wide Leak Detection
  - Complete Semiannual System Flushing (McCormick & City)
  - Complete Annual City-owned Backflow Device Testing
  
- Sanitary Sewer System:
  - Annual Fats, Oils & Grease (FOG) Program – Cont'd.
  - Complete Annual McCormick Step System Pumping
  - Complete Annual McCormick Step System Conversions
  - Commence Marina Sewer Lift Station (MSLS) Construction
  - Commence General Sewer Plan & Rates Update
  - Complete Annual McCormick Clubhouse/Sidney Glen Elementary Pumping
  
- Street:
  - Continue w/ Annual Sidewalk and ADA Upgrade Program
  - Annual Lund Avenue & Pedestrian Bridge Repairs & Inspections
  - Sidney Avenue S. & Pottery Avenue - Paving Project Construction -Not Budgeted (TBD)
  - Commence Bay Street Pedestrian Pathway Construction – Not Budgeted (TBD)
  - Complete SW Old Clifton Road 100% Design – Not Budgeted (TBD)
  - Complete Annual Tremont Street Landscape Maintenance Contract
  - Complete Annual Road Preservation Measures
  - Commence Transportation Plan Update
  - Commence Anderson Hill/Old Clifton Road Roundabout Construction – Not Budgeted (TBD)
  - Commence Bay Street Pedestrian Pathway Situational Study
  - Commence 60% Bethel Avenue Design - Not Budgeted (TBD)
  - Complete Annual Road Maintenance O&M
  - Complete Annual Thermoplastic Applications
  - Complete Annual Street Striping & Traffic Buttons
  
- Storm Drainage System:
  - Annual NPDES Permit Compliance/Reporting
  - Initiate NPDES Business Inspections and Enforcement Program
  - Complete Storm Drainage Comprehensive Plan
  - Commence Construction of South Sidney Regional Stormwater Facility – Not Budgeted (TBD)

- Commence Ruby Creek Culvert Replacement Construction – Not Budgeted (TBD)
- Commence Annapolis Creek Culvert Construction – Not Budgeted (TBD)
  
- Parks & Facilities:
  - Commence City Hall Improvement Construction – Not Budgeted (TBD)
  - Complete McCormick Village Park Splash Pad Retrofit Construction
  - Continue Vlist Property Monitoring
  - Continue City Hall HVAC Upgrades – Not Budgeted (TBD)
  - Complete Van Zee Park Resurfacing
  - Complete Annual Generator Load Bank Testing/City Hall

**NON-FINANCIAL LONG-TERM GOALS**

- Cross-Train Engineering Staff for Both Development and Capital Improvement Projects
- Improve Eng. Depart. Ability to Perform Focused Studies & In-House Design Projects
- Cross-train Public Works Crew Across Diverse Disciplines
- Improve Public Works Ability to Perform Construction Repairs/Improvements In-House
- Improve Public Works Ability to Perform Pavement Maintenance In-House
- Continue to Elevate Public Works Talent Pool
- Continue Public Works Reorganization and Succession Planning
- Streamline Public Works Workflow Through Improved Staffing Organization and Tools
- Provide Positive and Meaningful Direction for Public Works Staff
- Continue to Improve Response Time to Public Service Requests

**DEPARTMENT OBJECTIVE**

- Maintain and Improve Public Works Services Reliability
- Increase Efficiency of Public Works Ability to be Responsive to its Citizens

**Statistics/Workload Measures**

<b>Department Measures</b>	<b>2019 Actual</b>	<b>2020 Estimated</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Number of Public Works Contracts Issued	25	35	40	45
Number of Public Works Purchase Orders	36	40	40	40
Number of Public Works Complaints Received	410	420	430	440
Number of Facilities Request Received	107	120	130	140
City Area	9.35	9.35	9.35	9.35
Locates	846	850	860	870

**PERFORMANCE MEASURES**



With a growing population, the Public Works Department has seen increased volume in customer requests/complaints resulting in additional front desk and call out activity. Due to a significant increase in development within Port Orchard, the demand for various public works services and information requests has risen significantly.

## STAFFING LEVELS

<b>Staffing Levels</b>	<b>2019 Actuals</b>	<b>2020 Estimated</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
PW Director/City Engineer	1	1	1	1
Assistant City Engineer	1	1	1	1
Civil Engineer II	0	0.75	1	1
Civil Engineer I	1	0.25	1	1
Storm Program Assistant	0	0	0	0
GIS Specialist/Inspector	1	1	1	1
Procurement Specialist	0	0.25	1	1
PW Office Manager	1	0.33	0	0
PW Office Assistants I	1	1	1	1
PW Office Assistant II	0	0	0	0
Public Works Foreman	1	1	1	1
PW Operations Manager	0.33	1	1	1
PW Utility Manager	1	1	1	1
City Mechanic	1	1	1	1
City Electrician	1	1	1	1
PW Crew	8	8	8	8
Water Coordinator (PW Crew)	1	1	1	1
Sewer Coordinator (PW Crew)	1	1	1	1
Storm Program Manager	1	1	1	1
Storm Coordinator (PW Crew)	1	1	1	1
Parks Maintenance (PW Crew)	2	2	2.6	2.6
Parks (Summer Help)	4	4	4	4
<b>TOTALS</b>	<b>28.33</b>	<b>29.58</b>	<b>30.6</b>	<b>30.6</b>

## ACCOMPLISHMENTS

Public Works has invested time and energy into designing significant improvements for both its water and sewer systems. These efforts will allow for construction to begin on projects that will certainly improve those utilities not just for the near future, but generations to come. A list of 2019 & 2020 Public Works Department Accomplishments include:

- Water System Plan Updated
- McCormick Water Campus Agreements Completed
- Well #9 Water Treatment Upgrades Completed
- Well #12 Pilot Hole Drilled
- 580 Reservoir Construction Started
- Well #13 - Logging, Clearing and Drilling Completed
- Well #13 - Maple Ave/Water Main Improvements Started
- General Sewer Plan Amended
- Sewer CFC's Updated
- McCormick Sewer Lift Station #1 Retrofit Completed
- McCormick Sewer Lift Station #2 Retrofit Completed
- Marina Sewer Lift Station 30% Design Completed

- Bay Street Pedestrian Pathway ROW Acquisitions Cont'd.
- Bay Street Pedestrian Pathway End Date & NEPA Update Complete
- Bay Street Pedestrian Pathway – Segment #3 Construction Completed
- Tremont Street Widening Construction Completed
- Commence Downtown Stormwater Plan
- McCormick Village Park – Phase 2 Construction Completed
- McCormick Village Park Splash Pad Retrofit Design Completed
- Dekalb Pier Warranty Repairs Completed
- Rockwell Park Construction Completed
- Van Zee Park Topsoil, Seeding & Irrigation
- Library Emergency Roof/Wall Repairs
- PW Shop Workspace & SCADA Improvements
- Public Works Engineering Standards & Specifications Updated
- Annual Catch Basin Cleaning by City Staff
- Marquee Electrical Repairs
- Golden Pond Emergency Generator Replacement
- City Hall A/V Upgrades

SIGNIFICANT BUDGET CHANGES

No significant budget changes.

## Current Expense Fund 001 - Public Works Department Budget Summary

**2021**

**2022**

Expense		2021	2022
001.05.518.20.10	Salaries - Engineering	84,467.68	87,529.49
001.05.518.20.20	Benefits - Engineering	37,736.88	42,452.91
001.05.518.20.30	Supplies - Engineering	1,000.00	1,000.00
001.05.518.20.40	Services- Engineering	41,403.00	38,253.00
001.05.518.30.10	Salaries - Facilities	34,438.30	35,702.34
001.05.518.30.20	Benefits - Facilities	23,000.94	25,492.04
001.05.518.30.30	Supplies - Facilities	6,700.00	5,000.00
001.05.518.30.40	Services- Facilities	346,100.00	427,100.00
001.05.572.50.10	Salaries - Library	1,700.00	1,890.00
001.05.572.50.20	Benefits - Library	1,100.00	1,155.00
001.05.572.50.40	Services- Library	21,000.00	21,000.00
001.05.576.80.10	Salaries - Parks	272,309.03	275,719.60
001.05.576.80.20	Benefits - Parks	131,974.59	144,319.82
001.05.576.80.30	Supplies - Parks	24,000.00	24,000.00
001.05.576.80.40	Services - Parks	255,400.00	115,400.00
001.05.594.18.60	Capital Outlay-Engineering/Facilities	30,000.00	0.00
001.05.597.02.05	Transfer-500 Replacement-PW(EFP)	132,200.00	132,200.00
	<b>Total Expense:</b>	<b>1,444,530.42</b>	<b>1,378,214.20</b>
	<b>Total Fund: 001 - Current Expense:</b>	<b>1,444,530.42</b>	<b>1,378,214.20</b>

## 2021 Current Expense Fund 001 Public Works Department Budget Detail

**Expense**

001.05.518.20.30                      Supplies - Engineering    1,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Copier Paper & Toner	0.00	0.00	1,000.00

001.05.518.20.40                      Services- Engineering    41,403.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Vlist Property - Annual Testing & Reporting	0.00	0.00	6,600.00
2021 2-Preliminary	2-Communications (Phone, Fax & Postage)	0.00	0.00	2,500.00
2021 2-Preliminary	2-Copiers (Equipment & Repairs)	0.00	0.00	1,850.00
2021 2-Preliminary	2-Rentals & Leases	0.00	0.00	750.00
2021 2-Preliminary	3- Additional Autocad License	1.00	6,000.00	6,000.00
2021 2-Preliminary	3-Autocad LT Software	1.00	1,600.00	1,600.00
2021 2-Preliminary	3-AutoCad New Workstation	1.00	3,000.00	3,000.00
2021 2-Preliminary	3-Bluebeam Annual Connection Maintenance	0.13	1,000.00	125.00
2021 2-Preliminary	3-Bluebeam Annual License	0.25	1,800.00	450.00
2021 2-Preliminary	3-BlueBeam Annual Studio Prime Upgrade	0.13	2,340.00	292.50
2021 2-Preliminary	3-Bluebeam Connector/Intergration Setup (One-time)	0.13	1,200.00	150.00
2021 2-Preliminary	3-SmartGov (License, Training & Support)	0.06	18,200.00	1,135.50
2021 2-Preliminary	4-Travel (KRCC, PSRC & APWA)	0.00	0.00	500.00
2021 2-Preliminary	7-Advertising	0.00	0.00	200.00
2021 2-Preliminary	7-Fees & Dues (MRSC, DOH, DOL & APWA)	0.00	0.00	2,000.00
2021 2-Preliminary	7-O&M ERR	0.00	0.00	11,000.00
2021 2-Preliminary	7-POMC Codification Fees	0.00	0.00	250.00
2021 2-Preliminary	7-Public Records (T&M)	0.00	0.00	3,000.00

001.05.518.30.30                      Supplies - Facilities    6,700.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Cleaning, Painting & Repair (Parts & Supplies)	0.00	0.00	4,700.00
2021 2-Preliminary	Clothing-Branded	0.00	0.00	1,000.00
2021 2-Preliminary	Shop Chairs	0.00	0.00	1,000.00

001.05.518.30.40                      Services- Facilities    346,100.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Emergency Generator Load Test	0.00	0.00	2,500.00
2021 2-Preliminary	1-Janitorial Services	0.00	0.00	60,000.00
2021 2-Preliminary	2-City Hall Comms (WiFi, Fire/ Elevator Alarms)	0.00	0.00	4,000.00
2021 2-Preliminary	3-SDS Annual Renewal& Support	0.00	0.00	3,500.00
2021 2-Preliminary	5-Public Utility Services-Electricity	0.00	0.00	35,000.00
2021 2-Preliminary	5-Public Utility Services-Natural Gas	0.00	0.00	5,000.00
2021 2-Preliminary	5-Public Utility Services-Storm Drainage Fees	0.00	0.00	3,000.00
2021 2-Preliminary	5-Public Utility Services-Water/Sewer/Storm	0.00	0.00	6,500.00
2021 2-Preliminary	6-Annual Citywide Electrical Permit	0.00	0.00	3,000.00
2021 2-Preliminary	6-City Hall Repairs & Maintenance	0.00	0.00	10,000.00
2021 2-Preliminary	6-Elevator Maintenance & Repair	0.00	0.00	10,000.00
2021 2-Preliminary	6-Emergency Exit Light Testing	0.00	0.00	3,600.00
2021 2-Preliminary	6-Fire System Alarm Testing & Monitoring	0.00	0.00	3,000.00
2021 2-Preliminary	6-HVAC Maintenance & Repairs	0.00	0.00	18,000.00
2021 2-Preliminary	6-Vehicle Lift Testing (Shop)	0.00	0.00	1,000.00
2021 2-Preliminary	7-AWC-Current Expense Cost Allocation	0.00	0.00	158,000.00
2021 2-Preliminary	7-DNR Waterfront Aquatic Lease	0.00	0.00	20,000.00

001.05.572.50.40                      Services- Library    21,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	5-Public Utility Services-Electricity	0.00	0.00	8,000.00
2021 2-Preliminary	5-Public Utility Services-Natural Gas	0.00	0.00	1,000.00
2021 2-Preliminary	5-Public Utility Services-Storm Drainage Fees	0.00	0.00	2,000.00
2021 2-Preliminary	5-Public Utility Services-Water & Sewer	0.00	0.00	5,000.00
2021 2-Preliminary	6-HVAC-Maintenance Contract	0.00	0.00	4,000.00
2021 2-Preliminary	7-Miscellaneous	0.00	0.00	1,000.00

001.05.576.80.30 Supplies - Parks 24,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Cleaning Materials	0.00	0.00	3,000.00
2021 2-Preliminary	Equipment Replacement/Repair Parts	0.00	0.00	10,000.00
2021 2-Preliminary	Fertilizer	0.00	0.00	1,000.00
2021 2-Preliminary	Mutt Mitts	0.00	0.00	2,000.00
2021 2-Preliminary	Playground chips	0.00	0.00	4,000.00
2021 2-Preliminary	Repair Supplies	0.00	0.00	2,000.00
2021 2-Preliminary	Vandalism repair Parts	0.00	0.00	2,000.00

001.05.576.80.40 Services - Parks 255,400.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Janitorial	0.00	0.00	36,000.00
2021 2-Preliminary	1-LandScaping Services (Tremont Street)	0.00	0.00	50,000.00
2021 2-Preliminary	1-LandScaping Services-(General Facilities)	0.00	0.00	25,000.00
2021 2-Preliminary	1-On-Call Arborist	0.00	0.00	3,000.00
2021 2-Preliminary	5-Public Utility Services-Electricity	0.00	0.00	8,000.00
2021 2-Preliminary	5-Public Utility Services-Natural Gas	0.00	0.00	2,000.00
2021 2-Preliminary	5-Public Utility Services-Storm Drainage Fees	0.00	0.00	16,000.00
2021 2-Preliminary	5-Public Utility Services-Water & Sewer	0.00	0.00	4,000.00
2021 2-Preliminary	6- Resurface Van Zee tennis court	0.00	0.00	24,000.00
2021 2-Preliminary	6-Park Benches	6.00	3,500.00	21,000.00
2021 2-Preliminary	6-Park/Path Solar Trash Compactors	5.00	4,000.00	20,000.00
2021 2-Preliminary	6-Repairs&Maintenance-Parks	0.00	0.00	29,400.00
2021 2-Preliminary	7-Misc. - Parks (CDL's, Weed Control & Fees)	0.00	0.00	1,000.00
2021 2-Preliminary	7-O&M ERR	0.00	0.00	15,000.00
2021 2-Preliminary	7-Safety Program	0.00	0.00	1,000.00

001.05.594.18.60 Capital Outlay-Engineering/Facilities 30,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Walk Behind Saw (Parks)	0.00	0.00	5,000.00
2021 2-Preliminary	Wood Chipper	0.00	0.00	25,000.00

**Total Fund: 001 - Current Expense: 725,603.00**

## 2022 Current Expense Fund 001 - Public Works Department Budget Detail

Expense				
001.05.518.20.30	Supplies - Engineering	1,000.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2022 2-Preliminary	2-Copier Toner & Paper	0.00	0.00
				1,000.00
001.05.518.20.40	Services- Engineering	38,253.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2022 2-Preliminary	1-Vlist Property - Annual Testing & Reporting	0.00	0.00
	2022 2-Preliminary	2-Communications (Phone,Fax & Postage)	0.00	0.00
	2022 2-Preliminary	2-Copiers (Equipment & Repairs)	0.00	0.00
	2022 2-Preliminary	2-Rentals & Leases	0.00	0.00
	2022 2-Preliminary	3-Additional AutoCad License	0.00	0.00
	2022 2-Preliminary	3-AutoCad LT Software	0.00	0.00
	2022 2-Preliminary	3-Bluebeam Annual License	0.25	1,800.00
	2022 2-Preliminary	3-BlueBeam Annual Studio Prime Add-On Upgrade	0.13	2,340.00
	2022 2-Preliminary	3-BlueBeam/Smartgov Annual Connection-Intergration	0.13	1,000.00
	2022 2-Preliminary	3-SmartGov (License, Training & Support)	0.06	18,200.00
	2022 2-Preliminary	4-Travel (KRCC, PSRC & APWA)	0.00	0.00
	2022 2-Preliminary	7-Advertising	0.00	0.00
	2022 2-Preliminary	7-Fees & Dues (MRSC, DOH, DOL & APWA)	0.00	0.00
	2022 2-Preliminary	7-O&M ERR	0.00	0.00
	2022 2-Preliminary	7-POMC Codification Fees	0.00	0.00
	2022 2-Preliminary	7-Public Records (T&M)	0.00	0.00
				3,000.00
001.05.518.30.30	Supplies - Facilities	5,000.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2022 2-Preliminary	Cleaning, Painting & Repair (Parts & Supplies)	0.00	0.00
				5,000.00
001.05.518.30.40	Services- Facilities	427,100.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2022 2-Preliminary	1-Emergency Generator Load Test	0.00	0.00
	2022 2-Preliminary	1-Janitorial Services	0.00	0.00
	2022 2-Preliminary	2-City Hall Comms (WiFi, Fire/Elevator Alarms)	0.00	0.00
	2022 2-Preliminary	3-SDS Annual Subscription	0.00	0.00
	2022 2-Preliminary	5-Public Utility Services - Electricity	0.00	0.00
	2022 2-Preliminary	5-Public Utility Services - Natural Gas	0.00	0.00
	2022 2-Preliminary	5-Public Utility Services - Storm Drainage Fees	0.00	0.00
	2022 2-Preliminary	5-Public Utility Services-Water/Sewer/Storm	0.00	0.00
	2022 2-Preliminary	6-Annual Citywide Electrical Permit	0.00	0.00
	2022 2-Preliminary	6-City Hall HVAC	0.00	0.00
	2022 2-Preliminary	6-City Hall Repairs & Maintenance	0.00	0.00
	2022 2-Preliminary	6-Elevator Maintenance & Repair	0.00	0.00
	2022 2-Preliminary	6-Emergency Exit Light Testing	0.00	0.00
	2022 2-Preliminary	6-Fire System Alarm Testing & Monitoring	0.00	0.00
	2022 2-Preliminary	6-HVAC Maintenance & Repairs	0.00	0.00
	2022 2-Preliminary	6-Vehicle Lift Testing (Shop)	0.00	0.00
	2022 2-Preliminary	7-AWC-Current Expense Cost Allocation	0.00	0.00
	2022 2-Preliminary	7-DNR Waterfront Aquatic Lease	0.00	0.00
				164,000.00
				20,000.00
001.05.572.50.40	Services- Library	21,000.00		
	<b>Budget Detail</b>			
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>
	2022 2-Preliminary	5-Public Utility Services - Electricity	0.00	0.00
	2022 2-Preliminary	5-Public Utility Services - Natural Gas	0.00	0.00
	2022 2-Preliminary	5-Public Utility Services - Storm Drainage Fee	0.00	0.00
	2022 2-Preliminary	5-Public Utility Services - Water & Sewer	0.00	0.00
	2022 2-Preliminary	6-HVAC Maintenance Contract	0.00	0.00
	2022 2-Preliminary	7-Miscellaneous	0.00	0.00
				8,000.00
				1,000.00
				2,000.00
				5,000.00
				4,000.00
				1,000.00
001.05.576.80.30	Supplies - Parks	24,000.00		

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Cleaning Materials	0.00	0.00	3,000.00
2022 2-Preliminary	Equipment Replacement /Repair Parts	0.00	0.00	10,000.00
2022 2-Preliminary	Fertilizer	0.00	0.00	1,000.00
2022 2-Preliminary	Mutt Mitts	0.00	0.00	2,000.00
2022 2-Preliminary	Playground Chips	0.00	0.00	4,000.00
2022 2-Preliminary	Repair Supplies	0.00	0.00	2,000.00
2022 2-Preliminary	Vandalism Repair Parts	0.00	0.00	2,000.00

001.05.576.80.40 Services - Parks 115,400.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-Janitorial	0.00	0.00	36,000.00
2022 2-Preliminary	1-On-Call Arborist	0.00	0.00	3,000.00
2022 2-Preliminary	5-Public Utility Services - Electricity	0.00	0.00	8,000.00
2022 2-Preliminary	5-Public Utility Services - Natural Gas	0.00	0.00	2,000.00
2022 2-Preliminary	5-Public Utility Services - Storm Drainage Fees	0.00	0.00	16,000.00
2022 2-Preliminary	5-Public Utility Services - Water & Sewer	0.00	0.00	4,000.00
2022 2-Preliminary	6-Repair & Maintenance - Parks	0.00	0.00	29,400.00
2022 2-Preliminary	7-Misc. Parks (CDL's, Weed Control & Fees)	0.00	0.00	1,000.00
2022 2-Preliminary	7-O&M ERR	0.00	0.00	15,000.00
2022 2-Preliminary	7-Safety Program	0.00	0.00	1,000.00

**Total Fund: 001 - Current Expense: 631,753.00**



## City Street Fund 002 Public Works Department Budget Summary

Expense	2021	2022	
002.05.542.30.10	Salaries - Roadway	89,800.00	94,566.14
002.05.542.30.20	Benefits - Roadway	50,100.00	51,439.14
002.05.542.30.30	Supplies - Roadway	53,000.00	56,500.00
002.05.542.30.40	Services -Roadway	187,000.00	187,000.00
002.05.542.50.10	Salaries - Bridges	1,800.00	1,995.00
002.05.542.50.20	Benefits - Bridges	1,200.00	1,365.00
002.05.542.50.30	Supplies - Bridges	1,000.00	1,000.00
002.05.542.50.40	Services-Bridges	272,700.00	39,000.00
002.05.542.61.10	Salaries - Sidewalks	8,000.00	8,820.00
002.05.542.61.20	Benefits - Sidewalks	6,000.00	6,615.00
002.05.542.61.30	Supplies - Sidewalks	3,000.00	3,000.00
002.05.542.61.40	Services-Sidewalks	35,000.00	35,000.00
002.05.542.62.10	Salaries - Paths & Trails	800.00	840.00
002.05.542.62.20	Benefits - Paths & Trails	400.00	420.00
002.05.542.62.30	Supplies - Paths & Trails	1,000.00	1,000.00
002.05.542.62.40	Services - Paths & Trails	1,500.00	1,500.00
002.05.542.63.10	Salaries -Street Lighting	600.00	630.00
002.05.542.63.20	Benefits -Street Lighting	500.00	525.00
002.05.542.63.30	Supplies -Street Lighting	600.00	200.00
002.05.542.63.40	Services- Street Lighting	160,000.00	160,000.00
002.05.542.64.10	Salaries-Traffic Control Device	55,700.00	59,271.16
002.05.542.64.20	Benefits-Traffic Control Device	22,000.00	22,659.18
002.05.542.64.30	Supplies-Traffic Control Device	20,000.00	24,000.00
002.05.542.64.40	Services-Traffic Control Device	130,000.00	130,000.00
002.05.542.65.10	Salaries - Parking Facilities	5,300.00	5,880.00
002.05.542.65.20	Benefits - Parking Facilities	2,600.00	2,835.00
002.05.542.65.30	Supplies - Parking Facilities	1,000.00	500.00
002.05.542.65.40	Services- Parking Facilities	1,000.00	1,000.00
002.05.542.66.10	Salaries - Snow&Ice Control	18,700.00	20,580.00
002.05.542.66.20	Benefits - Snow&Ice Control	8,700.00	9,660.00
002.05.542.66.30	Supplies - Snow&Ice Control	16,000.00	16,000.00
002.05.542.70.10	Salaries - Roadside	128,900.00	140,845.00
002.05.542.70.20	Benefits - Roadside	86,500.00	90,460.00
002.05.542.70.30	Supplies - Roadside	4,000.00	4,000.00
002.05.542.70.40	Services- Roadside	1,000.00	1,000.00
002.05.542.90.30	Supplies - Admin & Overhead	4,000.00	4,000.00
002.05.542.90.40	Services-Maintenance & Overhead	2,500.00	2,500.00
002.05.543.10.10	Salaries -Management	106,165.61	104,004.82
002.05.543.10.20	Benefits -Management	42,374.63	44,769.57
002.05.543.10.40	Services- Management	1,000.00	1,000.00
002.05.543.30.10	Salaries - General Services	238,004.83	244,168.17
002.05.543.30.20	Benefits - General Services	72,410.11	96,256.27
002.05.543.30.30	Supplies - General Services	7,000.00	5,000.00
002.05.543.30.40	Services-General Services	144,801.00	211,801.00
002.05.543.31.10	Salaries - Training	2,100.00	2,310.00
002.05.543.31.20	Benefits - Training	1,000.00	1,050.00
002.05.543.31.40	Services-Training	4,000.00	4,000.00
002.05.543.50.10	Salaries -Facilities	7,000.00	7,700.00
002.05.543.50.20	Benefits -Facilities	3,700.00	3,990.00
002.05.543.50.30	Supplies -Facilities	3,000.00	3,000.00
002.05.543.50.40	Services - Facilities	14,200.00	14,200.00
002.05.594.42.60	Capital Outlay-Street	182,200.00	52,000.00
002.05.597.02.06	Transfer-500 Replacement-PW(Streets)	13,900.00	13,900.00
	<b>Total Expense:</b>	<b>2,224,756.18</b>	<b>1,995,755.45</b>
	<b>Total Fund: 002 - City Street Fund:</b>	<b>2,224,756.18</b>	<b>1,995,755.45</b>

## 2021 City Street Fund 002 Public Works Department Budget Detail

002.05.542.30.30	Supplies - Roadway	53,000.00		
<b>Budget Detail Budget</b>				
<b>Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	Asphalt (HMA & Cold Patch)		0.00	0.00
2021 2-Preliminary	Crushed Rock (CSBC & CSTC)		0.00	0.00
2021 2-Preliminary	Misc. Supplies		0.00	0.00
				1,500.00
002.05.542.30.40	Services -Roadway	187,000.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	1-On-Call Geotech		0.00	0.00
2021 2-Preliminary	1-On-Call Surveyor		0.00	0.00
2021 2-Preliminary	1-Pavement Preservation (Mill and Fill Program)		0.00	0.00
2021 2-Preliminary	6-Tree Removal		0.00	0.00
2021 2-Preliminary	7-Equipment Rentals		0.00	0.00
2021 2-Preliminary	7-Misc (Dump Fees, etc.)		0.00	0.00
2021 2-Preliminary	7-Safety Program		0.00	0.00
				5,000.00
				10,000.00
				150,000.00
				15,000.00
				5,000.00
				1,000.00
				1,000.00
002.05.542.50.30	Supplies - Bridges	1,000.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	Misc. (Graffiti Removal, Railing Repairs)		0.00	0.00
				1,000.00
002.05.542.50.40	Services-Bridges	272,700.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	1-BSPP Bridge Program Management		0.00	0.00
2021 2-Preliminary	1-BSPP Site Visits		0.00	0.00
2021 2-Preliminary	1-Lund Additional Site Visits		0.00	0.00
2021 2-Preliminary	1-Lund Bridge Program Management		0.00	0.00
2021 2-Preliminary	1-Lund PS&E Seismic, Exp. Joint, Girder & Drain		0.00	0.00
2021 2-Preliminary	1-Lund Scour Survey/Monitoring		0.00	0.00
2021 2-Preliminary	1-Lund UBIT & Routine Inspection		0.00	0.00
2021 2-Preliminary	6-BSPP Misc. Repairs		0.00	0.00
2021 2-Preliminary	6-Lund Clean Exp. Joints & Drains, Moss Removal &		0.00	0.00
2021 2-Preliminary	6-Lund Misc. Repairs		0.00	0.00
2021 2-Preliminary	6-Lund Seismic, Exp. Joint, Girder & Drain Repairs		0.00	0.00
				1,200.00
				2,000.00
				2,000.00
				8,000.00
				42,000.00
				4,000.00
				18,000.00
				1,500.00
				7,000.00
				12,000.00
				175,000.00
002.05.542.61.30	Supplies - Sidewalks	3,000.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	Sidewalk Replacement (Forms & Concrete)		0.00	0.00
				3,000.00
002.05.542.61.40	Services-Sidewalks	35,000.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	6-Sidewalk Repair/Replacement		0.00	0.00
				35,000.00
002.05.542.62.30	Supplies - Paths & Trails	1,000.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	Miscellaneous Supplies		0.00	0.00
				1,000.00
002.05.542.62.40	Services - Paths & Trails	1,500.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	7-General Maintenance/Repairs		0.00	0.00
				1,500.00
002.05.542.63.30	Supplies -Street Lighting	600.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	Marque & City-owned Lights		0.00	0.00
				600.00
002.05.542.63.40	Services- Street Lighting	160,000.00		
<b>Budget Detail</b>				
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>
2021 2-Preliminary	5-PSE Flat Rate Electricity Costs		0.00	0.00
				160,000.00
002.05.542.64.30	Supplies-Traffic Control Device	20,000.00		

<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Event Posters & Barricades		0.00	0.00	1,000.00
2021 2-Preliminary	Street Signs/Posts		0.00	0.00	18,000.00
2021 2-Preliminary	Street/Curb Paint & Supplies		0.00	0.00	1,000.00
002.05.542.64.40	Services-Traffic Control Device	130,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	6-Additional Street Striping/Buttons		0.00	0.00	10,000.00
2021 2-Preliminary	6-Contract w/KC & WSDOT (Striping & Signals)		0.00	0.00	50,000.00
2021 2-Preliminary	6-Guardrail Repair/Replacement		0.00	0.00	20,000.00
2021 2-Preliminary	6-Signal Electricity		0.00	0.00	10,000.00
2021 2-Preliminary	6-Thermoplastic		0.00	0.00	40,000.00
002.05.542.65.30	Supplies - Parking Facilities	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Misc. Wheel Stops, Signs & Gravel		0.00	0.00	1,000.00
002.05.542.65.40	Services- Parking Facilities	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	6-Grader Rental		0.00	0.00	500.00
2021 2-Preliminary	6-Misc. Repairs		0.00	0.00	500.00
002.05.542.66.30	Supplies - Snow&Ice Control	16,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Brine De-Icer - KC ILA		0.00	0.00	10,000.00
2021 2-Preliminary	Misc.		0.00	0.00	1,000.00
2021 2-Preliminary	Sand		0.00	0.00	5,000.00
002.05.542.70.30	Supplies - Roadside	4,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Misc. Parts & Equipment		0.00	0.00	1,000.00
2021 2-Preliminary	Weed Abatement Supplies		0.00	0.00	3,000.00
002.05.542.70.40	Services- Roadside	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	6-Noxious Weed Abatement Program		0.00	0.00	500.00
2021 2-Preliminary	7-Dump Fees		0.00	0.00	500.00
002.05.542.90.30	Supplies - Admin & Overhead	4,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Miscellaneous Tools, Repair Parts & Supplies		0.00	0.00	4,000.00
002.05.542.90.40	Services-Maintenance & Overhead	2,500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	6-Fire Extinguisher Inspections		0.00	0.00	1,000.00
2021 2-Preliminary	6-Truck#41 Lift Testing		0.00	0.00	1,000.00
2021 2-Preliminary	7-HazMat Parts Cleaning		0.00	0.00	500.00
002.05.543.10.40	Services- Management	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	7-Public Records Requests Misc.		0.00	0.00	1,000.00
002.05.543.30.30	Supplies - General Services	7,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1-Shop Chairs		0.00	0.00	1,000.00
2021 2-Preliminary	1-Uniforms		0.00	0.00	1,000.00
2021 2-Preliminary	PW Office Supplies		0.00	0.00	5,000.00
002.05.543.30.40	Services-General Services	144,801.00			

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Asset Managment Planning Consultant	0.25	100,000.00	25,000.00
2021 2-Preliminary	1-On Call Development Inspections - Street Consult	0.00	0.00	15,000.00
2021 2-Preliminary	1-On Call TSI consultant	0.00	0.00	20,000.00
2021 2-Preliminary	1-On-Call Materials Testing - Street	0.00	0.00	10,000.00
2021 2-Preliminary	1-Pass Thru Transportation Consultant	0.00	0.00	1.00
2021 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.20 thr 9.30.2021)	0.00	0.00	1,500.00
2021 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	6,200.00
2021 2-Preliminary	7-Annual SAO - Street	0.00	0.00	700.00
2021 2-Preliminary	7-CDL Licenses & Physicals - Street	0.00	0.00	1,500.00
2021 2-Preliminary	7-Legal Expenses - Street	0.00	0.00	5,000.00
2021 2-Preliminary	7-Miscellaneous (Phones, Copiers, etc.)	0.00	0.00	400.00
2021 2-Preliminary	7-O&M ERR	0.00	0.00	57,000.00
2021 2-Preliminary	7-POMC Codification Fees - Street	0.00	0.00	500.00
2021 2-Preliminary	7-Smart Phone Data - Street	0.00	0.00	2,000.00
002.05.543.31.40	Services-Training			4,000.00
002.05.543.50.30	Supplies -Facilities			3,000.00
002.05.543.50.40	Services - Facilities			14,200.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	5-Electricity	0.00	0.00	1,500.00
2021 2-Preliminary	5-Natural Gas	0.00	0.00	500.00
2021 2-Preliminary	5-Utilities (Water, Sewer & Storm)	0.00	0.00	4,000.00
2021 2-Preliminary	6-Janitorial	0.00	0.00	7,200.00
2021 2-Preliminary	6-Laundry	0.00	0.00	500.00
2021 2-Preliminary	7-Misc. Repairs	0.00	0.00	500.00
002.05.594.42.60	Capital Outlay-Street			182,200.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1 Add'l ARCGIS License	0.00	0.00	1,200.00
2021 2-Preliminary	Message Boards (2)	0.00	0.00	40,000.00
2021 2-Preliminary	Radar Signs (2)	0.00	0.00	15,000.00
2021 2-Preliminary	Sander Attachment	0.00	0.00	46,000.00
2021 2-Preliminary	Skid Steer Asphalt Grinder	0.00	0.00	25,000.00
2021 2-Preliminary	Snow Plow Attachment	0.00	0.00	25,000.00
2021 2-Preliminary	Walk Behind Saw	0.00	0.00	5,000.00
2021 2-Preliminary	Wood Chipper	0.00	0.00	25,000.00

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**Total Fund: 002 - City Street Fund: 1,250,501.00**

## 2022 City Street Fund 002 Public Works Department Budget Detail

002.05.542.30.30	Supplies - Roadway	56,500.00			
<b>Budget Detail Budget</b>					
<b>Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Asphalt (HMA & Cold Patch)		0.00	0.00	50,000.00
2022 2-Preliminary	Compactor - Jumping Jack		0.00	0.00	3,000.00
2022 2-Preliminary	Crushed Rock (CSBC & CSTC)		0.00	0.00	2,000.00
2022 2-Preliminary	Misc. Supplies		0.00	0.00	1,500.00
002.05.542.30.40	Services -Roadway	187,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-On-Call Geotech		0.00	0.00	5,000.00
2022 2-Preliminary	1-On-Call Surveyor		0.00	0.00	10,000.00
2022 2-Preliminary	1-Pavement Preservation (Mill & Fill Program)		0.00	0.00	150,000.00
2022 2-Preliminary	6-Equipment Rentals		0.00	0.00	5,000.00
2022 2-Preliminary	6-Tree Removal		0.00	0.00	15,000.00
2022 2-Preliminary	7-Misc (Dump Fees, etc.)		0.00	0.00	1,000.00
2022 2-Preliminary	7-Safety Program		0.00	0.00	1,000.00
002.05.542.50.30	Supplies - Bridges	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Misc. (Graffiti Removal, Railing Repairs)		0.00	0.00	1,000.00
002.05.542.50.40	Services-Bridges	39,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-BSPP Additional Site Visits		0.00	0.00	2,200.00
2022 2-Preliminary	1-BSPP Bridge Program Management		0.00	0.00	1,500.00
2022 2-Preliminary	1-Lund Additional Site Visits		0.00	0.00	2,200.00
2022 2-Preliminary	1-Lund Bridge Program Management		0.00	0.00	8,000.00
2022 2-Preliminary	1-Lund Scour Survey/Monitoring		0.00	0.00	4,100.00
2022 2-Preliminary	6-BSPP Misc. Repairs		0.00	0.00	2,000.00
2022 2-Preliminary	6-Lund Clean Exp. Joint & Drains, Moss Removal		0.00	0.00	7,000.00
2022 2-Preliminary	6-Lund Misc Repairs		0.00	0.00	12,000.00
002.05.542.61.30	Supplies - Sidewalks	3,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Sidewalk Replacement (Forms & Concrete)		0.00	0.00	3,000.00
002.05.542.61.40	Services-Sidewalks	35,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	6-Sidewalk Repair/Replacement		0.00	0.00	35,000.00
002.05.542.62.30	Supplies - Paths & Trails	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Miscellaneous Supplies		0.00	0.00	1,000.00
002.05.542.62.40	Services - Paths & Trails	1,500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	7-General Maintenance/Repairs		0.00	0.00	1,500.00
002.05.542.63.30	Supplies -Street Lighting	200.00			
002.05.542.63.40	Services- Street Lighting	160,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	5-PSE Flat Rate Electricity Costs		0.00	0.00	160,000.00
002.05.542.64.30	Supplies-Traffic Control Device	24,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Event Posters & Barricades		0.00	0.00	2,000.00
2022 2-Preliminary	Street Signs/Posts		0.00	0.00	20,000.00
2022 2-Preliminary	Street/Curb Paint & Supplies		0.00	0.00	2,000.00

002.05.542.64.40	Services-Traffic Control Device	130,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	6-Additional Street Striping/Buttons		0.00	0.00	10,000.00
2022 2-Preliminary	6-Contract w/KC & WSDOT (Striping & Signals)		0.00	0.00	50,000.00
2022 2-Preliminary	6-Guardrail Repair/Replacement		0.00	0.00	20,000.00
2022 2-Preliminary	6-Signal Electricity		0.00	0.00	10,000.00
2022 2-Preliminary	6-Thermoplastc		0.00	0.00	40,000.00
002.05.542.65.30	Supplies - Parking Facilities	500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Misc.Wheel Stops, Signs & Gravel		0.00	0.00	500.00
002.05.542.65.40	Services- Parking Facilities	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	6-Grader Rental		0.00	0.00	500.00
2022 2-Preliminary	6-Misc. Repairs		0.00	0.00	500.00
002.05.542.66.30	Supplies - Snow&Ice Control	16,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Brine De-Icer - KC ILA		0.00	0.00	10,000.00
2022 2-Preliminary	Misc.		0.00	0.00	1,000.00
2022 2-Preliminary	Sand		0.00	0.00	5,000.00
002.05.542.70.30	Supplies - Roadside	4,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Misc. Parts & Equipment		0.00	0.00	1,000.00
2022 2-Preliminary	Weed Abatement Supplies		0.00	0.00	3,000.00
002.05.542.70.40	Services- Roadside	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	6-Noxious Weed Abatement Program		0.00	0.00	500.00
2022 2-Preliminary	7-Dump Fees		0.00	0.00	500.00
002.05.542.90.30	Supplies - Admin & Overhead	4,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Miscellaneous Tools, Repair Parts & Supplies		0.00	0.00	4,000.00
002.05.542.90.40	Services-Maintenance & Overhead	2,500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	6-Fire Extinguisher Inspections		0.00	0.00	1,000.00
2022 2-Preliminary	6-Truck #41 Lift Testing		0.00	0.00	1,000.00
2022 2-Preliminary	7-HazMat Parts Cleaning		0.00	0.00	500.00
002.05.543.10.40	Services- Management	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	7-Public Records Requests Misc.		0.00	0.00	1,000.00
002.05.543.30.30	Supplies - General Services	5,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	PW Office Supplies		0.00	0.00	5,000.00
002.05.543.30.40	Services-General Services	211,801.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-On Call Development Inspections - Street		0.00	0.00	15,000.00
2022 2-Preliminary	1-On Call Transportation Consultant		0.00	0.00	60,000.00
2022 2-Preliminary	1-On-Call Materials Testing - Street		0.00	0.00	10,000.00
2022 2-Preliminary	1-Pass Thru Transportation Consultant		0.00	0.00	1.00
2022 2-Preliminary	1-Transportation Element Update		0.00	0.00	50,000.00
2022 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.21 thr 9.30.2022		0.00	0.00	1,500.00

2022 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	6,200.00
2022 2-Preliminary	7-Annual SAO - Street	0.00	0.00	700.00
2022 2-Preliminary	7-CDL Licenses & Physicals - Street	0.00	0.00	1,500.00
2022 2-Preliminary	7-Legal Expenses - Street	0.00	0.00	5,000.00
2022 2-Preliminary	7-Miscellaneous (Phones, Copiers, Etc.)	0.00	0.00	400.00
2022 2-Preliminary	7-O&M ERR	0.00	0.00	59,000.00
2022 2-Preliminary	7-POMC Codification Fees - Street	0.00	0.00	500.00
2022 2-Preliminary	7-Smart Phone Data - Street	0.00	0.00	2,000.00

002.05.543.31.40	Services-Training	4,000.00		
002.05.543.50.30	Supplies -Facilities	3,000.00		
002.05.543.50.40	Services - Facilities	14,200.00		

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	5-Electricity	0.00	0.00	1,500.00
2022 2-Preliminary	5-Natural Gas	0.00	0.00	500.00
2022 2-Preliminary	5-Utilities (Water, Sewer & Storm)	0.00	0.00	4,000.00
2022 2-Preliminary	6-Janitorial	0.00	0.00	7,200.00
2022 2-Preliminary	6-Laundry	0.00	0.00	500.00
2022 2-Preliminary	7-Misc. Repairs	0.00	0.00	500.00

002.05.594.42.60	Capital Outlay-Street	52,000.00		
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**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Crack Sealer	0.00	0.00	52,000.00

**Total Fund: 002 - City Street Fund: 958,201.00**

## Water Operating Fund 411 Public Works Department Budget Summary

**2021**

**2022**

Expense		2021	2022
411.05.534.10.10	Salaries-Administration	805,930.47	842,992.98
411.05.534.10.20	Benefits-Administration	387,990.92	423,444.16
411.05.534.10.30	Supplies - Administration	14,200.00	12,200.00
411.05.534.10.40	Services - Administration	645,254.00	644,304.00
411.05.534.20.30	Supplies - Distribution	67,000.00	57,000.00
411.05.534.20.40	Services - Distribution	63,800.00	31,200.00
411.05.534.30.30	Supplies - Source	335,100.00	335,100.00
411.05.534.30.40	Services - Source	116,500.00	117,700.00
411.05.534.40.30	Supplies - Storage	1,000.00	1,000.00
411.05.534.40.40	Services - Storage	6,000.00	21,000.00
411.05.594.34.60	Capital Outlay-Water	46,200.00	0.00
	<b>Total Expense:</b>	<b>2,488,975.39</b>	<b>2,485,941.14</b>
	<b>Total Fund: 411 - Water Operating:</b>	<b>2,488,975.39</b>	<b>2,485,941.14</b>



## 2021 Water Operating Fund 411 Public Works Department Budget Detail

411.05.534.10.30	Supplies - Administration	14,200.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2021 2-Preliminary	Clothing-Branded	0.00	0.00	1,000.00	
2021 2-Preliminary	Miscellaneous Supplies	0.00	0.00	5,000.00	
2021 2-Preliminary	Office Supplies	0.00	0.00	2,000.00	
2021 2-Preliminary	Safety Supplies	0.00	0.00	5,200.00	
2021 2-Preliminary	Shop Chairs	0.00	0.00	1,000.00	
411.05.534.10.40	Services - Administration	645,254.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2021 2-Preliminary	1-Asset Management Planning Consultant	0.25	100,000.00	25,000.00	
2021 2-Preliminary	1-On Call Water Services Consultants	0.00	0.00	20,000.00	
2021 2-Preliminary	1-On-Call Development Inspection Consultant	0.00	0.00	15,000.00	
2021 2-Preliminary	1-Pass thru Water Services	0.00	0.00	1.00	
2021 2-Preliminary	1-Safety Program	0.00	0.00	2,000.00	
2021 2-Preliminary	1-SAO Annual Audit	0.00	0.00	4,000.00	
2021 2-Preliminary	3-BlueBeam Annual License	0.25	1,800.00	450.00	
2021 2-Preliminary	3-BlueBeam Annual Studio Prime Add-on Upgrade	0.13	2,340.00	292.50	
2021 2-Preliminary	3-BlueBeam Connector Annual Maintenance	0.13	1,000.00	125.00	
2021 2-Preliminary	3-BlueBeam Connector/Intergration Setup onetime	0.13	1,200.00	150.00	
2021 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.20 thr 9.30.2021)	0.00	0.00	1,500.00	
2021 2-Preliminary	3-Merchant Credit Card Fee's	0.00	0.00	30,000.00	
2021 2-Preliminary	3-Smart Phone Data - Water	0.00	0.00	2,000.00	
2021 2-Preliminary	3-SmartGov Annual Fee	0.06	18,200.00	1,135.50	
2021 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	13,000.00	
2021 2-Preliminary	4-Training	0.00	0.00	15,000.00	
2021 2-Preliminary	7-AWC RMSA Insurance (Property & Liability)	0.00	0.00	160,000.00	
2021 2-Preliminary	7-City Utility Tax	0.00	0.00	154,000.00	
2021 2-Preliminary	7-Mailing Services	0.00	0.00	7,000.00	
2021 2-Preliminary	7-O&M ERR	0.00	0.00	27,000.00	
2021 2-Preliminary	7-POMC Code Codification	0.00	0.00	1,200.00	
2021 2-Preliminary	7-State Utility Tax (Combined Excise Tax Form)	0.00	0.00	158,000.00	
2021 2-Preliminary	7-Tyler Insight Credit Card Fee's	4.00	1,500.00	6,000.00	
2021 2-Preliminary	7-UB Escrow Fee's	0.00	0.00	1,200.00	
2021 2-Preliminary	7-UB Lien Fees	0.00	0.00	1,200.00	
411.05.534.20.30	Supplies - Distribution	67,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2021 2-Preliminary	Cont. Security Upgrades System	0.00	0.00	10,000.00	
2021 2-Preliminary	Cross Connection Control Program	0.00	0.00	10,000.00	
2021 2-Preliminary	Hydrant Repair Parts	0.00	0.00	5,000.00	
2021 2-Preliminary	Main Repair Parts	0.00	0.00	10,000.00	
2021 2-Preliminary	Miscellaneous Materials	0.00	0.00	25,000.00	
2021 2-Preliminary	Service Repair Parts	0.00	0.00	7,000.00	
411.05.534.20.40	Services - Distribution	63,800.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2021 2-Preliminary	1-Cross Connection Testing (City Owned)	0.00	0.00	3,000.00	
2021 2-Preliminary	1-Leak Detection	0.00	0.00	15,000.00	
2021 2-Preliminary	1-SCADA Design	0.00	0.00	32,900.00	
2021 2-Preliminary	3-DOH-ODW Permit	0.00	0.00	7,000.00	
2021 2-Preliminary	3-Sensus Software Support	0.00	0.00	1,000.00	
2021 2-Preliminary	7-Miscellaneous Services	0.00	0.00	4,900.00	
411.05.534.30.30	Supplies - Source	335,100.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2021 2-Preliminary	Chlorine	0.00	0.00	15,000.00	
2021 2-Preliminary	City of Bremerton-Water Purchases	0.00	0.00	285,100.00	
2021 2-Preliminary	Emergency Generator Fuel	0.00	0.00	2,000.00	
2021 2-Preliminary	Fluoride	0.00	0.00	10,000.00	
2021 2-Preliminary	Miscellaneous	0.00	0.00	3,000.00	

2021 2-Preliminary	Telemetry		0.00	0.00	20,000.00
411.05.534.30.40	Services - Source	116,500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	2-Equipment Rental		0.00	0.00	3,000.00
2021 2-Preliminary	3-Telemetry		0.00	0.00	15,000.00
2021 2-Preliminary	3-Water Testing		0.00	0.00	15,000.00
2021 2-Preliminary	4-WDM Renewals		0.00	0.00	500.00
2021 2-Preliminary	5-Electricity		0.00	0.00	50,000.00
2021 2-Preliminary	6-Equipment Repair		0.00	0.00	8,000.00
2021 2-Preliminary	6-Pump Repairs		0.00	0.00	25,000.00
411.05.534.40.30	Supplies - Storage	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Miscellaneous Supplies		0.00	0.00	1,000.00
411.05.534.40.40	Services - Storage	6,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	7-Miscellaneous Services		0.00	0.00	6,000.00
411.05.594.34.60	Capital Outlay-Water	46,200.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	1 Add'l ARCGIS License		0.00	0.00	1,200.00
2021 2-Preliminary	Portable Generator		0.00	0.00	40,000.00
2021 2-Preliminary	Walk Behind Saw		0.00	0.00	5,000.00
<b>Total Fund: 411 - Water Operating:</b>		<b>1,295,054.00</b>			

## 2022 Water Operating Fund 411 Public Works Department Budget Detail

411.05.534.10.30	Supplies - Administration	12,200.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2022 2-Preliminary	Miscellaneous Supplies	0.00	0.00	5,000.00	
2022 2-Preliminary	Office Supplies	0.00	0.00	2,000.00	
2022 2-Preliminary	Safety Supplies	0.00	0.00	5,200.00	
411.05.534.10.40	Services - Administration	644,304.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2022 2-Preliminary	1-On Call Development Inspection Consultant	0.00	0.00	15,000.00	
2022 2-Preliminary	1-On Call Water Services	0.00	0.00	20,000.00	
2022 2-Preliminary	1-Pass thru Water Services	0.00	0.00	1.00	
2022 2-Preliminary	1-Safety Program	0.00	0.00	2,000.00	
2022 2-Preliminary	1-SAO Annual Audit	0.00	0.00	4,000.00	
2022 2-Preliminary	3-BlueBeam Annual Licenses	0.25	1,800.00	450.00	
2022 2-Preliminary	3-BlueBeam Annual Studio Prime Add-On Upgrade	0.13	2,340.00	292.50	
2022 2-Preliminary	3-BlueBeam/Smartgov Annual Connector-Integration M	0.13	1,000.00	125.00	
2022 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.21 thr 9.30.2022	0.00	0.00	1,500.00	
2022 2-Preliminary	3-Merchant Credit Card Fee's	0.00	0.00	30,000.00	
2022 2-Preliminary	3-Smart Phone Data - Water	0.00	0.00	2,000.00	
2022 2-Preliminary	3-Smartgov Annual Fee	0.06	18,200.00	1,135.50	
2022 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	13,000.00	
2022 2-Preliminary	4-Training	0.00	0.00	15,000.00	
2022 2-Preliminary	7-AWC RMSA Insurance (Property & Liability)	0.00	0.00	165,000.00	
2022 2-Preliminary	7-City Utility Tax	0.00	0.00	155,000.00	
2022 2-Preliminary	7-Mailing Services	0.00	0.00	7,000.00	
2022 2-Preliminary	7-O&M ERR	0.00	0.00	29,000.00	
2022 2-Preliminary	7-Other Expenses	0.00	0.00	16,200.00	
2022 2-Preliminary	7-POMC Code Codification	0.00	0.00	1,200.00	
2022 2-Preliminary	7-State Utility Tax (Combined Excise Tax Form)	0.00	0.00	158,000.00	
2022 2-Preliminary	7-Tyler Insight Credit Card Fee's	4.00	1,500.00	6,000.00	
2022 2-Preliminary	7-UB Escrow Fees	0.00	0.00	1,200.00	
2022 2-Preliminary	7-UB Lien Fees	0.00	0.00	1,200.00	
411.05.534.20.30	Supplies - Distribution	57,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2022 2-Preliminary	Cross Connection Control Program	0.00	0.00	10,000.00	
2022 2-Preliminary	Hydrant Repair Parts	0.00	0.00	5,000.00	
2022 2-Preliminary	Main Repair Parts	0.00	0.00	10,000.00	
2022 2-Preliminary	Miscellaneous Materials	0.00	0.00	25,000.00	
2022 2-Preliminary	Service Repair Parts	0.00	0.00	7,000.00	
411.05.534.20.40	Services - Distribution	31,200.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2022 2-Preliminary	1-Cross Connection Testing (City Owned)	0.00	0.00	3,000.00	
2022 2-Preliminary	1-Leak Detection	0.00	0.00	15,000.00	
2022 2-Preliminary	3-DOH-ODW Permit	0.00	0.00	7,000.00	
2022 2-Preliminary	3-Sensus Software Support	0.00	0.00	1,000.00	
2022 2-Preliminary	7-Miscellaneous Services	0.00	0.00	5,200.00	
411.05.534.30.30	Supplies - Source	335,100.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2022 2-Preliminary	Chlorine	0.00	0.00	15,000.00	
2022 2-Preliminary	City of Bremerton-Water Purchases	0.00	0.00	285,100.00	
2022 2-Preliminary	Emergency Generator Fuel	0.00	0.00	5,000.00	
2022 2-Preliminary	Fluoride	0.00	0.00	10,000.00	
2022 2-Preliminary	Miscellaneous	0.00	0.00	5,000.00	
2022 2-Preliminary	Telemetry Parts	0.00	0.00	15,000.00	
411.05.534.30.40	Services - Source	117,700.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>	
2022 2-Preliminary	1-Telemetry	0.00	0.00	15,000.00	

2022 2-Preliminary	1-Water Testing		0.00	0.00	15,000.00
2022 2-Preliminary	2-Equipment Rental		0.00	0.00	3,000.00
2022 2-Preliminary	4-WDM Renewal		0.00	0.00	500.00
2022 2-Preliminary	5-Electricity		0.00	0.00	51,200.00
2022 2-Preliminary	6-Equipment Repair		0.00	0.00	8,000.00
2022 2-Preliminary	6-Pump Repair		0.00	0.00	25,000.00
411.05.534.40.30	Supplies - Storage	1,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Miscellaneous Supplies		0.00	0.00	1,000.00
411.05.534.40.40	Services - Storage	21,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	6-Water Storage Tank Cleaning		0.00	0.00	15,000.00
2022 2-Preliminary	7-Miscellaneous Services		0.00	0.00	6,000.00
<b>Total Fund: 411 - Water Operating:</b>		<b>1,219,504.00</b>			

## Storm Drainage Utility Fund 421 Public Works Department Budget Summary

**2021**

**2022**

Expense		2021	2022
421.05.531.10.10	Salaries-Storm Drain GenAdm	530,980.89	556,238.29
421.05.531.10.20	Benefits-Storm Drain GenAdm	246,973.14	274,183.93
421.05.531.10.30	Supplies-Storm Drain GenAdm	14,303.97	14,300.00
421.05.531.10.40	Services -Storm Drain GenAdm	751,455.00	329,753.00
421.05.531.20.30	Supplies - Operations	15,700.00	10,200.00
421.05.531.20.40	Services - Operations	114,487.00	114,635.00
421.05.594.31.60	Capital Outlay-Storm Drainage	27,700.00	8,000.00
421.05.597.02.08	Transfer-500 Replacement	71,550.00	71,550.00
	<b>Total Expense:</b>	<b>1,773,150.00</b>	<b>1,378,860.22</b>
	<b>Total Fund: 421 - Storm Drainage Utility:</b>	<b>1,773,150.00</b>	<b>1,378,860.22</b>

## 2021 Storm Drainage Utility Fund 421 Public Works Department Budget Detail

421.05.531.10.30                      Supplies-Storm Drain GenAdm                      14,303.97

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Field consumables	0.00	0.00	700.00
2021 2-Preliminary	Janitorial supplies	0.00	0.00	400.00
2021 2-Preliminary	Miscellaneous	0.00	0.00	5,000.00
2021 2-Preliminary	Miscellaneous Rounder	0.00	0.00	3.97
2021 2-Preliminary	Office supplies	0.00	0.00	1,400.00
2021 2-Preliminary	Small equipment	0.00	0.00	6,800.00

421.05.531.10.40                      Services -Storm Drain GenAdm                      751,455.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Asset Management Planning Consultant	0.25	100,000.00	25,000.00
2021 2-Preliminary	1-Comprehensive Plan Update	0.00	0.00	400,000.00
2021 2-Preliminary	1-On-Call Business Inspection - Source Control Pro	0.00	0.00	50,000.00
2021 2-Preliminary	1-SAO Annual Audit	0.00	0.00	2,000.00
2021 2-Preliminary	1-Stormwater Management Action Planning	0.00	0.00	1.00
2021 2-Preliminary	2-Copier (Office)	0.00	0.00	1,400.00
2021 2-Preliminary	2-Copier (Shop)	0.00	0.00	50.00
2021 2-Preliminary	2-Postage	0.00	0.00	1,000.00
2021 2-Preliminary	2-Smart Phone Data Storm	0.00	0.00	1,200.00
2021 2-Preliminary	2-Bluebeam Annual Connector Maintenance	0.13	1,000.00	125.00
2021 2-Preliminary	3-Bluebeam Annual Licenses	0.25	1,800.00	450.00
2021 2-Preliminary	3-Bluebeam Annual Studio Prime Upgrade	0.13	2,340.00	292.50
2021 2-Preliminary	3-Bluebeam Connector Setup Upgrade	0.13	1,200.00	150.00
2021 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.20 thr 9.30.2021)	0.00	0.00	1,500.00
2021 2-Preliminary	3-Merchant Credit Card Fee's	0.00	0.00	30,000.00
2021 2-Preliminary	3-Smartgov Annual Fee	0.06	18,200.00	1,135.50
2021 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	8,600.00
2021 2-Preliminary	4-IDDE Training - Kitsap County	0.00	0.00	1.00
2021 2-Preliminary	4-Training	0.00	0.00	5,000.00
2021 2-Preliminary	5-Electricity	0.00	0.00	2,000.00
2021 2-Preliminary	5-Natural Gas	0.00	0.00	500.00
2021 2-Preliminary	5-Shop Fire Alarm/Fees/Phone/Fax	0.00	0.00	800.00
2021 2-Preliminary	7-AWC RMSA Insurance (Property & Liability)	0.00	0.00	8,000.00
2021 2-Preliminary	7-CDL License/Physical	0.00	0.00	250.00
2021 2-Preliminary	7-City UtilityTax	0.00	0.00	90,000.00
2021 2-Preliminary	7-Claims for Damages	0.00	0.00	1,000.00
2021 2-Preliminary	7-ECY Dam Inspection Fees	0.00	0.00	2,200.00
2021 2-Preliminary	7-ECY Effectiveness Studies	0.00	0.00	4,500.00
2021 2-Preliminary	7-ECY Source ID Information Response	0.00	0.00	800.00
2021 2-Preliminary	7-ECY Status & Trends	0.00	0.00	2,400.00
2021 2-Preliminary	7-Janitorial Services (Shop)	0.00	0.00	7,200.00
2021 2-Preliminary	7-Kitsap County Public Outreach (WSSOG)	0.00	0.00	9,000.00
2021 2-Preliminary	7-Laboratory Analytical Services	0.00	0.00	7,000.00
2021 2-Preliminary	7-Laundry Service	0.00	0.00	1,000.00
2021 2-Preliminary	7-Mailing Services	0.00	0.00	7,000.00
2021 2-Preliminary	7-Miscellaneous	0.00	0.00	1,500.00
2021 2-Preliminary	7-NPDES Permit Update	0.00	0.00	8,000.00
2021 2-Preliminary	7-O&M ERR	0.00	0.00	31,000.00
2021 2-Preliminary	7-POMC Code Codification	0.00	0.00	1,000.00
2021 2-Preliminary	7-State Utility Tax	0.00	0.00	27,000.00
2021 2-Preliminary	7-Stormwater Permits	0.00	0.00	3,000.00
2021 2-Preliminary	7-Tyler Insight Credit Card Fee's	1,500.00	4.00	6,000.00
2021 2-Preliminary	7-UB Escrow Fee's	0.00	0.00	1,200.00
2021 2-Preliminary	7-UB Lien Fees	0.00	0.00	1,200.00

421.05.531.20.30                      Supplies - Operations                      15,700.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	360 Camera for Inspection	0.00	0.00	500.00
2021 2-Preliminary	Catch Basin & Manhole Parts	0.00	0.00	2,000.00
2021 2-Preliminary	Compost & Biofiltration Mix Soil	0.00	0.00	1,100.00
2021 2-Preliminary	Concrete & Mortar	0.00	0.00	500.00
2021 2-Preliminary	Erosion Control Materials	0.00	0.00	1,200.00

2021 2-Preliminary	Herbicides for Pond/Facility Maintenance	0.00	0.00	500.00
2021 2-Preliminary	Hydraulic Wedge for Mini Excavator	0.00	0.00	3,000.00
2021 2-Preliminary	Large Woody Materials	0.00	0.00	800.00
2021 2-Preliminary	Miscellaneous	0.00	0.00	1,000.00
2021 2-Preliminary	Pipe	0.00	0.00	1,200.00
2021 2-Preliminary	Rock & Aggregates	0.00	0.00	1,900.00
2021 2-Preliminary	Shop Chairs	0.00	0.00	1,000.00
2021 2-Preliminary	Uniforms	0.00	0.00	1,000.00

421.05.531.20.40 Services - Operations 114,487.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-On Call Development Inspection Consultant	0.00	0.00	10,000.00
2021 2-Preliminary	1-Safety Program	0.00	0.00	2,000.00
2021 2-Preliminary	5-Water/Storm Services for Sweeper Pad	0.00	0.00	5,000.00
2021 2-Preliminary	6-Catch Basin Cleaning & Pipe Jetting	0.00	0.00	75,000.00
2021 2-Preliminary	6-Decant Facility Sewer	0.00	0.00	1,637.00
2021 2-Preliminary	6-Decant Station Pump Outs	0.00	0.00	6,500.00
2021 2-Preliminary	6-Pond Maintenance	0.00	0.00	2,500.00
2021 2-Preliminary	7-Decant Facility Permit Fees	0.00	0.00	2,000.00
2021 2-Preliminary	7-Equipment Rental	0.00	0.00	6,000.00
2021 2-Preliminary	7-Other Expenses	0.00	0.00	3,300.00
2021 2-Preliminary	7-Signs	0.00	0.00	50.00
2021 2-Preliminary	7-Water Testing	0.00	0.00	500.00

421.05.594.31.60 Capital Outlay-Storm Drainage 27,700.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1 Add'l ARCGIS License	0.00	0.00	1,200.00
2021 2-Preliminary	Flowtracker 2 purchase to replace old equipment	0.00	0.00	14,500.00
2021 2-Preliminary	Turbidity monitor station/stormwater enforcement	0.00	0.00	12,000.00

**Total Fund: 421 - Storm Drainage Utility: 923,645.97**

## 2022 Storm Drainage Utility Fund 421 Public Works Department Budget Detail

421.05.531.10.30                      Supplies-Storm Drain GenAdm                      14,300.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Field consumables	0.00	0.00	700.00
2022 2-Preliminary	Janitorial supplies	0.00	0.00	400.00
2022 2-Preliminary	Miscellaneous	0.00	0.00	5,000.00
2022 2-Preliminary	Office supplies	0.00	0.00	1,400.00
2022 2-Preliminary	Small equipment	0.00	0.00	6,800.00

421.05.531.10.40                      Services -Storm Drain GenAdm                      329,753.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-Comp Plan (Storm)	0.00	0.00	50,000.00
2022 2-Preliminary	1-Laboratory Analytical Services	0.00	0.00	7,000.00
2022 2-Preliminary	1-SAO Annual Audit	0.00	0.00	2,000.00
2022 2-Preliminary	2-Copier (Office)	0.00	0.00	1,400.00
2022 2-Preliminary	2-Copier (Shop)	0.00	0.00	50.00
2022 2-Preliminary	2-Mailing Service Fee	0.00	0.00	1,000.00
2022 2-Preliminary	2-Postage	0.00	0.00	500.00
2022 2-Preliminary	2-Shop Fire Alarm/Fees/Phone/Fax	0.00	0.00	800.00
2022 2-Preliminary	2-Smart Phone Data Storm	0.00	0.00	2,750.00
2022 2-Preliminary	3-BlueBeam Annual license	0.25	1,800.00	450.00
2022 2-Preliminary	3-BlueBeam Annual Studio Prime Add-on Upgrade	0.13	2,340.00	292.50
2022 2-Preliminary	3-BlueBeam/Smartgov Annual Connector-Integration M	0.13	1,000.00	125.00
2022 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.21 thr 9.30.2022	0.00	0.00	1,500.00
2022 2-Preliminary	3-Merchant Credit Card Fee's	0.00	0.00	30,000.00
2022 2-Preliminary	3-Smartgov Annual Fee	0.06	18,200.00	1,135.50
2022 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	8,600.00
2022 2-Preliminary	4-Training	0.00	0.00	5,000.00
2022 2-Preliminary	5-Electricity	0.00	0.00	2,000.00
2022 2-Preliminary	5-Natural Gas	0.00	0.00	500.00
2022 2-Preliminary	7 Kitsap County public outreach (WSSOG)	0.00	0.00	9,000.00
2022 2-Preliminary	7-AWC RMSA Insurance (Property & Liability)	0.00	0.00	8,000.00
2022 2-Preliminary	7-CDL License/Physical	0.00	0.00	250.00
2022 2-Preliminary	7-City Utility Tax	0.00	0.00	90,900.00
2022 2-Preliminary	7-Claims for Damages	0.00	0.00	1,000.00
2022 2-Preliminary	7-ECY Dam Inspection Fees	0.00	0.00	2,200.00
2022 2-Preliminary	7-ECY Effectiveness Studies	0.00	0.00	4,500.00
2022 2-Preliminary	7-ECY Source ID Information Response	0.00	0.00	800.00
2022 2-Preliminary	7-ECY Status & Trends	0.00	0.00	2,400.00
2022 2-Preliminary	7-Laundry Service	0.00	0.00	1,000.00
2022 2-Preliminary	7-Mailing Services	0.00	0.00	7,000.00
2022 2-Preliminary	7-Miscellaneous	0.00	0.00	1,500.00
2022 2-Preliminary	7-NPDES Permit Update	0.00	0.00	8,000.00
2022 2-Preliminary	7-O&M ERR	0.00	0.00	32,000.00
2022 2-Preliminary	7-POMC Code Codification	0.00	0.00	1,000.00
2022 2-Preliminary	7-PW shop Janitorial Services	0.00	0.00	7,200.00
2022 2-Preliminary	7-State Utility Tax	0.00	0.00	27,000.00
2022 2-Preliminary	7-Stormwater Permits	0.00	0.00	2,500.00
2022 2-Preliminary	7-Tyler Insight Credit Card Fee's	4.00	1,500.00	6,000.00
2022 2-Preliminary	7-UB Escrow fee's	0.00	0.00	1,200.00
2022 2-Preliminary	7-UB Lien Fees	0.00	0.00	1,200.00

421.05.531.20.30                      Supplies - Operations                      10,200.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Catch Basins & Manhole Parts	0.00	0.00	2,000.00
2022 2-Preliminary	Compost & Biofiltration Mix Soil	0.00	0.00	1,100.00
2022 2-Preliminary	Concrete & Mortar	0.00	0.00	500.00
2022 2-Preliminary	Erosion Ccontrol Materials	0.00	0.00	1,200.00
2022 2-Preliminary	Herbicides for Pond Maintenance	0.00	0.00	500.00
2022 2-Preliminary	Large Woody Materials	0.00	0.00	800.00
2022 2-Preliminary	Miscellaneous	0.00	0.00	1,000.00
2022 2-Preliminary	Pipe	0.00	0.00	1,200.00
2022 2-Preliminary	Rock & Aggregates	0.00	0.00	1,900.00



421.05.531.20.40 Services - Operations 114,635.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-Catch Basin Cleaning & Pipe Jetting	0.00	0.00	75,000.00
2022 2-Preliminary	1-Decant Facility Pump-Outs	0.00	0.00	6,500.00
2022 2-Preliminary	1-On Call Development Inspection Consultant	0.00	0.00	10,000.00
2022 2-Preliminary	1-Pond Maintenance	0.00	0.00	2,500.00
2022 2-Preliminary	1-Safety Program	0.00	0.00	2,000.00
2022 2-Preliminary	1-Water Testing	0.00	0.00	500.00
2022 2-Preliminary	5-Decant Facility Sewer	0.00	0.00	1,785.00
2022 2-Preliminary	6-Equipment Rental	0.00	0.00	6,000.00
2022 2-Preliminary	7-Decant Facility Permit Fees	0.00	0.00	2,000.00
2022 2-Preliminary	7-Other Expenses	0.00	0.00	3,300.00
2022 2-Preliminary	7-Signs	0.00	0.00	50.00
2022 2-Preliminary	7-Water/storm Services for Sweeper Pad	0.00	0.00	5,000.00

421.05.594.31.60 Capital Outlay-Storm Drainage 8,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Turbidity autosampler for stormwater enforcement	0.00	0.00	8,000.00

**Total Fund: 421 - Storm Drainage Utility: 476,888.00**

## Sewer Operating Fund 431 Public Works Department Budget Summary

**2021**

**2022**

Expense		2021	2022
431.05.535.10.10	Salaries - Administration	617,158.80	645,895.29
431.05.535.10.20	Benefits - Administration	281,846.25	312,547.25
431.05.535.10.30	Supplies - Administration	10,000.00	5,000.00
431.05.535.10.40	Services - Administration	677,253.00	755,804.00
431.05.535.20.30	Supplies - Collections	15,000.00	15,000.00
431.05.535.20.40	Services - Collections	1,658,800.00	1,675,400.00
431.05.535.30.30	Supplies - Lift Stations	95,800.00	71,500.00
431.05.535.30.40	Services - Lift Stations	498,500.00	82,700.00
431.05.594.35.60	Capital Outlay-Sewer	46,200.00	0.00
	<b>Total Expense:</b>	<b>3,900,558.05</b>	<b>3,563,846.54</b>
	<b>Total Fund: 431 - Sewer Operating:</b>	<b>3,900,558.05</b>	<b>3,563,846.54</b>
	<b>Total Department: 05 - Public Works:</b>	<b>11,831,970.04</b>	<b>10,802,617.55</b>

## 2021 Sewer Operating Fund 431 Public Works Department Budget Detail

431.05.535.10.30                      Supplies - Administration                      10,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Clothing-Branded	0.00	0.00	1,000.00
2021 2-Preliminary	Miscellaneous	0.00	0.00	1,000.00
2021 2-Preliminary	Office Supplies	0.00	0.00	2,000.00
2021 2-Preliminary	Safety Supplies	0.00	0.00	2,000.00
2021 2-Preliminary	SCADA and Programming Laptop	0.00	0.00	3,000.00
2021 2-Preliminary	Shop Chairs	0.00	0.00	1,000.00

431.05.535.10.40                      Services - Administration                      677,253.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Asset Managment Planning Consultant	0.25	100,000.00	25,000.00
2021 2-Preliminary	1-On-Call Development Inspection Consultants	0.00	0.00	10,000.00
2021 2-Preliminary	1-SAO Annual Audit	0.00	0.00	4,000.00
2021 2-Preliminary	3-BlueBeam Annual Licenses	0.25	1,800.00	450.00
2021 2-Preliminary	3-BlueBeam Annual Studio Prime	2,340.00	0.13	292.50
2021 2-Preliminary	3-BlueBeam Connector Maintenance	0.13	1,000.00	125.00
2021 2-Preliminary	3-BlueBeam Connector/Intergration Setup One-time	0.13	1,200.00	150.00
2021 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.20 thr 9.30.2021)	0.00	0.00	1,500.00
2021 2-Preliminary	3-Merchant Credit Card Fee's	0.00	0.00	30,000.00
2021 2-Preliminary	3-Smartgov Annual Fee	0.06	18,200.00	1,135.50
2021 2-Preliminary	3-Tyler Annual Subscription	0.00	0.00	13,000.00
2021 2-Preliminary	7-AWC RMSA Insurance (Property & Liability)	0.00	0.00	160,000.00
2021 2-Preliminary	7-City Utility Tax	0.00	0.00	270,000.00
2021 2-Preliminary	7-Mailing Services	0.00	0.00	7,000.00
2021 2-Preliminary	7-O&M ERR	0.00	0.00	50,000.00
2021 2-Preliminary	7-Other Expenses	0.00	0.00	10,000.00
2021 2-Preliminary	7-POMC Code Codification	0.00	0.00	1,200.00
2021 2-Preliminary	7-State Utility Tax	0.00	0.00	85,000.00
2021 2-Preliminary	7-Tyler Insight Credit Card Fee's	4.00	1,500.00	6,000.00
2021 2-Preliminary	7-UB Escrow Fees	0.00	0.00	1,200.00
2021 2-Preliminary	7-UB Lien Fee's	0.00	0.00	1,200.00

431.05.535.20.30                      Supplies - Collections                      15,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Main Repair Parts	0.00	0.00	7,500.00
2021 2-Preliminary	Miscellaneous Materials	0.00	0.00	7,500.00

431.05.535.20.40                      Services - Collections                      1,658,800.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Safety Program	0.00	0.00	2,000.00
2021 2-Preliminary	6-Underground Locate Fees	0.00	0.00	1,000.00
2021 2-Preliminary	7-Other Expenses	0.00	0.00	13,800.00
2021 2-Preliminary	7-SKWRF-Payments	0.00	0.00	1,642,000.00

431.05.535.30.30                      Supplies - Lift Stations                      95,800.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Cont. Security Upgrade-Locking System	0.00	0.00	25,000.00
2021 2-Preliminary	Emergency Generator Fuel	0.00	0.00	2,000.00
2021 2-Preliminary	Miscellaneous materials	0.00	0.00	3,800.00
2021 2-Preliminary	Pump Repair Parts	0.00	0.00	50,000.00
2021 2-Preliminary	STEP Repairs	0.00	0.00	5,000.00
2021 2-Preliminary	Telemetry Parts	0.00	0.00	10,000.00

431.05.535.30.40                      Services - Lift Stations                      498,500.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	1-Janitorial	0.00	0.00	7,200.00
2021 2-Preliminary	1-SCADA Design	0.00	0.00	65,800.00
2021 2-Preliminary	2-Equipment Rental	0.00	0.00	3,000.00
2021 2-Preliminary	5-Electricity	0.00	0.00	50,000.00
2021 2-Preliminary	6-McCormick STEP Conversions	0.00	0.00	350,000.00

2021 2-Preliminary	6-McCormick STEP Pumping	0.00	0.00	7,500.00
2021 2-Preliminary	6-Misc. Wet Well Pumping	0.00	0.00	10,000.00
2021 2-Preliminary	6-Miscellaneous Repairs	0.00	0.00	5,000.00
431.05.594.35.60	Capital Outlay-Sewer			46,200.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	3-Add'l GIS License 2 Users/3 Subs	0.00	0.00	1,200.00
2021 2-Preliminary	Portable Generator	0.00	0.00	40,000.00
2021 2-Preliminary	Walk Behind Saw	0.00	0.00	5,000.00

<b>Total Fund: 431 - Sewer Operating:</b>	<b>3,001,553.00</b>
<b>Total Expense:</b>	<b>7,196,356.97</b>
<b>Total Department: 05 - Public Works:</b>	<b>7,196,356.97</b>

## 2022 Sewer Operating Fund 431 Public Works Department Budget Detail

431.05.535.10.30	Supplies - Administration	5,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Miscellaneous		0.00	0.00	1,000.00
2022 2-Preliminary	Office Supplies		0.00	0.00	2,000.00
2022 2-Preliminary	Safety Supplies		0.00	0.00	2,000.00
431.05.535.10.40	Services - Administration	755,804.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-General Sewer Plan Update		0.00	0.00	100,000.00
2022 2-Preliminary	1-On Call Sewer Services		0.00	0.00	20,000.00
2022 2-Preliminary	1-Pass thru- Sewer Services		0.00	0.00	1.00
2022 2-Preliminary	1-SAO Annual Audit		0.00	0.00	4,000.00
2022 2-Preliminary	3-BlueBeam Annual License		0.25	1,800.00	450.00
2022 2-Preliminary	3-BlueBeam Annual Studio Prime Add-on Upgrade		0.13	2,340.00	292.50
2022 2-Preliminary	3-BlueBeam/Smartgov Annual Connector-Integration M		0.13	1,000.00	125.00
2022 2-Preliminary	3-ESRI-GIS 2 Users/3 Subs(10.1.21 thr 9.30.2022		0.00	0.00	1,500.00
2022 2-Preliminary	3-Smartgov Annual Fee		0.06	18,200.00	1,135.50
2022 2-Preliminary	3-Tyler Annual Subscription		0.00	0.00	13,000.00
2022 2-Preliminary	7-AWC RMSA Insurance (Property & Liability)		0.00	0.00	160,000.00
2022 2-Preliminary	7-City Utility Tax		0.00	0.00	271,700.00
2022 2-Preliminary	7-Mailing Services		0.00	0.00	7,000.00
2022 2-Preliminary	7-Merchant Credit Card Fees		0.00	0.00	30,000.00
2022 2-Preliminary	7-O&M ERR		0.00	0.00	52,000.00
2022 2-Preliminary	7-Other Expense		0.00	0.00	10,000.00
2022 2-Preliminary	7-POMC Code Codification		0.00	0.00	1,200.00
2022 2-Preliminary	7-State Utility Tax		0.00	0.00	75,000.00
2022 2-Preliminary	7-Tyler Insight Credit Card Fee's		4.00	1,500.00	6,000.00
2022 2-Preliminary	7-UB Escrow Fee's		0.00	0.00	1,200.00
2022 2-Preliminary	7-UB Lien Fee's		0.00	0.00	1,200.00
431.05.535.20.30	Supplies - Collections	15,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Main Repair Parts		0.00	0.00	7,500.00
2022 2-Preliminary	Miscellaneous Materials		0.00	0.00	7,500.00
431.05.535.20.40	Services - Collections	1,675,400.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-Safety Program		0.00	0.00	2,000.00
2022 2-Preliminary	6-Underground Locate Fees		0.00	0.00	1,000.00
2022 2-Preliminary	7-Other Expenses		0.00	0.00	17,400.00
2022 2-Preliminary	7-SKWRF-Payments		0.00	0.00	1,655,000.00
431.05.535.30.30	Supplies - Lift Stations	71,500.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Emergency Generator Fuel		0.00	0.00	2,000.00
2022 2-Preliminary	Miscellaneous Materials		0.00	0.00	4,500.00
2022 2-Preliminary	Pump Repair Parts		0.00	0.00	50,000.00
2022 2-Preliminary	STEP Repairs		0.00	0.00	5,000.00
2022 2-Preliminary	Telemetry Parts		0.00	0.00	10,000.00
431.05.535.30.40	Services - Lift Stations	82,700.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	1-Janitorial		0.00	0.00	7,200.00
2022 2-Preliminary	2-Equipment Rental		0.00	0.00	3,000.00
2022 2-Preliminary	5-Electricity		0.00	0.00	50,000.00
2022 2-Preliminary	6-McCormick STEP Pumping		0.00	0.00	7,500.00
2022 2-Preliminary	6-Misc. Wet Well Pumping		0.00	0.00	10,000.00

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<b>Total Fund: 431 - Sewer Operating:</b>	<b>2,605,404.00</b>
<b>Total Expense:</b>	<b>5,891,750.00</b>
<b>Total Department: 05 - Public Works:</b>	<b>5,891,750.00</b>

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## Capital Projects Funds



Account Number	Account Name	2021	2022
<b>Fund: 302 - Capital Construction - Facilities</b>			
Expense			
Department: 05 - Public Works			
302.05.594.18.60	Other Improvements-Gen Facilities	250,000.00	0.00
302.05.594.76.60	Other Improvements	115,000.00	0.00
<b>Total Department: 05 - Public Works:</b>		<b>365,000.00</b>	<b>0.00</b>
<b>Total Expense:</b>		<b>365,000.00</b>	<b>0.00</b>
<b>Total Fund: 302 - Capital Construction:</b>		<b>365,000.00</b>	<b>0.00</b>
<b>Fund: 304 - Street Capital Projects</b>			
Expense			
Department: 05 - Public Works			
304.05.595.10.60	Capital Improvements-Design / Engineering	250,000.00	1,042,000.00
304.05.595.20.60	Capital Outlay-ROW	1,056,000.00	0.00
<b>Total Department: 05 - Public Works:</b>		<b>1,306,000.00</b>	<b>1,042,000.00</b>
Department: 06 - Miscellaneous			
304.06.597.00.00	Transfers Out	1,150,031.00	239,000.00
<b>Total Department: 06 - Miscellaneous:</b>		<b>1,150,031.00</b>	<b>239,000.00</b>
<b>Total Expense:</b>		<b>2,456,031.00</b>	<b>1,281,000.00</b>
<b>Total Fund: 304 - Street Capital Projects:</b>		<b>2,456,031.00</b>	<b>1,281,000.00</b>
<b>Fund: 413 - Water Capital Projects</b>			
Expense			
Department: 05 - Public Works			
413.05.594.34.60	Other Improvements-Water	2,957,000.00	0.00
<b>Total Department: 05 - Public Works:</b>		<b>2,957,000.00</b>	<b>0.00</b>
Department: 06 - Miscellaneous			
413.06.597.00.00	Transfers Out (414)-Debt Service	55,125.00	55,125.00
<b>Total Department: 06 - Miscellaneous:</b>		<b>55,125.00</b>	<b>55,125.00</b>
<b>Total Expense:</b>		<b>3,012,125.00</b>	<b>55,125.00</b>
<b>Total Fund: 413 - Water Capital:</b>		<b>3,012,125.00</b>	<b>55,125.00</b>
<b>Fund: 433 - Sewer Capital Projects</b>			
Expense			
Department: 05 - Public Works			
433.05.594.35.10	Salaries	7,500.00	7,500.00
433.05.594.35.20	Benefits	2,000.00	3,000.00
433.05.594.35.60	Other Improvements-Sewer	1,714,727.00	6,015,273.00
<b>Total Department: 05 - Public Works:</b>		<b>1,724,227.00</b>	<b>6,025,773.00</b>
Department: 06 - Miscellaneous			
433.06.597.00.00	Transfer Out (434) Debt Service	275,000.00	275,000.00
<b>Total Department: 06 - Miscellaneous:</b>		<b>275,000.00</b>	<b>275,000.00</b>
<b>Total Expense:</b>		<b>1,999,227.00</b>	<b>6,300,773.00</b>
<b>Total Fund: 433 - Sewer Capital:</b>		<b>1,999,227.00</b>	<b>6,300,773.00</b>
<b>Report Total:</b>		<b>7,832,383.00</b>	<b>7,636,898.00</b>



## 2021 Capital Construction Projects Budget Detail

**Account Number**                      **Account Name**  
**Fund: 302 - Capital Construction-Facilities**

**Expense**  
**Department: 05 - Public Works**

302.05.594.18.60	Other Improvements-Gen Facilities	250,000.00			
<b>Budget Detail</b>					
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
	2021 2-Preliminary	City Hall Design 100%- REET 1	0.00	0.00	250,000.00
302.05.594.76.60	Other Improvements				115,000.00
<b>Budget Detail</b>					
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
	2021 2-Preliminary	McCormick Park II- Splash PadI-Retrofit	0.00	0.00	115,000.00
		<b>Total Department: 05 - Public Works:</b>	<b>365,000.00</b>		
		<b>Total Expense:</b>	<b>365,000.00</b>		
		<b>Total Fund: 302 - Capital Construction:</b>	<b>365,000.00</b>		

**Fund: 304 - Street Capital Projects**

**Expense**  
**Department: 05 - Public Works**

304.05.595.10.60	Capital Improvements-Design / Engineering	250,000.00			
<b>Budget Detail</b>					
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
	2021 2-Preliminary	TIP 1.9 Sidney Road Southwest - Design 60%	0.00	0.00	250,000.00
304.05.595.20.60	Capital Outlay-ROW				1,056,000.00
<b>Budget Detail</b>					
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
	2021 2-Preliminary	TIP 1.2 Bay Street Pedestrain Path (ROW)	0.00	0.00	1,056,000.00
		<b>Total Department: 05 - Public Works:</b>	<b>1,306,000.00</b>		
<b>Department: 06 - Miscellaneous</b>					
304.06.597.00.00	Transfers Out				1,150,031.00
<b>Budget Detail</b>					
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
	2021 2-Preliminary	002-2021 Trans for Crack& Seal Program	0.00	0.00	50,000.00
	2021 2-Preliminary	002-2021 Trans for Lund Bridge	0.00	0.00	272,700.00
	2021 2-Preliminary	002-2021 Trans for Pavement Preservation	0.00	0.00	150,000.00
	2021 2-Preliminary	109-Unused 2018-REET XF for Tremont	0.00	0.00	677,331.00
		<b>Total Department: 06 - Miscellaneous:</b>	<b>1,150,031.00</b>		
		<b>Total Expense:</b>	<b>2,456,031.00</b>		
		<b>Total Fund: 304 - Street Capital Projects:</b>	<b>2,456,031.00</b>		

**Fund: 413 - Water Capital Projects**

**Expense**  
**Department: 05 - Public Works**

413.05.594.34.60	Other Improvements-Water	2,957,000.00			
<b>Budget Detail</b>					
	<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
	2021 2-Preliminary	Well #11-100% Design from REET 2	0.00	0.00	600,000.00
	2021 2-Preliminary	Well #13-Completion	0.00	0.00	2,357,000.00
		<b>Total Department: 05 - Public Works:</b>	<b>2,957,000.00</b>		

Department: 06 - Miscellaneous

413.06.597.00.00 Transfers Out (414)-Debt Service 55,125.00

Budget Detail

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	McCormick Communities-Reservoir	45.00	1,000.00	45,000.00
2021 2-Preliminary	McCormickLand Company	45.00	225.00	10,125.00

Total Department: 06 - Miscellaneous: 55,125.00

Total Expense: 3,012,125.00

Total Fund: 413 - Water Capital: 3,012,125.00

Fund: 433 - Sewer Capital Projects

Expense

Department: 05 - Public Works

433.05.594.35.10 Salaries 7,500.00

Budget Detail

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Marina Pump Station	0.00	0.00	7,500.00

433.05.594.35.20 Benefits 2,000.00

Budget Detail

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Marina Pump Station	0.00	0.00	2,000.00

433.05.594.35.60 Other Improvements-Sewer 1,714,727.00

Budget Detail

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Marina- Construction	0.00	0.00	714,727.00
2021 2-Preliminary	Marina Pump Station-100% Design	0.00	0.00	1,000,000.00

Total Department: 05 - Public Works: 1,724,227.00

Department: 06 - Miscellaneous

433.06.597.00.00 Transfer Out (434) Debt Service 275,000.00

Budget Detail

Budget Code	Description	Units	Price	Amount
2021 2-Preliminary	Pre-funding Marina DS Payments	0.00	0.00	275,000.00

Total Department: 06 - Miscellaneous: 275,000.00

Total Expense: 1,999,227.00

Total Fund: 433 - Sewer Capital: 1,999,227.00

Report Total: 7,832,383.00

## 2022 Capital Projects Budget Detail

2022

Account Number

Account Name

### Fund: 304 - Street Capital Projects

Expense

**Department: 05 - Public Works**

304.05.595.10.60 Capital Improvements-Design / Engineering 1,042,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	TIP 1.5A Old Cliftron Road Design 60%	0.00	0.00	225,000.00
2022 2-Preliminary	TIP 1.8 Bay Street Ped Pathway West-Situational St	0.00	0.00	567,000.00
2022 2-Preliminary	TIP 1.9 Sidney Road Southwest - Design 60%	0.00	0.00	250,000.00

**Total Department: 05 - Public Works: 1,042,000.00**

**Department: 06 - Miscellaneous**

304.06.597.00.00 Transfers Out 239,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	002-2022-Pavement Preservation Program	0.00	0.00	150,000.00
2022 2-Preliminary	002-2022-Transp. Funds for Crack& Seal Program	0.00	0.00	50,000.00
2022 2-Preliminary	002-2022-Transp. Funds for Lund Bridge Cost	0.00	0.00	39,000.00

**Total Department: 06 - Miscellaneous: 239,000.00**

**Total Expense: 1,281,000.00**

**Total Fund: 304 - Street Capital Projects: 1,281,000.00**

### Fund: 413 - Water Capital Projects

Expense

**Department: 06 - Miscellaneous**

413.06.597.00.00 Transfers Out (414)-Debt Service 55,125.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	McCormick Communities-Reservoir	45.00	1,000.00	45,000.00
2022 2-Preliminary	McCormick Land Company	45.00	225.00	10,125.00

**Total Department: 06 - Miscellaneous: 55,125.00**

**Total Expense: 55,125.00**

**Total Fund: 413 - Water Capital: 55,125.00**

### Fund: 433 - Sewer Capital Projects

Expense

**Department: 05 - Public Works**

433.05.594.35.10 Salaries 7,500.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Marina Pump Station	0.00	0.00	7,500.00

433.05.594.35.20 Benefits 3,000.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Marina Pump Station	0.00	0.00	3,000.00

433.05.594.35.60 Other Improvements-Sewer 6,015,273.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	Marina Pump Station-Construction	0.00	0.00	6,015,273.00

**Total Department: 05 - Public Works: 6,025,773.00**

**Department: 06 - Miscellaneous**

433.06.597.00.00                      Transfer Out (434) Debt Service                      275,000.00

**Budget Detail**

<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary	Marina Debt Service	0.00	0.00	275,000.00

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**Total Department: 06 - Miscellaneous:                      275,000.00**

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**Total Expense:                      6,300,773.00**

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**Total Fund: 433 - Sewer Capital:                      6,300,773.00**

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**Report Total:                      7,636,898.00**



## REET & Impact Fees



## Real Estate Excise Tax and Impact Fee Fund Budget Summary

Account Number	Account Name	2021 2021 2-Preliminary	2022 2022 2-Preliminary
<b>Fund: 109 - Real Estate Excise Tax</b>			
Expense			
Department: 06 - Miscellaneous			
BASUB: 597 - Other Financing Uses			
109.06.597.00.01	Transfers Out-REET 1	393,000.00	0.00
109.06.597.00.02	Transfers Out-REET 2	899,900.00	298,300.00
<b>Total BASUB: 597 - Other Financing Uses:</b>		<b>1,292,900.00</b>	<b>298,300.00</b>
<b>Total Department: 06 - Miscellaneous:</b>		<b>1,292,900.00</b>	<b>298,300.00</b>
Department: 09 - Estimated Ending Cash			
BASUB: 508 - Ending Fund Balance			
109.09.508.10.01	Reserved Cash & Investments-Ending R1	0.00	1,694,600.00
109.09.508.10.02	Reserved Cash & Investments-Ending R2	0.00	1,568,200.00
<b>Total BASUB: 508 - Ending Fund Balance:</b>		<b>0.00</b>	<b>3,262,800.00</b>
<b>Total Department: 09 - Estimated Ending Cash:</b>		<b>0.00</b>	<b>3,262,800.00</b>
<b>Total Expense:</b>		<b>1,292,900.00</b>	<b>3,561,100.00</b>
<b>Total Revenues</b>		<b>0.00</b>	<b>0.00</b>
<b>Total Fund: 109 - Real Estate Excise Tax:</b>		<b>1,292,900.00</b>	<b>3,561,100.00</b>
<b>Fund: 111 - Impact Mitigation Fee</b>			
Expense			
Department: 05 - Public Works			
BASUB: 544 - Roads/streets Operations			
111.05.544.70.40	Misc - Impact Fees to Developers	50,000.00	50,000.00
<b>Total BASUB: 544 - Roads/streets Operations:</b>		<b>50,000.00</b>	<b>50,000.00</b>
<b>Total Department: 05 - Public Works:</b>		<b>50,000.00</b>	<b>50,000.00</b>
Department: 06 - Miscellaneous			
BASUB: 597 - Other Financing Uses			
111.06.597.00.00	Transfers-Out MW Transport	0.00	225,000.00
111.06.597.01.00	Transfers-Out Parks	115,000.00	0.00
111.06.597.04.00	Transfers Out	250,000.00	250,000.00
<b>Total BASUB: 597 - Other Financing Uses:</b>		<b>365,000.00</b>	<b>475,000.00</b>
<b>Total Department: 06 - Miscellaneous:</b>		<b>365,000.00</b>	<b>475,000.00</b>
Department: 09 - Estimated Ending Cash			
BASUB: 508 - Ending Fund Balance			
111.09.508.10.00	Reserved Cash & Investments-Ending MW Trans	0.00	403,900.00
111.09.508.10.01	Reserved Cash & Investments-Ending Parks	0.00	133,400.00
111.09.508.10.03	Reserved Cash & Investments-Ending Bayside	0.00	323,200.00
111.09.508.10.04	Reserved Cash & Investments-Ending Transport	0.00	482,000.00
<b>Total BASUB: 508 - Ending Fund Balance:</b>		<b>0.00</b>	<b>1,342,500.00</b>
<b>Total Department: 09 - Estimated Ending Cash:</b>		<b>0.00</b>	<b>1,342,500.00</b>
<b>Total Expense:</b>		<b>415,000.00</b>	<b>1,867,500.00</b>
<b>Total Revenues</b>		<b>0.00</b>	<b>0.00</b>
<b>Total Fund: 111 - Impact Mitigation Fee:</b>		<b>415,000.00</b>	<b>1,867,500.00</b>
<b>Report Total:</b>		<b>1,707,900.00</b>	<b>5,428,600.00</b>

## 2021 Real Estate Excise Tax and Impact Fee Fund Budget Detail

Account Number	Account Name	2021 2021 2-Preliminary			
<b>Fund: 109 - Real Estate Excise Tax</b>					
Expense					
Department: 06 - Miscellaneous					
BASUB: 597 - Other Financing Uses					
109.06.597.00.01	Transfers Out-REET 1	393,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	City Hall Design 100% to 302		0.00	0.00	250,000.00
2021 2-Preliminary	TIP 1.2 BayStrPedPathROW-Local Match-Fnd 304		0.00	0.00	143,000.00
109.06.597.00.02	Transfers Out-REET 2	899,900.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	McCormick Park DS-Interest (Fund 206)		0.00	0.00	12,200.00
2021 2-Preliminary	McCormick Park DS-Principle (Fund 206)		0.00	0.00	43,200.00
2021 2-Preliminary	Tremont DS-Interest (Fund 206)		0.00	0.00	53,700.00
2021 2-Preliminary	Tremont DS-Principle (Fund 206)		0.00	0.00	190,800.00
2021 2-Preliminary	Well #11 100% Design to Fund 413		0.00	0.00	600,000.00
<b>Total BASUB: 597 - Other Financing Uses:</b>		<b>1,292,900.00</b>			
<b>Total Department: 06 - Miscellaneous:</b>		<b>1,292,900.00</b>			
<b>Total Expense:</b>		<b>1,292,900.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 109 - Real Estate Excise Tax:</b>		<b>1,292,900.00</b>			

### Fund: 111 - Impact Mitigation Fee

Expense					
Department: 05 - Public Works					
BASUB: 544 - Roads/streets Operations					
111.05.544.70.40	Misc - Impact Fees to Developers	50,000.00			
<b>Total BASUB: 544 - Roads/streets Operations:</b>		<b>50,000.00</b>			
<b>Total Department: 05 - Public Works:</b>		<b>50,000.00</b>			
Department: 06 - Miscellaneous					
BASUB: 597 - Other Financing Uses					
111.06.597.01.00	Transfers-Out Parks	115,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	McCormick Splash Pad Phase II-Retrofit		0.00	0.00	115,000.00
111.06.597.04.00	Transfers Out	250,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	TIP 1.9- Sidney Road SW Design 60%		0.00	0.00	250,000.00
<b>Total BASUB: 597 - Other Financing Uses:</b>		<b>365,000.00</b>			
<b>Total Department: 06 - Miscellaneous:</b>		<b>365,000.00</b>			
<b>Total Expense:</b>		<b>415,000.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 111 - Impact Mitigation Fee:</b>		<b>415,000.00</b>			
<b>Report Total:</b>		<b>1,707,900.00</b>			

## 2022 Real Estate Excise Tax and Impact Fee Fund Budget Detail

Account Number	Account Name	2022 2022 2-Preliminary			
<b>Fund: 109 - Real Estate Excise Tax</b>					
Expense					
Department: 06 - Miscellaneous					
BASUB: 597 - Other Financing Uses					
109.06.597.00.02	Transfers Out-REET 2	298,300.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 2-Preliminary	McCormick Park DS-Interest PMT (Fund 206)		0.00	0.00	11,300.00
2022 2-Preliminary	McCormick Park DS-Principal PMT (Fund 206)		0.00	0.00	43,800.00
2022 2-Preliminary	Tremont DS-Street -Interest PMT (Fund 206)		0.00	0.00	49,700.00
2022 2-Preliminary	Tremont DS-Street -Principal PMT (Fund 206)		0.00	0.00	193,500.00
<b>Total BASUB: 597 - Other Financing Uses:</b>		<b>298,300.00</b>			
<b>Total Department: 06 - Miscellaneous:</b>		<b>298,300.00</b>			
Department: 09 - Estimated Ending Cash					
BASUB: 508 - Ending Fund Balance					
109.09.508.10.01	Reserved Cash & Investments-Ending R1	1,694,600.00			
109.09.508.10.02	Reserved Cash & Investments-Ending R2	1,568,200.00			
<b>Total BASUB: 508 - Ending Fund Balance:</b>		<b>3,262,800.00</b>			
<b>Total Department: 09 - Estimated Ending Cash:</b>		<b>3,262,800.00</b>			
<b>Total Expense:</b>		<b>3,561,100.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 109 - Real Estate Excise Tax:</b>		<b>3,561,100.00</b>			
<b>Fund: 111 - Impact Mitigation Fee</b>					
Expense					
Department: 05 - Public Works					
BASUB: 544 - Roads/streets Operations					
111.05.544.70.40	Misc - Impact Fees to Developers	50,000.00			
<b>Total BASUB: 544 - Roads/streets Operations:</b>		<b>50,000.00</b>			
<b>Total Department: 05 - Public Works:</b>		<b>50,000.00</b>			
Department: 06 - Miscellaneous					
BASUB: 597 - Other Financing Uses					
111.06.597.00.00	Transfers-Out MW Transport	225,000.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 2-Preliminary	TIP 1.5A Old Clifton Rd Design 60% to Fund 304		0.00	0.00	225,000.00
111.06.597.04.00	Transfers Out	250,000.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 2-Preliminary	TIP 1.9-Sidney Road SW Design 60%		0.00	0.00	250,000.00
<b>Total BASUB: 597 - Other Financing Uses:</b>		<b>475,000.00</b>			
<b>Total Department: 06 - Miscellaneous:</b>		<b>475,000.00</b>			
Department: 09 - Estimated Ending Cash					
BASUB: 508 - Ending Fund Balance					
111.09.508.10.00	Reserved Cash & Investments-Ending MW Trans	403,900.00			
111.09.508.10.01	Reserved Cash & Investments-Ending Parks	133,400.00			
111.09.508.10.03	Reserved Cash & Investments-Ending Bayside	323,200.00			
111.09.508.10.04	Reserved Cash & Investments-Ending Transport	482,000.00			
<b>Total BASUB: 508 - Ending Fund Balance:</b>		<b>1,342,500.00</b>			
<b>Total Department: 09 - Estimated Ending Cash:</b>		<b>1,342,500.00</b>			
<b>Total Expense:</b>		<b>1,867,500.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 111 - Impact Mitigation Fee:</b>		<b>1,867,500.00</b>			
<b>Report Total:</b>		<b>5,428,600.00</b>			





## Debt Service Funds



## City of Port Orchard Debt Service Funds Summary

Account Number	Account Name	2021	2022
<b>Fund: 206 - Bond Redemption Fund</b>			
Expense			
Department: 06 - Miscellaneous			
206.06.591.76.70	Debt Repayment- Park Facilities	43,200.00	43,800.00
206.06.591.95.70	Debt Repayment- Streets	190,800.00	193,500.00
206.06.592.76.80	Interest & Other DS Cost- Park Facilities	12,200.00	11,300.00
206.06.592.95.80	Interest & Other DS Cost- Streets	53,700.00	49,700.00
	<b>Total Department: 06 - Miscellaneous:</b>	<b>299,900.00</b>	<b>298,300.00</b>
	<b>Total Expense:</b>	<b>299,900.00</b>	<b>298,300.00</b>
	<b>Total Fund: 206 - Bond Redemption Fund:</b>	<b>299,900.00</b>	<b>298,300.00</b>
 <b>Fund: 414 - Water Debt Service</b>			
Expense			
Department: 06 - Miscellaneous			
414.06.591.34.70	Debt Repayment-Water Utilities	280,125.00	280,125.00
414.06.592.34.80	Interest & Other DS Cost-Water Utilities	205,000.00	75,000.00
	<b>Total Department: 06 - Miscellaneous:</b>	<b>485,125.00</b>	<b>355,125.00</b>
	<b>Total Expense:</b>	<b>485,125.00</b>	<b>355,125.00</b>
	<b>Total Fund: 414 - Water Debt Service:</b>	<b>485,125.00</b>	<b>355,125.00</b>
 <b>Fund: 424 - Storm Drainage Debt Service</b>			
Expense			
Department: 06 - Miscellaneous			
424.06.591.31.70	Debt Repayment-Storm Drainage Utilities	126,000.00	127,800.00
424.06.591.31.71	Intergovernmental Loan-DOE-Decant	11,200.00	11,500.00
424.06.592.31.80	Interest & Other DS Cost- Storm Drainage Utilities	35,500.00	32,800.00
424.06.592.31.81	Interest on Lt Debt-DOE Decant	5,400.00	5,100.00
	<b>Total Department: 06 - Miscellaneous:</b>	<b>178,100.00</b>	<b>177,200.00</b>
	<b>Total Expense:</b>	<b>178,100.00</b>	<b>177,200.00</b>
	<b>Total Fund: 424 - Storm Drainage Debt Service:</b>	<b>178,100.00</b>	<b>177,200.00</b>
 <b>Fund: 434 - Sewer Debt Service</b>			
Expense			
Department: 09 - Estimated Ending Cash			
434.09.508.80.00	Unreserved Cash & Investments- Ending	0.00	550,000.00
	<b>Total Department: 09 - Estimated Ending Cash:</b>	<b>0.00</b>	<b>550,000.00</b>
	<b>Total Expense:</b>	<b>0.00</b>	<b>550,000.00</b>
	<b>Total Fund: 434 - Sewer Debt Service:</b>	<b>0.00</b>	<b>550,000.00</b>
	<b>Report Total:</b>	<b>963,125.00</b>	<b>1,380,625.00</b>

## 2021 City of Port Orchard Debt Service Funds Detail

Account Number	Account Name	2021 2021 3-Final			
<b>Fund: 206 - Bond Redemption Fund</b>					
Expense					
Department: 06 - Miscellaneous					
206.06.591.76.70	Debt Repayment- Park Facilities	43,200.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2021 3-Final	LTGO 2017-McCormick Park Principal Portion		0.00	0.00	43,200.00
206.06.591.95.70	Debt Repayment- Streets	190,800.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2021 3-Final	LTGO 2017-Tremont Principal Portion		0.00	0.00	190,800.00
206.06.592.76.80	Interest & Other DS Cost- Park Facilities	12,200.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2021 3-Final	LTGO 2017-McCormick Park Interest Portion		0.00	0.00	12,200.00
206.06.592.95.80	Interest & Other DS Cost- Streets	53,700.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2021 3-Final	LTGO 2017-Tremont Interest Portion		0.00	0.00	53,700.00
<b>Total Department: 06 - Miscellaneous:</b>		<b>299,900.00</b>			
<b>Total Expense:</b>		<b>299,900.00</b>			
<b>Total Fund: 206 - Bond Redemption Fund:</b>		<b>299,900.00</b>			

### Fund: 414 - Water Debt Service

Expense					
Department: 06 - Miscellaneous					
414.06.591.34.70	Debt Repayment-Water Utilities	280,125.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2021 3-Final	McCormick Communities-Reservoir		45.00	1,000.00	45,000.00
2021 3-Final	McCormick Land Company		45.00	225.00	10,125.00
2021 3-Final	Well #13-Principal Pmt		0.00	0.00	225,000.00
414.06.592.34.80	Interest & Other DS Cost-Water Utilities	205,000.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2021 3-Final	Well#13-Est. Cumulative Interest TD		0.00	0.00	130,000.00
2021 3-Final	Well#13-Regular Level Interest		0.00	0.00	75,000.00
<b>Total Department: 06 - Miscellaneous:</b>		<b>485,125.00</b>			
<b>Total Expense:</b>		<b>485,125.00</b>			
<b>Total Fund: 414 - Water Debt Service:</b>		<b>485,125.00</b>			

### Fund: 424 - Storm Drainage Debt Service

Expense					
Department: 06 - Miscellaneous					
424.06.591.31.70	Debt Repayment-Storm Drainage Utilities	126,000.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2021 3-Final	LTGO 2017-Tremont Principal Portion		0.00	0.00	126,000.00
424.06.591.31.71	Intergovernmental Loan-DOE-Decant	11,200.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2021 3-Final	1.2.2021 Decant Principal		0.00	0.00	5,570.00
2021 3-Final	7.2.21 Decant Principal		0.00	0.00	5,630.00
424.06.592.31.80	Interest & Other DS Cost- Storm Drainage Utilities	35,500.00			

**Budget Detail**

<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 3-Final	LTGO 2017-Tremont Storm Interest Portion	0.00	0.00	35,500.00

424.06.592.31.81

Interest on Lt Debt-DOE Decant 5,400.00

**Budget Detail**

<b>Budget Code</b>	<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 3-Final	1.2.21 Decant Interest	0.00	0.00	2,700.00
2021 3-Final	7.2.21 Decant Interest	0.00	0.00	2,700.00

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**Total Department: 06 - Miscellaneous: 178,100.00**

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**Total Expense: 178,100.00**

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**Total Fund: 424 - Storm Drainage Debt Service: 178,100.00**

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**Report Total: 963,125.00**

## 2022 City of Port Orchard Debt Service Funds Detail

2022

Account Number	Account Name		Units	Price	Amount
<b>Fund: 206 - Bond Redemption Fund</b>					
Expense					
Department: 06 - Miscellaneous					
206.06.591.76.70	Debt Repayment- Park Facilities	43,800.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	LTGO 2017-McCormick Park Principal Portion		0.00	0.00	43,800.00
206.06.591.95.70	Debt Repayment- Streets	193,500.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	LTGO 2017-Tremont Principal Portion		0.00	0.00	193,500.00
206.06.592.76.80	Interest & Other DS Cost- Park Facilities	11,300.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	LTGO 2017-McCormick Park Interest Portion		0.00	0.00	11,300.00
206.06.592.95.80	Interest & Other DS Cost- Streets	49,700.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	LTGO 2017-Tremont Interest Portion		0.00	0.00	49,700.00
<b>Total Department: 06 - Miscellaneous:</b>		<b>298,300.00</b>			
<b>Total Expense:</b>		<b>298,300.00</b>			
<b>Total Fund: 206 - Bond Redemption Fund:</b>		<b>298,300.00</b>			

<b>Fund: 414 - Water Debt Service</b>					
Expense					
Department: 06 - Miscellaneous					
414.06.591.34.70	Debt Repayment-Water Utilities	280,125.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	2022-McCormick Communities-Reservoir		45.00	1,000.00	45,000.00
2022 3-Final	2022-McCormick Land Company Agreement		45.00	225.00	10,125.00
2022 3-Final	Well#13-Principal Pmt		0.00	0.00	225,000.00
414.06.592.34.80	Interest & Other DS Cost-Water Utilities	75,000.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	Well#13-Interest Payment		0.00	0.00	75,000.00
<b>Total Department: 06 - Miscellaneous:</b>		<b>355,125.00</b>			
<b>Total Expense:</b>		<b>355,125.00</b>			
<b>Total Fund: 414 - Water Debt Service:</b>		<b>355,125.00</b>			

<b>Fund: 424 - Storm Drainage Debt Service</b>					
Expense					
Department: 06 - Miscellaneous					
424.06.591.31.70	Debt Repayment-Storm Drainage Utilities	127,800.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	LTGO 2017-Tremont Storm Principal Portion		0.00	0.00	127,800.00
424.06.591.31.71	Intergovernmental Loan-DOE-Decant	11,500.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	1.2.22 Decant Principal Payment		0.00	0.00	5,700.00
2022 3-Final	7.2.22 Decant Principal Payment		0.00	0.00	5,800.00
424.06.592.31.80	Interest & Other DS Cost- Storm Drainage Utilities	32,800.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 3-Final	LTGO 2017-Tremont Storm Interest Portion		0.00	0.00	32,800.00

424.06.592.31.81 Interest on Lt Debt-DOE Decant 5,100.00

**Budget Detail**

Budget Code	Description	Units	Price	Amount
2022 3-Final	1.2.22 Decant Interest	0.00	0.00	2,600.00
2022 3-Final	7.2.22 Decant Interest	0.00	0.00	2,500.00

**Total Department: 06 - Miscellaneous: 177,200.00**

**Total Expense: 177,200.00**

**Total Fund: 424 - Storm Drainage Debt Service: 177,200.00**

**Fund: 434 - Sewer Debt Service**

**Expense**

**Department: 09 - Estimated Ending Cash**

434.09.508.80.00 Unreserved Cash & Investments- Ending 550,000.00

**Total Department: 09 - Estimated Ending Cash: 550,000.00**

**Total Expense: 550,000.00**

**Total Fund: 434 - Sewer Debt Service: 550,000.00**

**Report Total: 1,380,625.00**



## Stabilization Funds



Account Number	Account Name	2021 2021 2-Preliminary	2022 2022 2-Preliminary
<b><u>Fund: 003 - Stabilization Fund</u></b>			
Expense			
Department: 09 - Estimated Ending Cash			
BASUB: 508 - Ending Fund Balance			
003.09.508.80.00	Unreserved Cash & Investments-Ending	0.00	2,300,000.00
	<b>Total BASUB: 508 - Ending Fund Balance:</b>	<b>0.00</b>	<b>2,300,000.00</b>
	<b>Total Department: 09 - Estimated Ending Cash:</b>	<b>0.00</b>	<b>2,300,000.00</b>
	<b>Total Expense:</b>	<b>0.00</b>	<b>2,300,000.00</b>
	<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Fund: 003 - Stabilization Fund:</b>	<b>0.00</b>	<b>2,300,000.00</b>
<b><u>Fund: 412 - Water Stabilization</u></b>			
Expense			
Department: 09 - Estimated Ending Cash			
BASUB: 508 - Ending Fund Balance			
412.09.508.80.00	Unreserved Cash & Investments-Ending	0.00	917,000.00
	<b>Total BASUB: 508 - Ending Fund Balance:</b>	<b>0.00</b>	<b>917,000.00</b>
	<b>Total Department: 09 - Estimated Ending Cash:</b>	<b>0.00</b>	<b>917,000.00</b>
	<b>Total Expense:</b>	<b>0.00</b>	<b>917,000.00</b>
	<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Fund: 412 - Water Stabilization:</b>	<b>0.00</b>	<b>917,000.00</b>
<b><u>Fund: 422 - Storm Drainage Stabilization</u></b>			
Expense			
Department: 09 - Estimated Ending Cash			
BASUB: 508 - Ending Fund Balance			
422.09.508.80.00	Unreserved Cash & Investments-Ending	0.00	503,300.00
	<b>Total BASUB: 508 - Ending Fund Balance:</b>	<b>0.00</b>	<b>503,300.00</b>
	<b>Total Department: 09 - Estimated Ending Cash:</b>	<b>0.00</b>	<b>503,300.00</b>
	<b>Total Expense:</b>	<b>0.00</b>	<b>503,300.00</b>
	<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Fund: 422 - Storm Drainage Stabilization:</b>	<b>0.00</b>	<b>503,300.00</b>
<b><u>Fund: 432 - Sewer Stabilization</u></b>			
Expense			
Department: 09 - Estimated Ending Cash			
BASUB: 508 - Ending Fund Balance			
432.09.508.80.00	Unreserved Cash & Investments-Ending	0.00	1,355,000.00
	<b>Total BASUB: 508 - Ending Fund Balance:</b>	<b>0.00</b>	<b>1,355,000.00</b>
	<b>Total Department: 09 - Estimated Ending Cash:</b>	<b>0.00</b>	<b>1,355,000.00</b>
	<b>Total Expense:</b>	<b>0.00</b>	<b>1,355,000.00</b>
	<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Fund: 432 - Sewer Stabilization:</b>	<b>0.00</b>	<b>1,355,000.00</b>
	<b>Report Total:</b>	<b>0.00</b>	<b>5,075,300.00</b>



## Stabilization Funds Budget Detail

Account Number	Account Name	2022 2022 2-Preliminary			
<b>Fund: 003 - Stabilization Fund</b>					
Expense					
Department: 09 - Estimated Ending Cash					
BASUB: 508 - Ending Fund Balance					
003.09.508.80.00	Unreserved Cash & Investments-Ending	2,300,000.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 2-Preliminary	1-2020 Carry over		0.00	0.00	2,100,000.00
2022 2-Preliminary	2-2021-2020 Add'l to meet 17% Target		0.00	0.00	200,000.00
<b>Total BASUB: 508 - Ending Fund Balance:</b>		<b>2,300,000.00</b>			
<b>Total Department: 09 - Estimated Ending Cash:</b>		<b>2,300,000.00</b>			
<b>Total Expense:</b>		<b>2,300,000.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 003 - Stabilization Fund:</b>		<b>2,300,000.00</b>			

### Fund: 412 - Water Stabilization

Expense					
Department: 09 - Estimated Ending Cash					
BASUB: 508 - Ending Fund Balance					
412.09.508.80.00	Unreserved Cash & Investments-Ending	917,000.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 2-Preliminary	1-Carryover 2020		0.00	0.00	390,000.00
2022 2-Preliminary	2-2021 Contr-Working toward @ 25%		0.00	0.00	263,500.00
2022 2-Preliminary	3-2022 Add'l to fund @ 25%		0.00	0.00	263,500.00
<b>Total BASUB: 508 - Ending Fund Balance:</b>		<b>917,000.00</b>			
<b>Total Department: 09 - Estimated Ending Cash:</b>		<b>917,000.00</b>			
<b>Total Expense:</b>		<b>917,000.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 412 - Water Stabilization:</b>		<b>917,000.00</b>			

### Fund: 422 - Storm Drainage Stabilization

Expense					
Department: 09 - Estimated Ending Cash					
BASUB: 508 - Ending Fund Balance					
422.09.508.80.00	Unreserved Cash & Investments-Ending	503,300.00			
Budget Detail					
Budget Code	Description		Units	Price	Amount
2022 2-Preliminary	1-Carryover from 2020		0.00	0.00	175,200.00
2022 2-Preliminary	2-2021 Contribution to @ 25%		0.00	0.00	164,050.00
2022 2-Preliminary	2-2022 Contribution to 25%		0.00	0.00	164,050.00
<b>Total BASUB: 508 - Ending Fund Balance:</b>		<b>503,300.00</b>			
<b>Total Department: 09 - Estimated Ending Cash:</b>		<b>503,300.00</b>			
<b>Total Expense:</b>		<b>503,300.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 422 - Storm Drainage Stabilization:</b>		<b>503,300.00</b>			

## Fund: 432 - Sewer Stabilization

### Expense

Department: 09 - Estimated Ending Cash

BASUB: 508 - Ending Fund Balance

432.09.508.80.00 Unreserved Cash & Investments-Ending 1,355,000.00

#### Budget Detail

Budget Code	Description	Units	Price	Amount
2022 2-Preliminary	1-2020 Carry-over	0.00	0.00	606,700.00
2022 2-Preliminary	2-2021-Contribution to target @ 25%	0.00	0.00	374,150.00
2022 2-Preliminary	2-2022 Contribution @ 25%	0.00	0.00	374,150.00

<b>Total BASUB: 508 - Ending Fund Balance:</b>	<b>1,355,000.00</b>
<b>Total Department: 09 - Estimated Ending Cash:</b>	<b>1,355,000.00</b>
<b>Total Expense:</b>	<b>1,355,000.00</b>
<b>Total Revenues</b>	<b>0.00</b>
<b>Total Fund: 432 - Sewer Stabilization:</b>	<b>1,355,000.00</b>
<b>Report Total:</b>	<b>5,075,300.00</b>



## Equipment Rental & Revolving Fund



# Equipment Rental and Revolving Fund

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## MISSION STATEMENT

The mission of the ER&R program is to manage the city's fleet of vehicles in a single fund which will cover operations, maintenance, and replacement. The ER&R program will add value to the city by standardizing equipment replacement. The staff will monitor the age and condition of the vehicles in the fleet as well as appropriate funding for timely replacement of vehicles.

## DEPARTMENT DESCRIPTION

The ER&R fund was created by Ordinance NO. 023-18. The ER&R program will be managed by the staff of the Finance Department. The staff will work to support proper budgeting and planning for vehicle replacements and additions to the fleet. Each participating department will make annual contributions to pay for the operations, maintenance, and replacements of the assets.

## 2021 & 2022 GOALS

- Manage fund balance and provide a mid-biennial review.
- Support departments in the replacement and additions of fleet vehicles and equipment.

## NON-FINANCIAL LONG-TERM GOALS

Continue to refine processes while maintaining records within the parameters required by state law.

## DEPARTMENT OBJECTIVE

Provide information and assistance to department directors and staff in making data driven decisions for purchase and replacements of fleet vehicles and equipment.

## STATISTICS/WORKLOAD MEASURES

The standards for useful life of vehicles has been determined and used to identify fleet vehicles and equipment in need of replacement for the 2021 – 2022 biennium budget. Future replacements will be determined by using the useful life standards, mileage, and vehicle condition.

## 2021-2022 Replacement Plan

The following have been reviewed by the department directors, returned to the ER&R Program manager and identified for replacement or addition during the 2021-2022 biennium.

<b>Replacements &amp; Additions</b>		<b>2021</b>	<b>2022</b>	<b>Biennial</b>
<u>Department</u>	<u>Vehicle/ Equipment</u>	<u>Cost Estimate</u>	<u>Cost Estimate</u>	<u>Cost Estimate</u>
Police	Police Staff SUV	\$56,000		\$56,000
Police	Police Staff SUV	\$56,000		\$56,000
Police	Police Staff SUV		\$56,000	\$56,000
Police	Police Staff EV	\$45,000		\$45,000
Community Development	Staff EV		\$35,000	\$35,000
Public Works	Standard Truck		\$42,000	\$42,000
Public Works	Standard Truck	\$42,000		\$42,000
Public Works Sewer	Crane Truck	\$90,000		\$90,000
Public Works Street	Dump Truck	\$245,000		\$245,000
Public Works Street	Standard Truck	\$42,000		\$42,000
<b>Total</b>		<b>\$576,000</b>	<b>\$133,000</b>	<b>\$709,000</b>

## PERFORMANCE MEASURES

- Replace vehicles that have meet or exceeded the useful life standards, mileage threshold, and maintenance history.

## STAFFING LEVELS

<b>Staffing Levels</b>	<b>2021 Estimated</b>	<b>2022 Estimated</b>
Finance Director	1	1
Accounting Assistant III	1	1
Mechanic	1	1

## ACCOMPLISHMENTS

Staff completed the implementation of the ER&R program and the first 2 years of the operating the ER&R program.

## Equipment Rental and Revolving Fund Budget Summary

Account Number	Account Name	2021	2022
<b>Fund: 500 - Equipment Rental and Revolving</b>			
<b>Expense</b>			
<b>Department: 10 - ER&amp;R</b>			
500.10.548.30.10	Salaries-ER&R	75,000.00	78,000.00
500.10.548.30.20	Benefits-ER&R	35,000.00	39,000.00
500.10.548.30.30	Supplies-ER&R	45,000.00	46,000.00
500.10.548.30.40	Services-ER&R	67,000.00	69,000.00
500.10.548.70.30	Fuel-ER&R	113,000.00	116,000.00
500.10.548.70.40	Insurance-ER&R	34,000.00	35,000.00
500.10.594.21.60	Capital Expenditures-Law Enforcement	147,000.00	56,000.00
500.10.594.24.60	Capital Expenditures-Building Inspection	0.00	45,000.00
500.10.594.35.60	Capital Expenditures-Sewer	90,000.00	0.00
500.10.594.42.60	Capital Expenditures-Roads/Street	287,000.00	0.00
500.10.594.76.60	Capital-Expenditures-Parks	84,000.00	0.00
<b>Total Department: 10 - ER&amp;R:</b>		<b>977,000.00</b>	<b>484,000.00</b>
<b>Total Expense:</b>		<b>977,000.00</b>	<b>484,000.00</b>
<b>Total Fund: 500 - Equipment Rental and Revolving:</b>		<b>977,000.00</b>	<b>484,000.00</b>
<b>Report Total:</b>		<b>977,000.00</b>	<b>484,000.00</b>

## 2021 Equipment Rental and Revolving Fund Budget Detail

Account Number	Account Name	2021 2021 2-Preliminary			
<b>Fund: 500 - Equipment Rental and Revolving</b>					
Expense					
Department: 10 - ER&R					
BASUB: 548 - Centralized Services					
500.10.548.30.10	Salaries-ER&R	75,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Imported from PB Budget Code: 2021 Regular		0.00	0.00	74,213.73
2021 2-Preliminary	Salaries		0.00	0.00	786.27
500.10.548.30.20	Benefits-ER&R	35,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Benefits		0.00	0.00	-515.71
2021 2-Preliminary	Imported from PB Budget Code: 2021 Regular		0.00	0.00	35,515.71
500.10.548.30.30	Supplies-ER&R	45,000.00			
500.10.548.30.40	Services-ER&R	67,000.00			
500.10.548.70.30	Fuel-ER&R	113,000.00			
500.10.548.70.40	Insurance-ER&R	34,000.00			
<b>Total BASUB: 548 - Centralized Services:</b>		<b>369,000.00</b>			
<b>BASUB: 594 - Capital Expenditures/expenses</b>					
500.10.594.21.60	Capital Expenditures-Law Enforcement	147,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Vehicle 1004- Replacement		0.00	0.00	35,000.00
2021 2-Preliminary	Vehicle 1007- Replacement		0.00	0.00	56,000.00
2021 2-Preliminary	Vehicle 1010- Replacement		0.00	0.00	56,000.00
500.10.594.35.60	Capital Expenditures-Sewer	90,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Vehicle 1047- Replacement		0.00	0.00	90,000.00
500.10.594.42.60	Capital Expenditures-Roads/Street	287,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Vehicle 1030- Replacement		0.00	0.00	245,000.00
2021 2-Preliminary	Vehicle 1032- Replacement		0.00	0.00	42,000.00
500.10.594.76.60	Capital-Expenditures-Parks	84,000.00			
<b>Budget Detail</b>					
<b>Budget Code</b>	<b>Description</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>
2021 2-Preliminary	Addition- PW Truck		0.00	0.00	42,000.00
2021 2-Preliminary	Vehicle 1073- Replacement		0.00	0.00	42,000.00
<b>Total BASUB: 594 - Capital Expenditures/expenses:</b>		<b>608,000.00</b>			
<b>Total Department: 10 - ER&amp;R:</b>		<b>977,000.00</b>			
<b>Total Expense:</b>		<b>977,000.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 500 - Equipment Rental and Revolving:</b>		<b>977,000.00</b>			
<b>Report Total:</b>		<b>977,000.00</b>			



## 2022 Equipment Rental & Revolving Fund Budget Detail

Account Number	Account Name	2022 2022 2-Preliminary			
<b>Fund: 500 - Equipment Rental and Revolving</b>					
Expense					
Department: 09 - Estimated Ending Cash					
BASUB: 508 - Ending Fund Balance					
500.09.508.80.01	Unreserved Cash & Investments-Ending-IT	56,600.00			
500.09.508.80.02	Unreserved Cash & Investments-Ending-Admin	11,900.00			
500.09.508.80.03	Unreserved Cash & Investments-Ending-Police	1,050,800.00			
500.09.508.80.04	Unreserved Cash & Investments-Ending-DCD	22,400.00			
500.09.508.80.05	Unreserved Cash & Investments-Ending-PW	321,800.00			
500.09.508.80.06	Unreserved Cash & Investments-Ending-Street	541,200.00			
500.09.508.80.07	Unreserved Cash & Investments-Ending-Water	297,400.00			
500.09.508.80.08	Unreserved Cash & Investments-Ending-Storm	550,700.00			
500.09.508.80.09	Unreserved Cash & Investments-Ending-Sewer	537,300.00			
500.09.508.80.10	Unreserved Cash & Investments-Ending-Court	76,300.00			
<b>Total BASUB: 508 - Ending Fund Balance:</b>		<b>3,466,400.00</b>			
<b>Total Department: 09 - Estimated Ending Cash:</b>		<b>3,466,400.00</b>			
Department: 10 - ER&R					
BASUB: 548 - Centralized Services					
500.10.548.30.10	Salaries-ER&R	78,000.00			
Budget Detail					
<b>Budget Code</b>		<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary		Imported from PB Budget Code: 2022 Regular	0.00	0.00	77,238.58
2022 2-Preliminary		Salaries	0.00	0.00	761.42
500.10.548.30.20	Benefits-ER&R	39,000.00			
Budget Detail					
<b>Budget Code</b>		<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary		Benefits	0.00	0.00	-361.23
2022 2-Preliminary		Imported from PB Budget Code: 2022 Regular	0.00	0.00	39,361.23
500.10.548.30.30	Supplies-ER&R	46,000.00			
500.10.548.30.40	Services-ER&R	69,000.00			
500.10.548.70.30	Fuel-ER&R	116,000.00			
500.10.548.70.40	Insurance-ER&R	35,000.00			
<b>Total BASUB: 548 - Centralized Services:</b>		<b>383,000.00</b>			
BASUB: 594 - Capital Expenditures/expenses					
500.10.594.21.60	Capital Expenditures-Law Enforcement	56,000.00			
Budget Detail					
<b>Budget Code</b>		<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary		Vehicle 1068- Replacement	0.00	0.00	56,000.00
500.10.594.24.60	Capital Expenditures-Building Inspection	45,000.00			
Budget Detail					
<b>Budget Code</b>		<b>Description</b>	<b>Units</b>	<b>Price</b>	<b>Amount</b>
2022 2-Preliminary		Vehicle 1002- Replacement	0.00	0.00	45,000.00
<b>Total BASUB: 594 - Capital Expenditures/expenses:</b>		<b>101,000.00</b>			
<b>Total Department: 10 - ER&amp;R:</b>		<b>484,000.00</b>			
<b>Total Expense:</b>		<b>3,950,400.00</b>			
<b>Total Revenues</b>		<b>0.00</b>			
<b>Total Fund: 500 - Equipment Rental and Revolving:</b>		<b>3,950,400.00</b>			
<b>Report Total:</b>		<b>3,950,400.00</b>			