
City of Poulsbo, Washington



2014 – 2019

City Improvement Plan



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Engineering Department
City of Poulsbo

City Improvement Plan City of Poulsbo, Washington



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**CITY OF POULSBO
2014-2019 City Improvement Plan**

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CITY OF POULSBO

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INTRODUCTION

The State of Washington Growth Management Act of 1990 (GMA) requires that the City of Poulsbo develop a Comprehensive Plan outlining its strategy with respect to land use, housing, capital facilities, utilities, public facilities and transportation. A key component of this plan is the City's Capital Facilities Plan (CFP). In addition to serving as an important planning tool, the CFP also places certain obligations on the City. First of all, the CFP is required to be a fully funded plan, identifying funding sources for all projects and expenditures included in the plan. Secondly, land use decisions which rely on future infrastructure improvements, impose an obligation on the City to complete the improvements within six years of development, provided the improvement has concurrency requirements.

The key detailed strategies and programs necessary to implement the CFP are outlined in the City Improvement Plan (CIP), which is a long-range study of financial wants, needs, expected revenues and policy intentions. The City Improvement Plan (CIP) communicates the City's six-year plan for capital construction and major acquisitions. The plan is consistent with the City's Mission Statement, Council goals, department priorities and service level standards necessary to maintain the safety and quality of life of our citizens.

The City's Mission Statement:

The City of Poulsbo is committed to managing the public's resources to promote community health, safety and welfare, and plan for the future to accommodate growth without burden while preserving our natural resources and enhancing those qualities that make our community unique and desirable.

Capital construction projects and major acquisitions in the CIP are divided into three categories: General Purpose, Transportation and Enterprise.

- **General Purpose** - Projects and improvements dealing with police, parks and recreation and the City's public buildings;
- **Transportation** - Projects dealing with vehicle and pedestrian transportation and, for the most part, duplicates our Transportation Improvement Plan (TIP); and,
- **Enterprise** - Projects associated with the City's utilities – Water, Sewer, Storm Water and Solid Waste.

COMPREHENSIVE PLAN

The state's Growth Management Act of 1990 requires all cities within counties planning under the Act adopt a Comprehensive Land Use Plan. Mandatory elements of the Comprehensive Plan are:

- Land use
- Housing
- Utilities
- Transportation
- Capital facilities

CAPITAL FACILITIES PLAN (CFP)

The Capital Facilities Plan (CFP) element of the Comprehensive Plan must include:

- An inventory of existing capital facilities owned by public entities showing the location and capacities of the capital facilities;
- A forecast of the future needs for such facilities;
- The proposed locations and capacities of expanded or new capital facilities;
- At least a six-year plan that will finance such capital facilities within projected funding capacities, which clearly identifies sources of public money for such purposes; and
- A reassessment of the land use element if probable funding falls short of meeting existing needs and to ensure the land use element, capital facilities element, and financing plan in the Capital Facilities Plan element are consistent.

CITY IMPROVEMENT PLAN (CIP)

The City Improvement Plan (CIP) is a long-range study of financial wants, needs, expected revenues and policy intentions. It is not a budget but provides facts, trends and suggestions for decision-makers. Its components are:

- | | |
|--------------------------|---------------------|
| • General Purpose | • Enterprise |
| Parks and Recreation | Water |
| Municipal buildings | Sewer |
| Police | Solid Waste |
| • Transportation | Storm Drain |
| Roads | |
| Paths & Trails | |

The actual appropriation which represents the amount that will be used to implement a part of the City Improvement Plan in the coming years is the:

ANNUAL CAPITAL BUDGET

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PROJECT PRIORITIZATION CRITERIA

Anticipated growth and development within the City is compared against existing facilities and infrastructure to ensure that established level of service standards will continue to be met. If situations are identified where growth or development will degrade service levels, projects are identified to rectify the situation. In addition, the public, Council members or City staff may suggest specific capital facility projects or major purchases. In all cases, the suggestion is forwarded to the appropriate Council committee for review and for cost projections. A complete financial package is provided to the CIP committee headed by the Mayor and comprised of the Finance Director, Parks and Recreation Director, Planning Director, Public Works Director and three Council members.

Since service level standards and criteria are different for each category of projects, the prioritization criteria are also different. The only consistent criteria is the furtherance of City Council established goals and objectives and implementation of Comprehensive Plan policies. The specific prioritization criteria for each category are listed below and a detailed description of the prioritization criteria is provided in the appendix. The department or fund, as appropriate, will determine the final project rankings, based on the prioritization criteria.

General Purpose Criteria

Legal Mandates	Project Feasibility
Health and Safety	GMA Compliance
Economic Development	Liability
Operation and Maintenance/Reliability	Other Impacts

Transportation Criteria

Safety	Economic Development
Mobility	O&M Cost Impact
Structural Condition	Legal Mandate
Multimodal/Intermodal	Relationship to Plans and Policies
Multi-Agency	Environmental Issues
Project Cost	Other Impacts

Enterprise Criteria

Legal or Contractual Mandate	Relationship to Other Project
Health and Safety	Relationship to Plans and Policies
Reliability and Efficiency	Project Costs
Environmental Issues	Number of Customers or Area Affected
Economic Development	Other Impacts

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FINANCING THE CIP

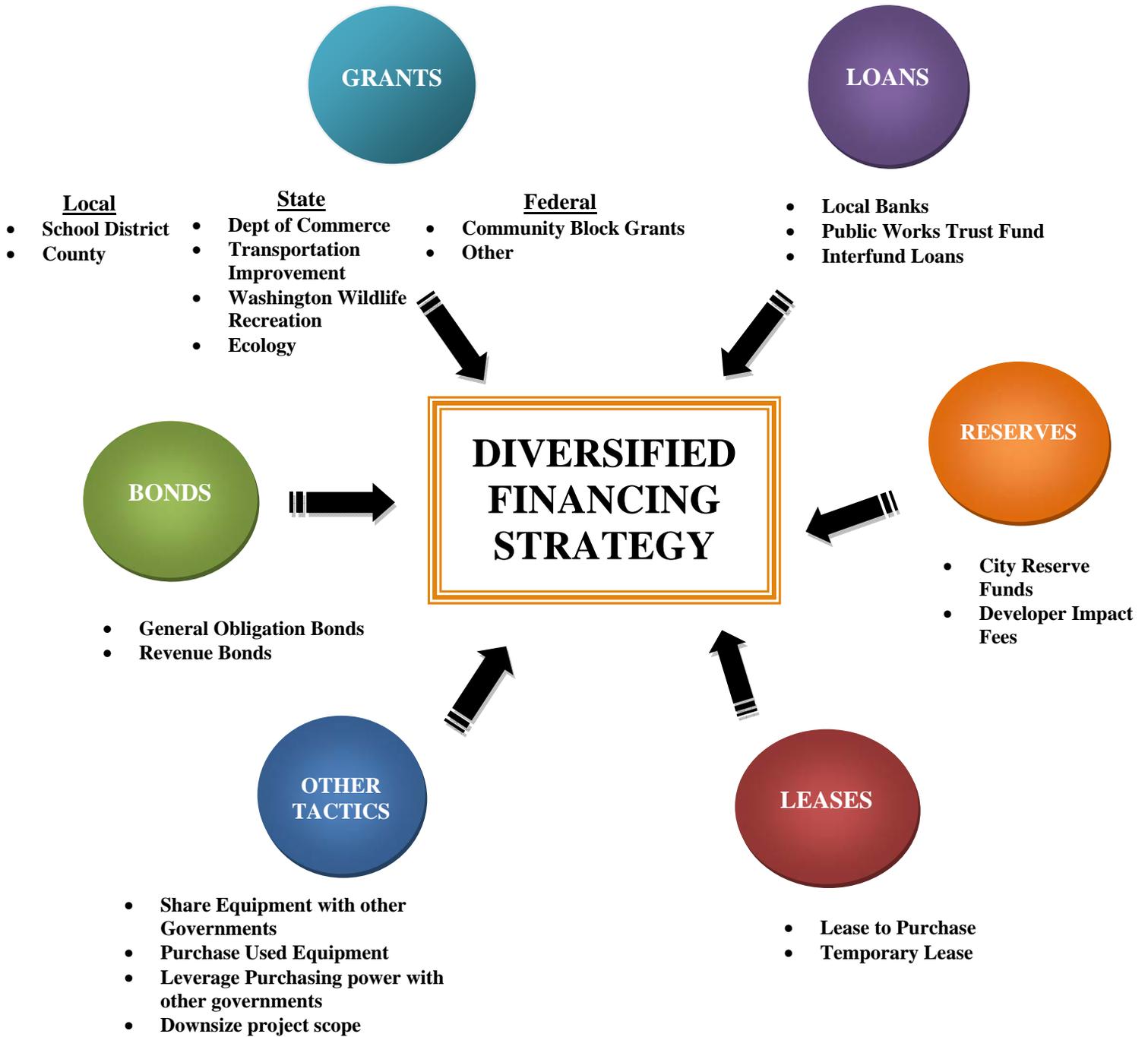
State and Federal mandates continue to impose financial burdens on the City. At the same time, recent funding constraints have left us with aging infrastructure (roadways, utility lines and municipal facilities), which require high maintenance and eventual replacement in the not-so-distant future. Looking ahead, the City needs to diversify its revenue base and attract new industry to our area, which requires investment in site development. Where development is allowed to proceed, the infrastructure improvement must occur to avoid a reduction in service level standards. Since development decisions can be predicated on future infrastructure improvements, all sources of project funding must be identified as part of the plan. Most of our current revenue sources are used to either cover operating expenses, provide for current debt payments or to build reserves. Therefore, very few new projects can be considered without looking for new funding sources.

In order to finance the CIP, the City has at its disposal a multitude of possible funding sources including taxes, utility rates, grants, impact fees, reserves and donations. The City also has the ability to raise taxes, existing utility rates or, in a few limited cases, impose new taxes to generate additional revenue. However, new taxes could be unpopular with our citizens so any decision to move in that direction will not be easy.

In addition, the City can issue bonds and use the proceeds to finance capital spending. However, when considering debt financing, the City is obligated to a fixed payment stream to pay off the debt. Therefore, the CIP addresses financing sources from the stand point of annual cash flow requirements and the summary of capital projects and funding sources lists projected annual funding obligations.

Finally, while certain capital facilities could be financed by voted bonds, there are limits to the City's total indebtedness without degrading our ability to receive a favorable bond rating. Page 9-7 contains a list of annual debt payments, bond retirement date and the overall debt limit available to the City. Over the course of the six-year focus period, some debt obligations will be repaid in full, thus freeing up funds to support new obligations.

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LONG-TERM DEBT OBLIGATIONS AND DEBT CAPACITY

As the demand for public sector investment and infrastructure continues to grow, the issuance of medium to long term debt has become an increasingly important component of state and local government capital programs. While the issuance of debt is frequently an appropriate method of financing capital projects, it also requires careful monitoring to ensure an erosion of the City's credit quality does not result. A decision to borrow money binds the City to a stream of debt service payments that can last as long as twenty-five years. It is therefore imperative the City consistently follow carefully developed debt management policies to ensure the City's credit quality and access to the tax-exempt and tax credit markets remains strong.

The implementation of the City's formal debt policies is an important component of the City's overall capital program. Formal debt policies send a clear message to credit analysts, underwriters and investors that the City is administering its debt program in a responsible manner and in compliance with its policies relative to debt management. The City of Poulsbo has received an underlying "AA" rating from Standard & Poors for its last General Obligation Bonds issue.

The two basic forms of long-term debt are general obligation issues which are backed by the full faith and credit (i.e. taxes) of the City, and revenue bonds which pledge revenues from a specific utility for repayment. The City of Poulsbo portfolio utilizes both general obligation and revenue debt to fund its operations. Under RCW 39.36.020(2), the public may vote to approve bond issues for general government in an amount not to exceed 2.5% of the City's assessed valuation. Within the 2.5% limit, the City Council may approve bond issues not to exceed 1.5% of the City's assessed valuation. Currently, the City's remaining debt capacity within the 2.5% limit is estimated at \$19,592,498. Under RCW 39.36.030(4), the public may also vote to approve park facilities and utility bond issues, each of which is also limited to 2.5% of the City's assessed valuation. Thus a total of 7.5% of the City's assessed valuation may be issued in bonds. All voted bonds require a 60% majority approval. To validate the election, the total votes cast must equal at least 40% of the total votes cast in the last general election.

Project	Type	Duration	Interest Rate	Amount Issued	Outstanding
City Hall 2005	Non Voted	2005-2025	3.25% - 4.3%	5,185,000	\$ 3,560,000
City Hall 2009	Non Voted	2009-2033	1.4% - 5.5%	6,015,000	5,130,000
Park & Rec	Non Voted	2010-2030	3.78%	310,000	280,000
City Hall 2012	Non Voted	2012-2031	2% - 3.5%	1,795,000	1,795,000
2003 LTGO Bond - refi 2012 City Hall	Non Voted	2012-2017	.4% - 2%	660,000	395,000
				\$ 13,965,000	\$ 11,160,000

This Debt is controlled by assessed Valuation Debt Limits

2014 Assessed Valuation \$ 1,230,099,929

X 0.025 = \$ 30,752,498 Limited for Combined Debt Balance Available \$ 19,592,498

X 0.015 = \$ 18,451,499 Limited for Non-Voted Debt Balance Available \$ 7,291,499

Balance Available for Voted Debt \$ 12,300,999

Year	General Obligation (GO)			Revenue Bonds		
	Principal	Interest	Total	Principal	Interest	Total
	-	-	-	-	-	-
2014	515,000	463,295	978,295	429,000	62,238	491,238
2015	620,000	448,300	1,068,300	443,000	47,438	490,438
2016	630,000	428,995	1,058,995	457,000	32,154	489,154
2017	655,000	408,933	1,063,933	475,000	16,388	491,388
2018	575,000	387,428	962,428	-	-	-
2019	595,000	365,976	960,976	-	-	-
2020	620,000	342,825	962,825	-	-	-
2021	640,000	318,460	958,460	-	-	-
2022	665,000	292,606	957,606	-	-	-
2023	695,000	265,713	960,713	-	-	-
2024	720,000	237,590	957,590	-	-	-
2025	760,000	205,463	965,463	-	-	-
2026	410,000	171,628	581,628	-	-	-
2027	420,000	152,745	572,745	-	-	-
2028	440,000	133,038	573,038	-	-	-
2029	460,000	112,350	572,350	-	-	-
2030	485,000	89,750	574,750	-	-	-
2031	490,000	66,325	556,325	-	-	-
2032	370,000	42,075	412,075	-	-	-
2033	395,000	21,725	416,725	-	-	-
TOTAL	11,160,000	4,955,219	16,115,219	1,804,000	158,217	1,962,217

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SOURCES OF FUNDING

RESERVES

Historically, whenever possible, the City of Poulsbo has utilized a “pay-as-you-go” approach to funding capital projects. To that end, several reserve accounts have been established.

Utility Reserves: The City transfers into the utility reserves an amount equal to 100% of the depreciation expense which allows the City to prolong the need to go out for debt on smaller projects, and be able to fund the entire project.

Police Reserves: These reserves are in place to purchase, or at least partially fund, large equipment purchases.

Street, Street Reserve and Park Reserve Funds: Of the City’s property taxes collected in the General Fund, the City transfers 31% into the Street Fund to fund maintenance and operations along with small street projects, 4.3% into the Park Reserve Fund and 4.3% into the Street Reserve Fund for capital projects. The City will transfer 14% of property tax levies to Street Reserves (Fund 311) for pavement restoration capital projects. This amount has been segregated for future maintenance and transportation projects. However, to make more funds available for operations in 2014, the transfers to Street Reserves, Park Reserves and Street Fund for pavement restoration will be reduced by 50%. The City also uses the second one-quarter percent (1/4%) of the Real Estate Excise Tax (REET) for City streets and 2003 Debt Payments. The City will transfer the first one-quarter percent (1/4%) of REET plus an amount from reserves to the Debt Service Fund (204) to help fund the City Hall Debt Service (\$200,000).

BOND FINANCING

In 2003, the City went out for debt to fund the refinancing of the City Hall Morris property and three city transportation projects; Finn Hill Road, 10th Avenue and Caldart Avenue. To fund the annual payments, a transfer is made from the General Fund and REET. This bond was refunded in 2012 lowering the amount of interest.

At the end of 2005, the City issued bonds for the purchase of a large parcel of land, civil site work and an architectural design contract for a new City Hall. In 2009, the City issued an additional \$6 million to fund the construction of the new City Hall. The bond payments are projected to be paid from General Fund dollars and Capital Improvement Fund. In 2010, the City secured a \$2.0M Line of Credit Bond Anticipation Note intended to bridge the receipt of proceeds from the sale of property and/or issuance of bonds. This was refunded with a bond issue in 2012, combined with the 2003 transportation debt.

In 2010, the City financed the \$310,000 purchase of the Park and Recreation building with a LOCAL certificate of participation with the State of Washington. These debt payments are projected to be paid from the General Fund but funded by rental revenue from the building.

In 2012, the City went out for debt to fund the refinancing of the Line of Credit Bond Anticipation Note and the 2003 LTGO Bond. In 2014 these debt payments are projected to be paid from the General Fund and Real Estate Excise Tax (REET) earnings.

IMPACT FEES

As authorized by RCW 82.02.050, the City has enacted the collection of impact fees on new development activity. Consistent with the level of service standards and capital facilities needs identified in the City's Capital Facilities Plan, impact fees collected will provide a funding source, in conjunction with public and other funding sources, for capital improvement projects to the City's transportation and park system.

POTENTIAL NEW FUNDING

It is particularly important to consider new sources of funding that could support projects that would otherwise be funded through the City's General Fund including:

Hotel/Motel Tax: The City could use the additional amount remaining of the second 2% to fund projects that would qualify for this tax use (i.e. Bathrooms, cultural arts, etc.)

B & O Tax: The City is currently part of the minority of cities in the State of Washington that do not impose a business and occupation (B & O) tax. All cities are authorized to establish such a tax and doing so could generate additional dollars annually for capital projects.

Parking Fees: At this time, public parking in the City is provided at no cost. In the future, the City could establish parking fees to fund future parking improvements.

SUMMARY OF CAPITAL PROJECTS and FUNDING SOURCES
2014 - 2019 CIP BUDGET

<i>General Purpose Projects</i>								
<i>Projects</i>	<i>Prior Years</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>Total</i>
General/Municipal Facilities	\$ 1,100,000	\$ 100,000	\$ 900,000	\$ -	\$ 5,500,200	\$ -	\$ -	\$ 7,600,200
Park Projects	\$ 4,012,698	\$ 405,462	\$ 380,000	\$ 255,000	\$ 280,000	\$ 121,500	\$ 1,150,000	\$ 6,604,660
Total General Purpose	\$ 5,112,698	\$ 505,462	\$ 1,280,000	\$ 255,000	\$ 5,780,200	\$ 121,500	\$ 1,150,000	\$ 14,204,860
<i>Funding</i>	<i>Prior Years</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>Total</i>
Grants	\$ 2,397,964	\$ 90,000	\$ 525,000	\$ 62,500	\$ 62,500	\$ -	\$ 545,000	\$ 3,682,964
City Revenues	2,109,859	215,000	630,000	130,000	155,000	121,500	605,000	\$ 3,966,359
Debt	-	-	-	-	4,400,200	-	-	\$ 4,400,200
Lease/Sale	-	-	-	-	1,100,000	-	-	\$ 1,100,000
Donation/In-Kind	604,875	200,462	125,000	62,500	62,500	-	-	\$ 1,055,337
Total General Purpose	\$ 5,112,698	\$ 505,462	\$ 1,280,000	\$ 255,000	\$ 5,780,200	\$ 121,500	\$ 1,150,000	\$ 14,204,860

<i>Transportation Projects</i>								
<i>Projects</i>	<i>Prior Years</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>Total</i>
Streets Projects	\$ 2,476,048	\$ 4,170,000	\$ 950,000	\$ 1,500,000	\$ 4,800,000	\$ -	\$ 1,000,000	\$ 14,896,048
Total Trans. Projects	\$ 2,476,048	\$ 4,170,000	\$ 950,000	\$ 1,500,000	\$ 4,800,000	\$ -	\$ 1,000,000	\$ 14,896,048
<i>Funding</i>	<i>Prior Years</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>Total</i>
Grants	\$ 1,420,838	\$ 3,593,215	\$ 200,000	\$ 800,000	\$ 3,300,000	\$ -	\$ 800,000	\$ 10,114,053
City Revenues	1,055,210	576,785	750,000	700,000	1,500,000	-	200,000	\$ 4,781,995
Total Trans. Projects	\$ 2,476,048	\$ 4,170,000	\$ 950,000	\$ 1,500,000	\$ 4,800,000	\$ -	\$ 1,000,000	\$ 14,896,048

<i>Enterprise Projects</i>								
<i>Projects</i>	<i>Prior Years</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>Total</i>
Sewer Projects	\$ 6,337,043	\$ 1,593,000	\$ 243,000	\$ 803,400	\$ 803,400	\$ 803,400	\$ 670,400	\$ 11,253,643
Water Projects	575,000	795,000	670,000	499,000	1,000,000	620,000	-	\$ 4,159,000
Storm Drain	120,000	710,000	920,000	490,000	57,000	32,000	94,000	\$ 2,423,000
Solid Waste	135,328	-	-	-	-	-	-	\$ 135,328
Total Enterprise Projects	\$ 7,167,371	\$ 3,098,000	\$ 1,833,000	\$ 1,792,400	\$ 1,860,400	\$ 1,455,400	\$ 764,400	\$ 17,970,971
<i>Funding</i>	<i>Prior Years</i>	<i>2014</i>	<i>2015</i>	<i>2016</i>	<i>2017</i>	<i>2018</i>	<i>2019</i>	<i>Total</i>
Grants	\$ -	\$ 440,000	\$ 600,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 1,240,000
City Revenues	7,167,371	2,658,000	1,233,000	1,592,400	1,860,400	1,455,400	764,400	\$ 16,730,971
Total Enterprise Projects	\$ 7,167,371	\$ 3,098,000	\$ 1,833,000	\$ 1,792,400	\$ 1,860,400	\$ 1,455,400	\$ 764,400	\$ 17,970,971

Total Projects	14,756,117	7,773,462	4,063,000	3,547,400	12,440,600	1,576,900	2,914,400	\$ 47,071,879
Total Funding	14,756,117	7,773,462	4,063,000	3,547,400	12,440,600	1,576,900	2,914,400	\$ 47,071,879

CITY OF POULSBO

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GENERAL PURPOSE PROGRAM



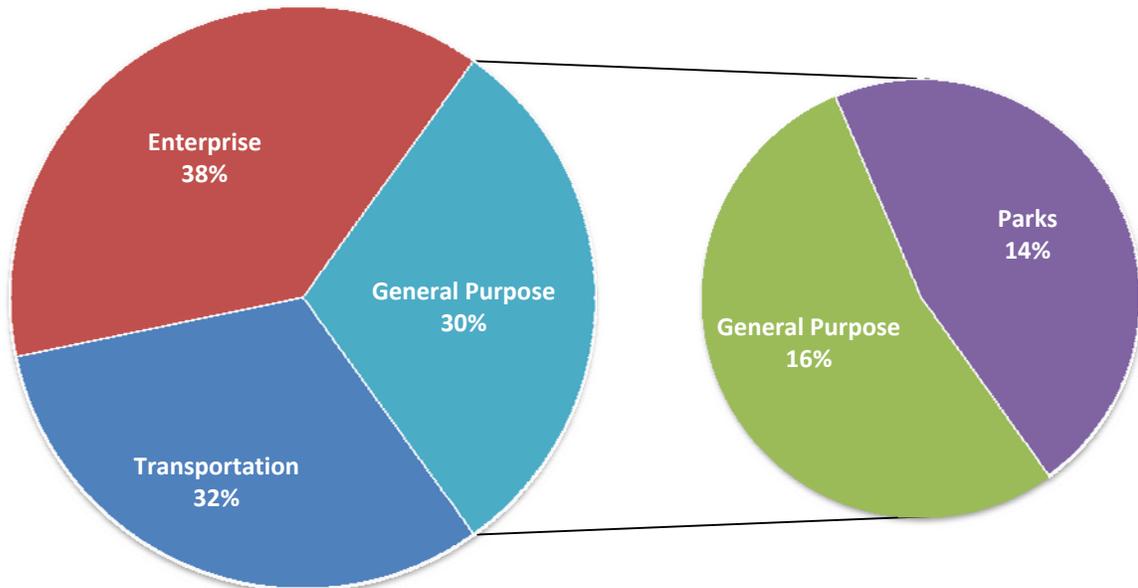
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GENERAL PURPOSE PROGRAM

The General Purpose Program element of the City Improvement Plan comprises Police, Parks & Recreation and General Government projects. Combined, they represent \$14,204,860 or 30% of the \$47,071,879 City Improvement Plan. This 30% represents park projects that rely heavily on grant funding.

Several park projects will be phased over the next six years. A parcel of land was purchased for the intent of a new Public Works Complex, design is anticipated to begin in the next couple of years.

General Purpose Expenditures



CITY IMPROVEMENT PLAN PROGRAM	AMOUNT
General Purpose	\$ 14,204,860
Transportation	\$ 14,896,048
Enterprise	\$ 17,970,971
TOTAL CAPITAL PROGRAM	\$ 47,071,879

2014 - 2019 GENERAL PURPOSE CAPITAL IMPROVEMENTS

Page #	Project Name	Prior 2013		2014		2015		2016		2017		2018		2019		Total			
		Years Costs	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	Project Cost	
	General Projects/Municipal Facilities																		
1	PW Complex Relocation	1,100,000	100,000	100,000	500,000	500,000				5,500,200								7,600,200	
	2-State Grants				400,000														400,000
	6-Non-Voted Bonds									4,400,200									4,400,200
	7- City/Utility Reserves	1,100,000	100,000	100,000	500,000	500,000													1,700,000
	11-Sale of PW Prop									1,100,000									1,100,000
	Total Municipal Facility Projects	\$ 1,100,000	\$ 100,000	\$ 100,000	\$ 900,000	\$ 900,000				\$ 5,500,200								\$ 7,600,200	
	Total Municipal Facility Funding Sources	\$ 1,100,000	\$ 100,000	\$ 100,000	\$ 900,000	\$ 900,000				\$ 5,500,200								\$ 7,600,200	
	2-State Grants				400,000														400,000
	6- Non-Voted Bonds									4,400,200									4,400,200
	7- City/Utility Reserves	1,100,000	100,000	100,000	500,000	500,000													1,700,000
	11 - Sale of Property									1,100,000									1,100,000

2014 - 2019 GENERAL PURPOSE CAPITAL IMPROVEMENTS (continued)

Page #	Project Name	Prior 2013 Years Costs	2014 Project Cost	2015 Project Cost	2016 Project Cost	2017 Project Cost	2018 Project Cost	2019 Project Cost	Total Project Cost
	Park Projects								
2	Centennial Park	880,308				150,000	61,500		1,071,808
	7-City/Utility Reserves	214,308				25,000	25,000		264,308
	8 - City Impact Fees	48,000				123,500	36,500		207,500
	10-Real Estate Excess Tax	600,000							600,000
3	College Marketplace Athletic Fields			-			55,000	1,145,000	1,200,000
	1 - Federal Grants							45,000	45,000
	2-State Grants							500,000	500,000
	7-City/Utility Reserves						50,000	500,000	550,000
	8-City Impact Fees						5,000	100,000	105,000
4	Poulsbo Fish Park Restoration	3,132,390	195,482	255,000	130,000	130,000	5,000	5,000	3,852,852
	1-Federal Grants	150,000							150,000
	2-State Grants	2,247,964	90,000	125,000	62,500	62,500			2,587,964
	7-City/Utility Reserves	129,551	5,000	5,000	5,000	5,000	5,000	5,000	159,551
	13-Donation/In-Kind	604,875	100,482	125,000	62,500	62,500			955,337
5	Trail Easement to Nelson Park	20,000	110,000						130,000
	7 - City/Utility Reserves		84,764						84,764
	8 - City Impact Fees	20,000	25,236						45,236
6	Eastside Park	-	100,000	125,000	125,000	125,000			350,000
	8 - City Impact Fees			125,000	125,000	125,000			250,000
	13-Donation/In-Kind		100,000						100,000
	Total Park and Recreation Projects	\$ 4,012,698	\$ 405,462	\$ 380,000	\$ 255,000	\$ 280,000	\$ 121,500	\$ 1,160,000	\$ 6,604,660
	Total Park and Recreation Funding Sources	\$ 4,012,698	\$ 405,462	\$ 380,000	\$ 255,000	\$ 280,000	\$ 121,500	\$ 1,160,000	\$ 6,604,660
	1 - Federal Grants	150,000						45,000	195,000
	2 - State Grants	2,247,964	90,000	125,000	62,500	62,500		500,000	3,087,964
	3 - County Grants								-
	7 - City/Utility Reserves	343,859	89,764	5,000	5,000	30,000	60,000	505,000	1,058,623
	8 - City Impact Fees	66,000	25,236	125,000	125,000	125,000	41,500	100,000	607,736
	10 - Real Estate Excess Tax	600,000							600,000
	13 - Donation/In-Kind	604,875	200,462	125,000	62,500	62,500			1,055,337
	Total General Purpose Capital Projects	\$ 5,112,698	\$ 505,462	\$ 1,280,000	\$ 255,000	\$ 6,780,200	\$ 121,600	\$ 1,150,000	\$ 14,204,860
	Total General Purpose Funding Sources	\$ 5,112,698	\$ 505,462	\$ 1,280,000	\$ 255,000	\$ 6,780,200	\$ 121,600	\$ 1,150,000	\$ 14,204,860

Project Name: Public Works Complex Relocation

Project Description

Budget: \$7,600,200 **Purpose:** General Purpose
Location: N. Viking Road **Project Manager:** Andrzej Kasiniak, P.E.
Description: Relocation of the Public Works complex.
Justification: Upgrade of facilities (poor condition, drainage problems) and relocate to area where there is less conflict with nearby public uses. The first Phase of the project began in 2012 with the site work for the Solid Waste Transfer Station. This Phase will continue through 2015 with the construction of the Decant Facility partially funded by a DOE Grant (\$407K).
Start Date: 2010 **Completion Date:** 2017

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
6	Non-Voted Bonds				4,400,200				4,400,200
7	City/Utility Reserves	1,100,000	100,000	500,000					1,700,000
8	DOE Grant			400,000					
11	Sale of PW Prop				1,100,000				1,100,000
	Total	1,100,000	100,000	900,000	-	5,500,200	-	-	7,600,200

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Planning & Design			500,000					500,000
Land/ Right of Way	1,100,000							1,100,000
Construction		100,000	400,000		5,500,200			6,000,200
Management								-
Total	1,100,000	100,000	900,000	-	5,500,200	-	-	7,600,200

Estimated Impact on Future Operating Budgets

Notes: There will be no additional impact on future operating budget.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Operating								
Debt								
Total								

Project Name: College Marketplace Athletic Fields

Project Description

Budget: \$1,200,000 **Purpose:** Parks
Location: **Project Manager:** Mary McCluskey
Description: This project recognizes that the City of Poulsbo is deficient in the number of ballfields it owns (0), and development of additional athletic fields is necessary. This project plans for development of two multi-use fields and parking on the 6 acre site. Partnerships will be encouraged to develop and maintain the property.
Justification: The community continues to see growth, with over 6,000 students attending NK Schools. All community recreation programs are held at school district fields. The demand for youth and adult programs far outweigh the facilities available to host these programs.
Start Date: 2018 **Completion Date:** 2019

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan					Total	
			2014	2015	2016	2017	2018		2019
1	Federal Grants						45,000	45,000	
2	State Grants						500,000	500,000	
3	County							-	
7	City/Utility Reserves					50,000	500,000	550,000	
8	City Impact Fees					5,000	100,000	105,000	
	Total	-	-	-	-	-	55,000	1,145,000	1,200,000

Capital Costs

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Planning & Design						50,000	50,000	
	Land/ Right of Way							-	
	Construction						1,135,000	1,135,000	
	Management						5,000	15,000	
	Total	-	-	-	-	-	55,000	1,145,000	1,200,000

Estimated Impact on Future Operating Budgets

Notes: There is an anticipated expense of \$12,000 per year to maintain the athletic fields that would begin in 2019.

		Prior Years	Six-Year Plan					Total Costs
			2014	2015	2016	2017	2018	
	Operating						12,000	12,000
	Debt							-
	Total	-	-	-	-	-	12,000	12,000

Project Name: Centennial Park

Project Description

Budget: \$1,071,808 **Purpose:** Parks
Location: **Project Manager:** Mary McCluskey
Description: The 2.5 acre parcel, located at the corner of 7th Avenue and Iverson Street, was purchased in 2000 by the City for future offices. Because Dogfish Creek runs through the property and subsequent Critical Areas Ordinance guidelines, building new structures on this site is not feasible. It was retained as an urban park because of its proximity to shopping, medical offices, the library, and public transportation. A master plan was completed in 2007 and development began in 2008 with clearing and the installation of the Centennial sculpture. Phase 2 included more development including picnic tables, landscaping and a bridge over the creek. This park may benefit in the future with additional parcels after the Public Works Department moves to a new site.
Justification: In the center of the city; connectivity to other public services; a nice, urban setting.
Start Date: 2008 **Completion Date:** 2018

Capital Funding

Sources of Funding

	Prior Years	Six-Year Plan						Total
		2014	2015	2016	2017	2018	2019	
1 Federal Grants								-
2 State Grants								-
6 Non-Voted Bonds								-
7 City/Utility Reserves	214,308				25,000	25,000		264,308
8 City Impact Fees	48,000				125,000	36,500		207,500
10 Real Estate Excise Tax	600,000							600,000
Total	860,308	-	-	-	150,000	61,500	-	1,071,808

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Planning & Design	53,930							53,930
Land/ Right of Way	600,000							600,000
Construction	201,378				140,000	56,500		397,878
Management	5,000				10,000	5,000		20,000
Total	860,308	-	-	-	150,000	61,500	-	1,071,808

Estimated Impact on Future Operating Budgets

Notes: This park is all natural so there will be limited maintenance impact. It is anticipated as the park grows in 2017 we will see a minimal increase in the maintenance of \$1,000 per year.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Operating	3,000	600	500	600	600	1,000	1,000	7,000
Debt								-
Total	3,000	600	500	600	600	1,000	1,000	7,000

Project Name:**Poulsbo's Fish Park****Project Description****Budget:** \$ 3,852,852**Purpose:** Parks**Location:** 288 NW Lindvig Way**Project Manager:** Mary McCluskey

Description: Poulsbo's Fish Park is a nature park in the middle of a growing, urban city. This project began in 2002 with the purchase of the original 13.36 acres using mostly grant funding. The development has been done using city dollars, grant money, and a plethora of community and volunteer support. A citizen's steering committee plans and fundraises for the project. Community support has seen the original purchase turn into 36.27 acres; a wonderful place to walk and enjoy the wildlife, walk on gravel trails, enjoy on-site artwork, listen to educational programs at the amphitheater, and view nature.

Justification: This park provides planned public access and environmental stewardship of a nature area in the city. Much of the work on-site has been completed because of generous donations, community support and city funds.

Start Date: 2002**Completion Date:** 2016**Capital Funding****Sources of Funding**

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants	150,000							150,000
2	State Grants	2,247,964	90,000	125,000	62,500	62,500			2,587,964
3	County								-
4	PWTF								-
7	City/Utility Reserves	129,551	5,000	5,000	5,000	5,000	5,000	5,000	159,551
8	City Impact Fees								-
13	Donation/Ink/Ind	604,875	100,462	125,000	62,500	62,500			955,337
	Total	3,132,390	195,462	255,000	130,000	130,000	5,000	5,000	3,852,852

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	75,000	7,000						82,000
	Land/ Right of Way	1,490,000		250,000					1,740,000
	Construction	1,490,390	181,462	5,000	130,000	130,000	5,000	5,000	1,946,852
	Management	77,000	7,000						84,000
	Total	3,132,390	195,462	255,000	130,000	130,000	5,000	5,000	3,852,852

Estimated Impact on Future Operating Budgets

This park is all natural so there will be limited maintenance impact on future operating budgets. As the park expands there will be additional waste disposal costs which should be minimal and absorbed into the current operating budget.

Notes:

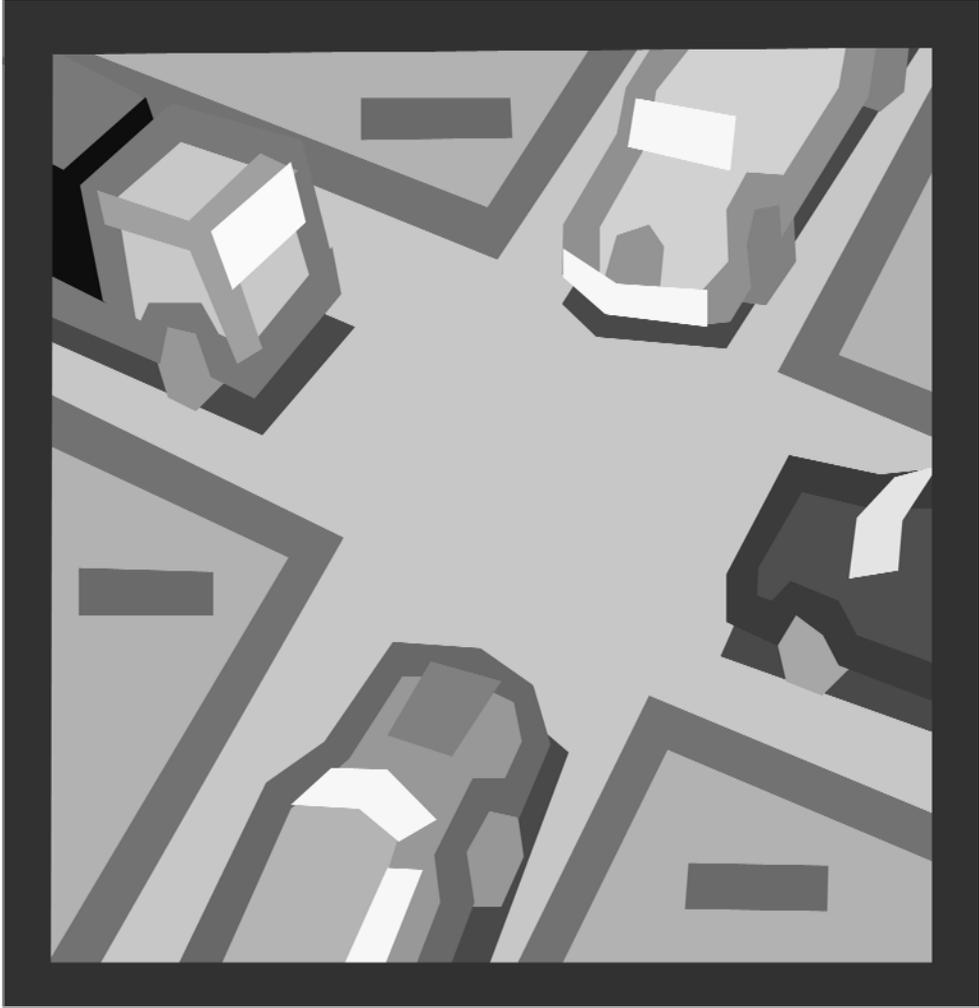
		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating	12,000	1,000	1,000	1,000	1,000	1,000	1,000	18,000
	Debt								-
	Total	12,000	1,000	1,000	1,000	1,000	1,000	1,000	18,000



CITY OF POULSBO

2014-2019 CITY IMPROVEMENT PLAN

TRANSPORTATION PROGRAM



2014 - 2019 TRANSPORTATION CAPITAL IMPROVEMENTS

Page #	Project Name	Prior 2013		2014		2015		2016		2017		2018		2019		Total	
		Years	Costs	Project	Cost	Project	Cost	Project	Cost	Project	Cost	Project	Cost	Project	Cost	Project	Cost
	Street Projects																
6	Nail Road Improvements	1,828,121			250,000	450,000	3,500,000										6,028,121
	1-Federal Grants	1,070,888			200,000	400,000	2,800,000										4,470,888
	3 - County Grants	100,000															100,000
	7-City/Utility Reserves	608,233			50,000	50,000	300,000										908,233
	8-City Impact Fees	50,000			50,000	400,000	550,000										550,000
10	Finn Hill Reconstruction				50,000	50,000	850,000										950,000
	2 - State Grants				50,000	50,000	500,000										500,000
	8-City Impact Fees				50,000	50,000	350,000										450,000
11	City-wide Safety Improvements				50,000	250,000											300,000
	2 - State Grants				200,000												200,000
	8-City Impact Fees				50,000	50,000											100,000
12	Lincoln Rd Reconstruction - PS&E	345,854		3,200,000													3,545,854
	1-Federal Grants			2,100,000													2,100,000
	2 - State Grants			843,215													843,215
	7-City/Utility Reserves	245,854															245,854
	8-City Impact Fees	100,000		256,785													356,785
13	City-wide Pavement Restoration Program			800,000													800,000
	1-Federal Grants			650,000													650,000
	7-City/Utility Reserves			150,000													150,000
14	3rd Ave Central Business District LID Retrofit			150,000													150,000
	7-City/Utility Reserves			100,000													100,000
	8-City Impact Fees			50,000													50,000
15	3rd Ave to Hoostmark to Larson			600,000													600,000
	7-City/Utility Reserves			600,000													600,000
16	Liberty Bay Waterfront Trail	301,253		20,000		250,000								1,000,000			1,571,253
	1-Federal Grants	249,950												800,000			1,049,950
	2 - State Grants					200,000											200,000
	7-City/Utility Reserves	51,313		20,000		50,000								200,000			321,313
17	2018/2017 City-wilds Pavement Restoration Program					500,000	450,000										950,000
	7-City/Utility Reserves					500,000	450,000										950,000
	Total Transportation Capital Projects	\$ 2,478,048	\$ 4,170,000	\$ 4,170,000	\$ 960,000	\$ 1,500,000	\$ 4,800,000	\$ 4,800,000	\$ -	\$ 1,000,000	\$ 1,571,253	\$ -	\$ 1,000,000	\$ 14,898,048			
	Total Transportation Capital Funding Sources	\$ 2,478,048	\$ 4,170,000	\$ 4,170,000	\$ 960,000	\$ 1,500,000	\$ 4,800,000	\$ 4,800,000	\$ -	\$ 1,000,000	\$ 1,571,253	\$ -	\$ 1,000,000	\$ 14,898,048			
	1 - Federal Grants	1,320,938		2,750,000	200,000	400,000	2,800,000	400,000					800,000	8,270,938			
	2 - State Grants			843,215	-	400,000	600,000							1,743,215			
	3 - County Grants	100,000												100,000			
	7 - City/Utility Reserves	905,210		270,000	600,000	550,000	750,000						200,000	3,275,210			
	8-City Impact Fees	150,000		308,785	150,000	150,000	750,000							1,508,785			

Project Name: Noll Road Improvements Phase III

Project Description

Budget: \$6,029,121 **Purpose:** Transportation
Location: Noll Road **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will be implemented in several phases. Phase I was completed in 2011. It included construction of pedestrian and bicycle improvements between Poulosbo Middle School and Poulosbo Elementary School; Phase II was completed in 2012. It included the roundabout (Noll/Lincoln intersection); Phase III (2015-2017) will include roadway improvements between Deer Run Plat and SR 305 (PE and R/W only).
Justification: The project will increase roadway capacity and improve safety.
Start Date: 2008 **Completion Date:** 2017

Capital Funding

Sources of Funding

		Prior Years	Six_Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants	1,070,888		200,000	400,000	2,800,000			4,470,888
2	State Grants								-
3	County	100,000							100,000
4	PVTF								-
7	City/Utility Reserves	608,233				300,000			908,233
8	City Impact Fees	50,000		50,000	50,000	400,000			550,000
	Total	1,829,121	-	250,000	450,000	3,500,000	-	-	6,029,121

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	339,942		250,000	450,000				1,039,942
	Land/ Right of Way								-
	Construction	1,439,179				3,160,000			4,639,179
	Management	80,000				360,000			400,000
	Total		-	250,000	450,000	3,500,000	-	-	6,029,121

Estimated Impact on Future Operating Budgets

Notes: This is an improvement to an existing road. There will not be any additional impacts to the operating budget.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Finn Hill Reconstruction

Project Description

Budget: \$950,000 **Purpose:** Transportation
Location: Finn Hill **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project includes pedestrian & bicycle improvements along the northside of Finn Hill. \$450,000 of this total will be from Olhava Associates - SEPA Mitigations (donation).
Justification: The project will increase roadway capacity and improve safety.
Start Date: 2015 **Completion Date:** 2017

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan					Total	
			2014	2015	2016	2017	2018		2019
1	Federal Grants								-
2	State Grants					500,000			500,000
3	County								-
4	PWTF								-
7	City/Utility Reserves								-
8	City Impact Fees			50,000	50,000	350,000			450,000
	Total	-	-	50,000	50,000	850,000	-	-	950,000

Capital Costs

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Planning & Design			50,000	50,000				100,000
	Land/ Right of Way								-
	Construction					800,000			800,000
	Management					50,000			50,000
	Total	-	-	50,000	50,000	850,000	-	-	950,000

Estimated Impact on Future Operating Budgets

Notes: This is an improvement to an existing road. There will not be any additional impacts to the operating budget.

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: City-wide Safety Improvements

Project Description

Budget: \$300,000 **Purpose:** Transportation
Location: 4th Ave North **Project Manager:** Andrzej Kasinlak, P.E.
Description: This Project will construct approximately 800 lf of missing sidewalks along the Westside of 4th Ave.
Justification: The project will improve pedestrian safety.
Start Date: 2015 **Completion Date:** 2016

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan					Total	
			2014	2015	2016	2017	2018		2019
1	Federal Grants								-
2	State Grants				200,000				200,000
3	County								-
4	PWTF								-
6	City Impact Fees			50,000	50,000				100,000
	Total	-	-	50,000	250,000	-	-	-	300,000

Capital Costs

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Planning & Design			50,000					50,000
	Land/ Right of Way								-
	Construction				230,000				230,000
	Management				20,000				20,000
	Total	-	-	50,000	250,000	-	-	-	300,000

Estimated Impact on Future Operating Budgets

Notes: There will be no additional impact on future operating budget.

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Operating								-
	Debt								-

Project Name: Lincoln Rd. Reconstruction

Project Description

Budget: \$3,545,664 **Purpose:** Transportation
Location: Lincoln Road **Project Manager:** Andrzej Kasiniak, P.E.

Description: This project will include a new shared-use path, bicycle lanes and sidewalks. Pavement will be rehabilitated and storm drainage retrofitted.
Justification: The project will increase roadway capacity and will improve safety.
Start Date: 2011 **Completion Date:** 2014

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants		2,100,000						2,100,000
2	State Grants		843,215						843,215
3	County								-
7	City/Utility Reserves	245,664							245,664
5	Voted Bonds								-
8	City Impact Fees	100,000	256,785						356,785
	Total	345,664	3,200,000	-	-	-	-	-	3,545,664

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	305,664			-				305,664
	Land/ Right of Way	40,000	100,000						140,000
	Construction		2,950,000						2,950,000
	Management		150,000						150,000
	Total	345,664	3,200,000	-	-	-	-	-	3,545,664

Estimated Impact on Future Operating Budgets

Right of way landscaping and sidewalk maintenance will need to be increased once the project has been completed. Most of the operational impacts will be after 2014. Casual labor dollars have been increased in the street operating budget to support the increased maintenance.

Notes:

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: City Wide Pavement Restoration Program

Project Description

Budget: \$800,000 **Purpose:** Transportation
Location: 7th, 8th, Bond Rd, **Project Manager:** Andrzej Kasiniak, P.E.
 Hostmark
Description: This project is designed to overlay the existing streets and will include the following elements: pavement repairs, pavement overlay, striping and upgrades to the existing handicap ramps.
Justification: The project will improve safety and reduce street maintenance costs.
Start Date: On-going **Completion Date:** On-going

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants		650,000						650,000
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves		150,000						150,000
	Total	-	800,000	-	-	-	-	-	800,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design		30,000						30,000
	Land/ Right of Way								-
	Construction		750,000						750,000
	Management		20,000						20,000
	Total	-	800,000	-	-	-	-	-	800,000

Estimated Impact on Future Operating Budgets

Notes: There will be no additional impact on future operating budgets as the overlay is to existing roads accounted for in the current budget.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: 3rd Avenue Central Business District LID Retrofit

Project Description

Budget: \$150,000 **Purpose:** Transportation
Location: 3rd Ave. **Project Manager:** Andrzej Kasiniak, P.E.
Description: LID Retrofit of the Central Business District. Construction will take place on 3rd Avenue, Jensen Way, Front Street, and King Olaf Parking Lot. It includes 11 tree boxes, 5 landscaped raingardens, and pervious pavement.
Justification: The project will improve water quality and pedestrain safety

Start Date: 2014 **Completion Date:** 2014

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
8	City Impact Fees		50,000						50,000
7	City/Utility Reserves		100,000						100,000
	Total	-	150,000	-	-			-	150,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design		15,000						15,000
	Land/ Right of Way								-
	Construction		120,000						120,000
	Management		15,000						15,000
	Total	-	150,000	-	-	-	-	-	150,000

Estimated Impact on Future Operating Budgets

Notes: This is an improvement to an existing road. There will not be any additional impacts to the operating budget.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: 3rd Avenue-Moe to Hostmark

Project Description

Budget: \$600,000 **Purpose:** Transportation
Location: 3rd Ave. **Project Manager:** Andrzej Zasiniak, P.E.

Description: This project includes sidewalks, curbs, gutters and parking.

Justification: This project will improve safety and reduce street maintenance costs.

Start Date: 2016 **Completion Date:** 2016

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
7	City/Utility Reserves				600,000				600,000
	Total	-	-	-	600,000	-	-	-	600,000

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
	Planning & Design			80,000				80,000
	Land/ Right of Way							-
	Construction			500,000				500,000
	Management			20,000				20,000
	Total	-	-	600,000	-	-	-	600,000

Estimated Impact on Future Operating Budgets

Notes: This is an Improvement to an existing road. There will not be any additional impacts to the operating budget.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
	Operating							-
	Debt							-
	Total	-	-	-	-	-	-	-

Project Name: Liberty Bay Waterfront Trail phase I

Project Description

Budget: \$1,571,263 **Purpose:** Transportation
Location: Anderson Parkway/ Fish Park **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will create a pedestrian/bicycle trail from Legion Park to Liberty Bay Auto dealership.
Justification: The project will enhance pedestrian connectivity between Anderson Parkway and Fish Park.
Start Date: 2011 **Completion Date:** 2019

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants	249,950						800,000	1,049,950
2	State Grants				200,000				200,000
3	County								-
4	PWTF								-
7	City/Utility Reserves	51,313	20,000		50,000			200,000	321,313
	Total	301,263	20,000	-	250,000	-	-	1,000,000	1,571,263

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	301,263	20,000						321,263
	Land/ Right of Way				250,000			980,000	1,230,000
	Construction								-
	Management							20,000	20,000
	Total	301,263	20,000	-	250,000	-	-	1,000,000	1,571,263

Estimated Impact on Future Operating Budgets

This park is natural so there will be limited maintenance impact on future operating budgets. The parks maintenance budget, once developed will increase \$2,000 per year to support daily maintenance such as waste and shrub control on the paths.

Notes:

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: 2016/2017 City-wide Pavement Restoration Program

Project Description

Budget: \$950,000 **Purpose:** Transportation
Location: Fjord Rd. **Project Manager:** Andrzej Kasiniak, P.E.

Description: This project is designed to restore the existing city streets and will include the following elements: pavement repairs, pavement overlay and striping.

Justification: The project will improve safety and reduce street maintenance cost. The project is financed by the Pavement Restoration Program.

Start Date: on-going **Completion Date:** on-going

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
7	City/Utility Reserves				500,000	450,000			950,000
	Total	-	-	-	500,000	450,000	-	-	950,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design								-
	Land/ Right of Way								-
	Construction				480,000	430,000			910,000
	Management				20,000	20,000			40,000
	Total	-	-	-	500,000	450,000	-	-	950,000

Estimated Impact on Future Operating Budgets

Notes: This is an Improvement to an existing road. There will not be any additional impacts to the operating budget.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-



CITY OF POULSBO

2014-2019 CITY IMPROVEMENT PLAN

ENTERPRISE PROGRAM

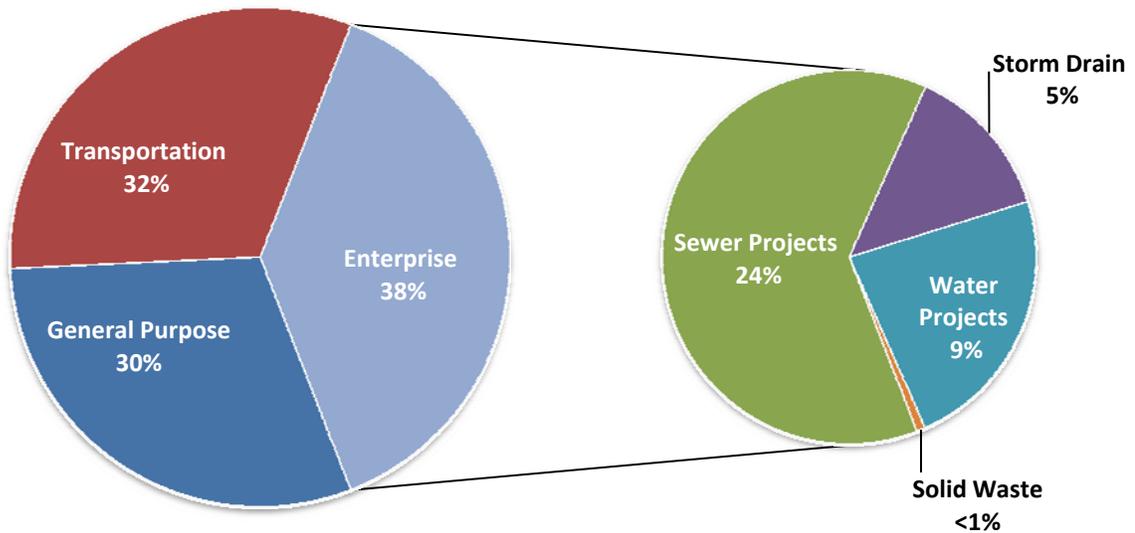


CITY OF POULSBO
2014 - 2019 City Improvement Plan

ENTERPRISE PROGRAM

The Enterprise Program element of the City Improvement Plan comprises Water, Wastewater, Solid Waste and Storm Water Utility Programs. Combined, they represent \$17,970,971 or 38% of the \$47,071,880 City Improvement Plan. Funding for the Enterprise projects will come from the individual utility’s reserve funds or by issuing debt supported by the rate payers of the utility.

Enterprise Expenditures



CITY IMPROVEMENT PLAN PROGRAM	AMOUNT
General Purpose	\$ 14,204,860
Transportation	\$ 14,896,048
Enterprise	\$ 17,970,971
TOTAL CAPITAL PROGRAM	\$ 47,071.880

2014 - 2019 ENTERPRISE CAPITAL IMPROVEMENTS

Page #	Project Name	Prior 2013 Years Costs	2014 Project Cost	2015 Project Cost	2016 Project Cost	2017 Project Cost	2018 Project Cost	2019 Project Cost	Total Project Cost
	Sewer								
20	Annual Inflow Reduction Program	60,000	20,000	20,000					100,000
21	6th & 9th Avenue Pump Station	1,255,513	90,000						2,155,513
22	Lincoln Road Sewer Improvements		90,000						90,000
23	Poulaibo Village Pump Station Upgrade			90,000					90,000
24	Harrison Forcemain Replacement	40,000	340,000						380,000
25	I&I Effectiveness & Downstream Capacity Study		110,000						110,000
26	Capital Facilities Charge for CK Plant	4,981,530	133,000	133,000	487,000	487,000	487,000	354,000	7,062,530
27	Replace County Pump Station 16				318,400	318,400	318,400	318,400	1,265,600
	Total Sewer Capital Projects	6,337,043	1,593,000	243,000	803,400	803,400	803,400	870,400	11,253,643
	Total Sewer Capital Projects								
	<i>1-Federal Grants</i>								
	<i>7-Sewer Reserves</i>	<i>6,337,043</i>	<i>1,593,000</i>	<i>243,000</i>	<i>803,400</i>	<i>803,400</i>	<i>803,400</i>	<i>870,400</i>	<i>11,253,643</i>
	Funding for Sewer Projects	6,337,043	1,593,000	243,000	803,400	803,400	803,400	870,400	11,253,643
	Total Sewer Capital Projects								
	Funding for Sewer Projects								
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2014 - 2019 ENTERPRISE CAPITAL IMPROVEMENTS (continued)

Page #	Project Name	Prior 2013 Years Costs	2014 Project Cost	2015 Project Cost	2016 Project Cost	2017 Project Cost	2018 Project Cost	2019 Project Cost	Total Project Cost
	Storm Drain								
37	Dogfish Creek Restoration	5,000	50,000	300,000	350,000				705,000
38	Nail Rd Culvert Replacement/Bjergen Cr Culvert	70,000	20,000	500,000					590,000
39	Replace Storm Drains in Ridgewood/Kevo's Pond	45,000	80,000	120,000	140,000				365,000
40	Nonland Drainage Ditch Replacement		20,000			57,000			77,000
41	Replace Storm Drain West of 10th Ave.						32,000		32,000
42	Repair American Legion Park Outfall							94,000	94,000
43	3rd Ave Central Business District		590,000						590,000
	Total Storm Drain Projects	120,000	710,000	920,000	490,000	57,000	32,000	94,000	2,423,000
	Funding Source	Prior 2013	2014	2015	2016	2017	2018	2019	Total
	2-State Grants		440,000	600,000	200,000				1,240,000
	7-Storm Drain Reserves	120,000	270,000	320,000	290,000	57,000	32,000	94,000	1,183,000
	Funding for Storm Drain Projects	120,000	710,000	920,000	490,000	57,000	32,000	94,000	2,423,000
	Project Name	Prior 2013 Years Costs	2014 Project Cost	2015 Project Cost	2016 Project Cost	2017 Project Cost	2018 Project Cost	2019 Project Cost	Total Project Cost
	Solid Waste	135,328							135,328
44	Solid Waste Transfer Station	135,328							135,328
	Total Solid Waste Projects	135,328							135,328
	Funding Source	Prior 2013	2014	2015	2016	2017	2018	2019	Total
	7-Solid Waste Reserves	135,328	-						135,328
	Funding for Solid Waste Projects	135,328	-	-	-	-	-	-	135,328
	Total Enterprise Projects	7,167,371	3,098,000	1,833,000	1,792,400	1,860,400	1,455,400	764,400	17,970,971
	Total Funding Enterprise Projects	7,167,371	3,098,000	1,833,000	1,792,400	1,860,400	1,455,400	764,400	17,970,971
	GRAND TOTAL CIP PROJECTS	14,756,117	7,825,463	4,063,000	4,947,400	11,590,800	1,576,900	2,914,400	47,073,880
	GRAND TOTAL CIP FUNDING SOURCES	14,756,117	7,825,463	4,063,000	4,347,400	11,590,800	1,576,900	2,914,400	47,073,880

Project Name: Annual Inflow Reduction Program

Project Description

Budget: \$ 100,000 **Purpose:** Sewer
Location: City Wide **Project Manager:** Andrzej Kasiniak, P.E.
Description: The city will implement an annual inflow reduction program consisting of identifying and repairing inflow sources. Example: Installation of an I&I prevention devices such as manhole inserts.
Justification: Flow monitoring data shows that the existing sewer system experiences high level of inflow during storm events.
Start Date: 2011 **Completion Date:** 2015

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	60,000	20,000	20,000					100,000
	Total	60,000	20,000	20,000	-	-	-	-	100,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design								-
	Land/ Right of Way								-
	Construction	60,000	20,000	20,000					100,000
	Management								-
	Total	60,000	20,000	20,000	-	-	-	-	100,000

Estimated Impact on Future Operating Budgets

Notes: This will not increase the operating budget but may reduce current expenditures due to less sewage being processed by the plant and dispensed through the storm drain system.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: 6th & 9th Avenue Pump Station

Project Description

Budget: \$2,155,513 **Purpose:** Sewer
Location: 6th/9th Avenue **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project includes rehabilitation and upgrade of the 6th & 9th Avenue wastewater pump stations and replacement of 6th & 9th Avenue transmission mains.

Justification: The existing infrastructure is aged and the pump stations are at capacity. Upgrade of the pump stations is required in order to ensure reliability and replace aged infrastructure and appurtenances. Additionally, this project replaces the existing force mains serving 6th & 9th Avenue pump stations. The existing mains have operational issues.

Start Date: 2010 **Completion Date:** 2014

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	1,255,513	900,000						2,155,513
	Total	1,255,513	900,000	-	-	-	-	-	2,155,513

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	120,513							120,513
	Land/ Right of Way								-
	Construction	1,035,000	810,000						1,845,000
	Management	100,000	90,000						190,000
	Total	1,255,513	900,000	-	-	-	-	-	2,155,513

Estimated Impact on Future Operating Budgets

Notes: This is a capital upgrade and replacement project requiring no additional operating dollars.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Lincoln Road Sewer Extension

Project Description

Budget: \$90,000.00 **Purpose:** Sewer
Location: Lincoln Rd. **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will extend two sanitary sewer lines across Lincoln Rd.
Justification: In 2014 the city will overlay Lincoln Road. Two sewer lines must be extended to provide services to customers.
Start Date: 2014 **Completion Date:** 2014

Capital Funding

Sources of Funding

	Prior Years	Six-Year Plan						Total
		2014	2015	2016	2017	2018	2019	
1	Federal Grants							-
2	State Grants							-
3	County							-
4	PWTF							-
5	Voted Bonds							-
7	City/Utility Reserves	90,000						90,000
	Total	- 90,000	-	-	-	-	-	90,000

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
	Planning & Design	10,000						10,000
	Land/ Right of Way							-
	Construction	70,000						70,000
	Management	10,000						10,000
	Total	- 90,000	-	-	-	-	-	90,000

Estimated Impact on Future Operating Budgets

Notes: The lines are not being added to increase flow but to target and help existing flow, creating no additional operating expenses.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
	Operating							-
	Debt							-
	Total	-	-	-	-	-	-	-

Project Name: Poulsbo Village Pump Station Upgrade

Project Description

Budget: \$90,000 **Purpose:** Sewer
Location: Poulsbo Village **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will include rehabilitation and upgrade of the Poulsbo Village wastewater pump station (electrical panel, controls, and pipes in a dry well).
Justification: The existing infrastructure is aged and the pump station is at capacity. Upgrade of the pump station is required in order to ensure reliability and replace aged infrastructure and appurtenances.
Start Date: 2015 **Completion Date:** 2015

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves			90,000					90,000
	Total	-	-	90,000	-	-	-	-	90,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design			20,000					20,000
	Land/ Right of Way								-
	Construction			62,000					62,000
	Management			8,000					8,000
	Total	-	-	90,000	-	-	-	-	90,000

Estimated Impact on Future Operating Budgets

Notes: There will be no additional impact on future operating budgets.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Harrison Forcemain Replacement

Project Description

Budget: \$380,000 **Purpose:** Sewer
Location: MSC Pumpstation to Harrison St. **Project Manager:** Andrzej Kasiniak, P.E.
Description: The project will replace the 12 inch force main from the Marine Science Center pump station that runs south along the beach. Install new 12 inch main along Fjord Drive and tie it to the existing 12 inch main at Harrison Street.
Justification: The existing forcemain is buried on the beach and any leak or failure of the main results in sewage discharge to Liberty Bay.
Start Date: 2013 **Completion Date:** 2014

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan					Total	
			2014	2015	2016	2017	2018		2019
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	40,000	340,000						380,000
	Total	40,000	340,000	-	-	-	-	-	380,000

Capital Costs

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Planning & Design	40,000							40,000
	Land/ Right of Way								-
	Construction		320,000						320,000
	Management		20,000						20,000
	Total	40,000	340,000	-	-	-	-	-	380,000

Estimated Impact on Future Operating Budgets

Notes: This is an existing main so there will not be any additional operating expenditures related to this project.

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: I & I Effectiveness & Downstream Capacity Study

Project Description

Budget: \$110,000 **Purpose:** Sewer
Location: **Project Manager:** Andrzej Kasniak, P.E.
Description: The project will evaluate effectiveness of I&I reduction program and if warranted prepare the design to increase the system capacity.
Justification: Evaluate effectiveness of I&I program.
Start Date: 2014 **Completion Date:** 2014

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves		110,000						110,000
	Total	-	110,000	-	-	-	-	-	110,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design		110,000						110,000
	Land/ Right of Way								-
	Construction								-
	Management								-
	Total	-	110,000	-	-	-	-	-	110,000

Estimated Impact on Future Operating Budgets

Notes: This is a study which should support the storm drain flow not creating additional expenditures, but hopefully reducing the amount of flow hitting the sewer system to be processed.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Capital Facilities Charge for CK Plant

Project Description

Budget: \$7,062,530 **Purpose:** Sewer
Location: **Project Manager:** Andrzej Kasiniak, P.E.
Description: City's capital contribution to the Central Kitsap treatment plant as required by contract with Kitsap County. The estimated costs are projected annual payments assuming financing of the \$4.8 project over 20 years utilizing County existing Bonds at 4%/yr. The existing \$133,000 annual capital cost for prior plant improvements will expire in 2018.
Justification: Kitsap County contract requirement.
Start Date: 2010 **Completion Date:** 2019

Capital Funding

Sources of Funding

	Prior Years	Six-Year Plan						Total
		2014	2015	2016	2017	2018	2019	
1 Federal Grants								-
2 State Grants								-
4 PWTF	267,000							267,000
5 Voted Bonds	4,315,530							4,315,530
7 City/Utility Reserves	399,000	133,000	133,000	487,000	487,000	487,000	354,000	2,480,000
Total	4,981,530	133,000	133,000	487,000	487,000	487,000	354,000	7,062,530

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Planning & Design								-
Land/ Right of Way								-
Construction	4,981,530	133,000	133,000	487,000	487,000	487,000	354,000	7,062,530
Management								-
Total	4,981,530	133,000	133,000	487,000	487,000	487,000	354,000	7,062,530

Estimated Impact on Future Operating Budgets

Notes: There will be no additional impact on future operating budgets.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Operating								-
Debt								-
Total	-	-	-	-	-	-	-	-

Project Name: Replace County Pump Station 16

Project Description

Budget: \$1,265,600 **Purpose:** Sewer
Location: **Project Manager:** Andrzej Kasiniak, P.E.
Description: City's capital contribution to the replacement of County Pump Station 16 as required by contract with Kitsap County.
Justification: Kitsap County contract requirement. The estimated costs are projected annual payments assuming financing of the \$4.3 project over 20 years utilizing County existing Bonds at 4%/yr.
Start Date: 2016 **Completion Date:**

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan					Total	
			2014	2015	2016	2017	2018		2019
1	Federal Grants								-
2	State Grants								-
3	County								-
5	Voted Bonds								-
7	City/Utility Reserves				316,400	316,400	316,400	316,400	1,265,600
	Total	-	-	-	316,400	316,400	316,400	316,400	1,265,600

Capital Costs

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Planning & Design								-
	Land/ Right of Way								-
	Construction				316,400	316,400	316,400	316,400	1,265,600
	Management								-
	Total	-	-	-	316,400	316,400	316,400	316,400	1,265,600

Estimated Impact on Future Operating Budgets

Notes: There will be no additional impact on future operating budgets.

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Solid Waste Transfer Station

Project Description

Budget: \$135,328 **Purpose:** Solid Waste
Location: N. Viking Road **Project Manager:** Andrzej Kasiniak, P.E.
Description: Construct Solid Waste Transfer Station
Justification: The project will reduce cost associated with transporting garbage to the Bremerton Solid Waste Transfer Station.
Start Date: 2010 **Completion Date:** 2012

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	135,328							135,328
	Total	135,328	-	-	-	-	-	-	135,328

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	10,000							10,000
	Land/ Right of Way								-
	Construction	115,328							115,328
	Management	10,000							10,000
	Total	135,328	-	-	-	-	-	-	135,328

Estimated Impact on Future Operating Budgets

Notes: There will be no additional impact on future operating budgets.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Dogfish Creek Restoration

Project Description

Budget: \$705,000 **Purpose:** Storm Drain
Location: South Fork of Dogfish Creek **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will reduce flooding, improve the Creek appearance, and enhance salmon migration upstream.
Justification: Dogfish Creek routinely overflows its banks onto the Public Works property and the Poulsbo Village Shopping Center. The culvert under 8th Avenue is too small and can flood, especially when partially blocked with sediment. Heavy brush and debris restricts flow and salmon migration in sections through Centennial Park. The proposed projects are identified in the Master Plan.
Start Date: 2011 **Completion Date:** 2016

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants			200,000	200,000				400,000
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	5,000	50,000	100,000	150,000				305,000
	Total	5,000	50,000	300,000	350,000	-	-	-	705,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	5,000		50,000					55,000
	Land/ Right of Way								-
	Construction			230,000	330,000				560,000
	Management		50,000	20,000	20,000				90,000
	Total	5,000	50,000	300,000	350,000	-	-	-	705,000

Estimated Impact on Future Operating Budgets

There will be additional operating expenditures in maintaining the creek bed. These minimal costs are being supported by additional casual labor dollars allocated to the maintenance program.

Notes:

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Noll Road Culvert Replacement/Bjorgen Creek Culvert

Project Description

Budget: \$590,000 **Purpose:** Storm Drain
Location: South of Noll Road **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will replace the existing 36-in culvert with a 8/10 foot wide culvert.
Justification: The existing culvert under the city owned right of way south of Noll Road is undersized and 1) Creates a fish passage barrier and 2) Creates flooding problem.
Start Date: 2009 **Completion Date:** 2015

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants			400,000					400,000
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	70,000	20,000	100,000					190,000
	Total	70,000	20,000	500,000	-	-	-	-	590,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	70,000	20,000						90,000
	Land/ Right of Way								-
	Construction			480,000					480,000
	Management			20,000					20,000
	Total	70,000	20,000	500,000	-	-	-	-	590,000

Estimated Impact on Future Operating Budgets

Notes: Beginning in 2013, this project is projected to increase operating expenses by \$2,000 per year until 2016.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating	2,000	2,000	2,000	2,000				8,000
	Debt								-
	Total	2,000	2,000	2,000	2,000	-	-	-	8,000

Project Name: Replace Storm Drains In Ridgewood /Kevos Pond

Project Description

Budget: \$365,000 **Purpose:** Storm Drain
Location: Ridgewood **Project Manager:** Andrzej Kasiniak, P.E.
Description: The existing storm drain does not meet the current standards. The Ridgewood /Kevos Pond Basin Plan identified several capital improvement projects that will address system deficiencies. Phase I improvements will be implemented between 2014 (PS&E) and 2016 (construction). Phase I recommended improvements consist of three projects: Nonland Control Structure Modifications, Wendy Way Pipe Replacement, and Kevos/Ridgewood Pipe replacement.
Justification: During heavy storm events, water floods private properties.
Start Date: 2012 **Completion Date:** 2016

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	45,000	60,000	120,000	140,000				365,000
	Total	45,000	60,000	120,000	140,000	-	-	-	365,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	45,000	60,000						105,000
	Land/ Right of Way								-
	Construction			100,000	120,000				220,000
	Management			20,000	20,000				40,000
	Total	45,000	60,000	120,000	140,000	-	-	-	365,000

Estimated Impact on Future Operating Budgets

Notes: This is an upgrade, which will not require additional operating expenditures, but once up to current standards may slightly reduce the expenses.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Norrland Drainage Ditch Replacement

Project Description

Budget: \$77,000 **Purpose:** Storm Drain
Location: Norrland Ct. **Project Manager:** Andrzej Kasiniak, P.E.
Description: Two storm drains discharge to an open ditch that flows through the back yards of 3 homes. This project will replace the ditch with 90 linear feet of 18" dia PVC and install two catch basins.
Justification: The drainage ditch was originally designed to carry flow from the drainage channel north of Lincoln Road. A detention structure was placed in Lincoln Road and discharged to the ditch. This caused the control structure in the Norrland cul-de-sac to back up into the yards and flood at least one of the crawl spaces. The control structure has not been opened to minimize the problem. This project cannot be accomplished until the Wendy Way storm main is increased to 18".
Start Date: 2015 **Completion Date:** 2017

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves		20,000			57,000			77,000
	Total	-	20,000	-	-	57,000	-	-	77,000

Capital Costs

	Prior Years	Six-Year Plan						Total Costs	
		2014	2015	2016	2017	2018	2019		
	Planning & Design	20,000						20,000	
	Land/ Right of Way							-	
	Construction				49,400			49,400	
	Management				7,600			7,600	
	Total	-	20,000	-	-	57,000	-	-	77,000

Estimated Impact on Future Operating Budgets

Notes: This is a replacement project and will not increase operating expenses.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
	Operating							-
	Debt							-
	Total	-	-	-	-	-	-	-

Project Name: Replace Storm Drain West of 10th Ave

Project Description

Budget: \$32,000 **Purpose:** Storm Drain
Location: 10th Ave. **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will replace 150 feet of storm drain main running through the private property at 18581 10th Avenue NE with larger diameter pipe. As well as replace catch basins if required, patch asphalt pavement, and restore all landscaping in the yard.
Justification: This short segment of storm drain carries a large quantity of water. Evaluate pipe conditions to determine whether there may be a partial collapse of the line. A portion was repaired in 2001 but the problem still exists. Consider replacing with a larger diameter main.
Start Date: 2018 **Completion Date:** 2018

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves					32,000			32,000
	Total	-	-	-	-	-	32,000	-	32,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design		.				4,200		4,200
	Land/ Right of Way								-
	Construction						27,800		27,800
	Management								-
	Total	-	-	-	-	-	32,000	-	32,000

Estimated Impact on Future Operating Budgets

Notes: This is a replacement project and will not increase operating expenses.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Repair American Legion Park Outfall

Project Description

Budget: \$94,000 **Purpose:** Storm Drain
Location: American Legion Park **Project Manager:** Andrzej Kasiniak, P.E.
Description: The stormwater outfall located at the north end of American Legion Park is in jeopardy of falling due to slope erosion. This project will replace the outfall and stabilize the bank.
Justification: The bank has eroded and several large trees have fallen into Liberty Bay. The edge of the bank is now about 3 feet from the last manhole. The loss of another tree and further bank erosion could cause the manhole to tip into Liberty Bay resulting in damage to the outfall, erosion, and further loss of park land.
Start Date: 2019 **Completion Date:** 2019

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves							94,000	94,000
	Total	-	-	-	-	-	-	94,000	94,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design							12,500	12,500
	Land/ Right of Way								-
	Construction							81,500	81,500
	Management								-
	Total	-	-	-	-	-	-	94,000	94,000

Estimated Impact on Future Operating Budgets

Notes: This is a replacement project and will not increase operating expenses.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: 3rd Ave Central Business District

Project Description

Budget: \$560,000 **Purpose:** Storm Drain
Location: Varies - see description **Project Manager:** Andrzej Kasiniak, P.E.
Description: Construction will take place on 3rd Ave, Jensen Way, Front Street, and King Olafs Parking Lot. It includes 11 tree boxes, 5 landscaped raingardens, and new pervious pavement on 3rd Ave between Iverson and Moe.
Justification: LID Retrofit to improve Stormwater Quality
Start Date: 2014 **Completion Date:** 2014

Capital Funding

Sources of Funding

	Prior Years	Six-Year Plan						Total
		2014	2015	2016	2017	2018	2019	
1 Federal Grants								-
2 State Grants		440,000						440,000
3 County								-
4 PWTf								-
5 Voted Bonds								-
7 City/Utility Reserves		120,000						120,000
Total	-	560,000	-	-	-	-	-	560,000

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Planning & Design		65,000						65,000
Land/ Right of Way								-
Construction		450,000						450,000
Management		45,000						45,000
Total	-	560,000	-	-	-	-	-	560,000

Estimated Impact on Future Operating Budgets

There will be additional operating expenditures necessary to maintain the rain gardens. Casual labor dollars have been increased to cover the additional expenses. Estimated associated costs should not exceed \$1,500.

Notes:

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Operating			1,500	1,500	1,500	1,500	1,500	7,500
Debt								-
Total	-	-	1,500	1,500	1,500	1,500	1,500	7,500

Project Name: Raab Park Tank Repair

Project Description

Budget: \$275,000 **Purpose:** Water
Location: Raab Park **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will repair structural defects and repaint tank in accordance with findings of Seismic evaluation.
Justification: Seismic evaluation noted several structural concerns with the tank that require correction.
Start Date: 2013 **Completion Date:** 2014

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	25,000	250,000						275,000
	Total	25,000	250,000	-	-	-	-	-	275,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	25,000							25,000
	Land/ Right of Way								-
	Construction		250,000						250,000
	Management								-
	Total	25,000	250,000	-	-	-	-	-	275,000

Estimated Impact on Future Operating Budgets

Notes: This is an existing tank so there will not be any additional operating expenditures related to this project.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: West Side Well Treatment for Manganese

Project Description

Budget: \$325,000 **Purpose:** Water
Location: Westside Well **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will install a treatment facility at existing Westside Well site. Water quality reports have indicated a high manganese content in the raw water (.085 mg/L manganese).
Justification: A treatment facility would reduce or eliminate the manganese in the finished water. Department of Health guidelines call for a maximum content of .05 mg/L.
Start Date: 2016 **Completion Date:** 2017

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan					Total	
			2014	2015	2016	2017	2018		2019
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves				25,000	300,000			325,000
	Total	-	-	-	25,000	300,000	-	-	325,000

Capital Costs

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Planning & Design				25,000				25,000
	Land/ Right of Way								-
	Construction					300,000			300,000
	Management								-
	Total	-	-	-	25,000	300,000	-	-	325,000

Estimated Impact on Future Operating Budgets

Notes: Beginning in 2017, this project is projected to increase operating budgets by \$5,000 annually through 2018.

		Prior Years	Six-Year Plan					Total Costs	
			2014	2015	2016	2017	2018		2019
	Operating					5,000	5,000		10,000
	Debt								-
	Total	-	-	-	-	5,000	5,000	-	10,000

Project Name: Pugh Well/Lincoln #2 Treatment for Manganese

Project Description

Budget: \$325,000 **Purpose:** Water
Location: Pugh/Lincoln Well #2 **Project Manager:** Andrzej Kasniak, P.E.
Description: This project will install a treatment facility at the new well (Pugh/Lincoln #2). Water quality reports have indicated higher than "normal" manganese content in the raw water (0.109mg/l).
Justification: A treatment facility would reduce or eliminate the manganese in the finished water (<0.05 mg/l).
Start Date: 2014 **Completion Date:** 2015

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves		25,000	300,000					325,000
	Total	-	25,000	300,000	-	-	-	-	325,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design		25,000						25,000
	Land/ Right of Way								-
	Construction			300,000					300,000
	Management								-
	Total	-	25,000	300,000	-	-	-	-	325,000

Estimated Impact on Future Operating Budgets

Notes: Beginning in 2016, this project is projected to increase operating budgets by \$5,000 annually through 2018.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating				5,000	5,000	5,000		15,000
	Debt								-
	Total	-	-	-	5,000	5,000	5,000	-	15,000

Project Name: Hostmark Transmission Main

Project Description

Budget: \$700,000 **Purpose:** Water
Location: Hostmark Street **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will install a transmission main between the Wildemess Park Booster Station and the East High Zone. The project consists of approximately 3,000 LF of 12-inch water main along Hostmark Street. A new pressure reducing valve station will be installed to transfer supply from the East High Zone to the Middle Zone.
Justification: This project will allow the City to transfer supply between the Low and East High Zones to improve supply redundancy to both areas.
Start Date: 2017 **Completion Date:** 2017

Capital Funding

Sources of Funding

	Prior Years	Six-Year Plan						Total
		2014	2015	2016	2017	2018	2019	
1 Federal Grants								-
2 State Grants								-
3 County								-
4 PWTF								-
5 Voted Bonds								-
7 City/Utility Reserves					700,000			700,000
Total	-	-	-	-	700,000	-	-	700,000

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Planning & Design					70,000			70,000
Land/ Right of Way								-
Construction					610,000			610,000
Management					20,000			20,000
Total	-		-	-	700,000	-	-	700,000

Estimated Impact on Future Operating Budgets

Notes: This is an existing line so there will not be any additional operating expenditures related to this project.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Operating								-
Debt								-
Total	-	-	-	-	-	-	-	-

Project Name: Wilderness Park Booster Station Replacement

Project Description

Budget: \$620,000 **Purpose:** Water
Location: Wilderness Park **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will construct a new booster station at the Wilderness Park reservoir site. The new booster station will transfer supply from the Low Zone to the East High Zone to eliminate the storage deficiency in the East High Zone and provide redundancy to the Pugh and Lincoln Wells. The booster station will consist of three 750 gpm pumps, integrated control systems, standby generator, and an automatic transfer switch.
Justification: The new booster station will transfer supply from the low zone to the east high zone to eliminate the storage deficiency in the East High zone and provide redundancy to the Pugh and Lincoln wells.
Start Date: 2018 **Completion Date:** 2018

Capital Funding

Sources of Funding

	Prior Years	Six-Year Plan						Total
		2014	2015	2016	2017	2018	2019	
Federal Grants								-
State Grants								-
County								-
PWTF								-
Voted Bonds								-
City/Utility Reserves						620,000		620,000
Total	-	-	-	-	-	620,000	-	620,000

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Planning & Design						60,000		60,000
Land/ Right of Way								-
Construction						540,000		540,000
Management						20,000		20,000
Total	-	-	-	-	-	620,000	-	620,000

Estimated Impact on Future Operating Budgets

Notes: This is an existing line so there will not be any additional operating expenditures related to this project.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Operating								-
Debt								-

Project Name: Wilderness Park Transmission Main

Project Description

Budget: \$474,000 **Purpose:** Water
Location: Wilderness Park **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will replace the transmission main from the Wilderness Park reservoir to the west side of SR 305. The existing water main is undersized and limits the flow to and from the reservoir. The project consists of 1,500 LF of 12-inch water main and includes a 200 LF boring beneath SR305. For planning purposes, the boring is assumed to be a 24-inch steel casing.
Justification: Existing water main is undersized and limits flow to and from the reservoir. The project will result in an increase in available fire flow to the low zone and provide water quality in the area around the reservoir.
Start Date: 2016 **Completion Date:** 2016

Capital Funding

Sources of Funding

	Prior Years	Six-Year Plan						Total
		2014	2015	2016	2017	2018	2019	
1 Federal Grants								-
2 State Grants								-
3 County								-
4 PWTF								-
5 Voted Bonds								-
7 City/Utility Reserves				474,000				474,000
Total	-	-	-	474,000	-	-	-	474,000

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Planning & Design				50,000				50,000
Land/ Right of Way								-
Construction				404,000				404,000
Management				20,000				20,000
Total	-	-	-	474,000	-	-	-	474,000

Estimated Impact on Future Operating Budgets

Notes: This is an existing line so there will not be any additional operating expenditures related to this project.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Operating								-
Debt								-
Total	-	-	-	-	-	-	-	-

Project Name: Old Town - Distribution Main Replacement

Project Description

Budget: \$900,000 **Purpose:** Water
Location: Old Town Area **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will replace the undersized and aging water mains in the "old town" area located south of downtown. This area is primarily residential although a few businesses are located along the waterfront. Existing piping serving the area is approximately 9,000 LF of 4-inch water main and 5,450 LF of 8-inch water main. This project will replace 3,140 LF of 4-inch piping with 8-inch piping along 6th Avenue and Haugen Street. In 2013 approximately 2000 lf of water main will be replaced along 6th Ave.
Justification: The new piping will serve as a "backbone" for the area and increase fire flow availability.
Start Date: 2015 **Completion Date:** 2015

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan						Total
			2014	2015	2016	2017	2018	2019	
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	530,000		370,000					900,000
	Total	530,000	-	370,000	-	-	-	-	900,000

Capital Costs

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Planning & Design	20,000		40,000					60,000
	Land/ Right of Way								-
	Construction	600,000		310,000					910,000
	Management	10,000		20,000					30,000
	Total	630,000	-	370,000	-	-	-	-	1,000,000

Estimated Impact on Future Operating Budgets

Notes: This is an existing line so there will not be any additional operating expenditures related to this project.

		Prior Years	Six-Year Plan						Total Costs
			2014	2015	2016	2017	2018	2019	
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

Project Name: Replace Lincoln Road Water Line

Project Description

Budget: \$345,000 **Purpose:** Water
Location: Raab Park **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will replace the existing 8" AC (asbestos-cement) Pipe.
Justification: Lincoln Road will be reconstructed in 2014. To meet the city standards the existing AC water pipe must be replaced with 8" DI (ductile iron) pipe class 52 between Pugh Rd and Noll Rd.
Start Date: 2013 **Completion Date:** 2014

Capital Funding

Sources of Funding

	Prior Years	Six-Year Plan						Total
		2014	2015	2016	2017	2018	2019	
1 Federal Grants								-
2 State Grants								-
3 County								-
4 PWIF								-
5 Voted Bonds								-
7 City/Utility Reserves	15,000	330,000						345,000
Total	15,000	330,000	-	-	-	-	-	345,000

Capital Costs

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Planning & Design	15,000							15,000
Land/ Right of Way								-
Construction		300,000						300,000
Management		30,000						30,000
Total	15,000	330,000	-	-	-	-	-	345,000

Estimated Impact on Future Operating Budgets

Notes: This is an existing line so there will not be any additional operating expenditures related to this project.

	Prior Years	Six-Year Plan						Total Costs
		2014	2015	2016	2017	2018	2019	
Operating								-
Debt								-
Total	-	-	-	-	-	-	-	-

Project Name: Replace Lindvig/Bond Road Water Line

Project Description

Budget: \$195,000 **Purpose:** Water
Location: Bond Road **Project Manager:** Andrzej Kasiniak, P.E.
Description: This project will replace the existing 8" AC (asbestos-cement) pipe.
Justification: Bond Road will be overlayed in 2014. To meet the city standards the existing AC water pipe must be replaced with 8" DI (ductile iron) pipe class 52 between Lindvig Way and Bond Rd.
Start Date: 2013 **Completion Date:** 2014

Capital Funding

Sources of Funding

		Prior Years	Six-Year Plan					2019	Total
			2014	2015	2016	2017	2018		
1	Federal Grants								-
2	State Grants								-
3	County								-
4	PWTF								-
5	Voted Bonds								-
7	City/Utility Reserves	5,000	190,000						195,000
	Total	5,000	190,000	-	-	-	-	-	195,000

Capital Costs

		Prior Years	Six-Year Plan					2019	Total Costs
			2014	2015	2016	2017	2018		
	Planning & Design	5,000	15,000						20,000
	Land/ Right of Way								-
	Construction		165,000						165,000
	Management		10,000						10,000
	Total	5,000	180,000	-	-	-	-	-	195,000

Estimated Impact on Future Operating Budgets

Notes: This is an existing line so there will not be any additional operating expenditures related to this project.

		Prior Years	Six-Year Plan					2019	Total Costs
			2014	2015	2016	2017	2018		
	Operating								-
	Debt								-
	Total	-	-	-	-	-	-	-	-

CITY OF POULSBO

2014 – 2019 CITY IMPROVEMENT PLAN

APPENDIX





City of Poulsbo

Legislative Policy

Title: Capital Improvement Policy	Page Number: 1 of 2
Department: Finance Department	Effective Date: July 21, 1999
Revised Date: New	Revised by: Finance/Admin Committee

PURPOSE

Poulsbo's city government is accountable for a considerable investment in buildings, parks, roads, sewers, equipment and other capital investments. The preservation, maintenance, and future improvement of these facilities are a primary responsibility of the City. Planning and implementing sound capital improvement policies and programs today will help the City avoid emergencies and major costs in the future.

POLICY

A capital project is defined as a project of a nonrecurring nature with a cost of \$15,000 or more and estimated service life of 10 years or more.

GUIDELINES

- A. Annually, a six-year capital improvements program will be developed analyzing all anticipated capital projects by year and identifying associated funding sources. The plan will contain projections of how the city will perform over the six-year period in relation to policy targets.
- B. The first year of the six-year capital improvements program will be used as the basis for formal fiscal year appropriations during the annual budget process. The capital improvement program will incorporate in its projections of expenditures and funding sources any amounts relating to previous year's appropriations but which have yet to be expended.
- C. The city will maintain a capital projects approval and monitoring committee composed of the City Engineer, Planning Director, Park and Recreation Director, Finance Director and the Committee Chairs from the Public Works, Community Services and the Finance/Admin Council Committees to meet quarterly and review the progress on all outstanding projects as well as to revise spending projections.

- D. The City Improvement Plan will be prepared and updated annually.
- E. The City Council will designate annual ongoing funding levels for each of the major project categories within the City Improvement Plan.
- F. Financial analysis of funding sources will be conducted for all proposed capital improvements.
- G. An annual Capital Budget will be developed and adopted by the City Council as part of the annual budget.
- H. The City Improvement Plan will be consistent with the Capital Facilities Element of the Comprehensive Plan.

REVISION CRITERIA

Each year during the Budget Process the Finance/Admin Committee will review Legislative Policies and recommend to Council any appropriate changes.

City of Poulsbo Debt Policy

SECTION I – INTRODUCTION & GUIDING PRINCIPLES

Purpose and Overview

The Debt Policy for the City of Poulsbo is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth comprehensive guidelines for the issuance and management of all financings of the City Council. Adherence to the policy is essential to ensure that the Council maintains a sound debt position and protects the credit quality of its obligations.

Capital Planning:

The City shall integrate its debt issuance with its Capital Improvement Program (CIP) spending to ensure that planned financing conforms to policy targets regarding the level and composition of outstanding debt. This planning considers the long-term horizon, paying particular attention to financing priorities, capital outlays and competing projects. Long term borrowing shall be confined to the acquisition and/or construction of capital improvements and shall not be used to fund operating or maintenance costs. For all capital projects under consideration, the City shall set aside sufficient revenue from operations to fund ongoing normal maintenance needs and to provide reserves for periodic replacement and renewal. The issuance of debt to fund operating deficits is not permitted.

Legal Governing Principles

In the issuance and management of debt, the City shall comply with the state constitution and with all other legal requirements imposed by federal, state, and local rules and regulations, as applicable.

- State Statutes – The City may contract indebtedness as provided for by RCW 35A.40.090. General Obligation indebtedness is subject to the limitations on indebtedness provided for in RCW 39.36.020(2)(b) and Article VIII of the Washington State Constitution. Bonds evidencing such indebtedness shall be issued and sold in accordance with chapter 39.46.
- Federal Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by federal rules and regulations including the Internal Revenue Code of 1986, as amended; the Treasury Department regulations there under; and the Securities Acts of 1933 and 1934.
- Local Rules and Regulations – The City shall issue and manage debt in accordance with the limitations and constraints imposed by local rules and regulations.

Roles & Responsibilities

The City Council shall:

- Approve indebtedness;
- Approve appointment of independent financial advisor and bond counsel;
- Approve the Debt Policy;
- Approve budgets sufficient to provide for the timely payment of principal and interest on all debt; and

- In consultation with the City’s General Counsel, financial advisor, and bond counsel, shall determine the most appropriate instrument for a proposed bond sale.

The Finance Director in consultation with the Finance Committee, the Mayor and full Council shall:

- Assume primary responsibility for debt management
- Provide for the issuance of debt at the lowest possible cost and risk;
- Determine the available debt capacity;
- Provide for the issuance of debt at appropriate intervals and in reasonable amounts as required to fund approved capital expenditures;
- Recommend to the City Council the manner of sale of debt;
- Monitor opportunities to refund debt and recommend such refunding as appropriate.
- Comply with all Internal Revenue Service (IRS), Securities and Exchange (SEC), and Municipal Securities Rulemaking Board (MSRB) rules and regulations governing the issuance of debt.
- Provide for the timely payment of principal and interest on all debt and ensure that the fiscal agent receives funds for payment of debt service on or before the payment date;
- Provide for and participate in the preparation and review of offering documents;
- Comply with all terms, conditions and disclosure required by the legal documents governing the debt issued;
- Submit to the City Council all recommendations to issue debt;
- Distribute to appropriate repositories information regarding financial condition and affairs at such times and in the form required by law, regulation and general practice, including Rule 15c2-12 regarding continuing disclosure;
- Provide for the distribution of pertinent information to rating agencies; and
- Apply and promote prudent fiscal practices.

Ethical Standards Governing Conduct

The members of the City staff, the Mayor and the City Council will adhere to the standards of conduct as stipulated by the Public Disclosure Act, RCW 42.17 and Ethics in Public Service, RCW 42.52.

SECTION II – PROFESSIONAL SERVICES

Professional Services

The City's Finance Department shall be responsible for the solicitation and selection of professional services that are required to administer the City's debt.

- Bond Counsel – With the exception of debt issued by the State, all debt issued by the City will include a written opinion by bond counsel affirming that the City is authorized to issue the proposed debt. The opinion shall include confirmation that the City has met all city and state constitutional and statutory requirements necessary for issuance, a determination of the proposed debt's federal income tax status and any other components necessary for the proposed debt.
- Financial Advisor – A Financial Advisor may be used to assist in the issuance of the City's debt. The Financial Advisor will provide the City with the objective advice and analysis on debt issuance. This includes, but is not limited to, monitoring of market opportunities, structuring and pricing of debt, and preparing official statements of disclosure.

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- Underwriters – An Underwriter will be used for all debt issued in a negotiated sale method. The Underwriter is responsible for purchasing negotiated debt and reselling the debt to investors.
- Fiscal Agent – A fiscal agent will be used to provide accurate and timely securities processing and timely payment to bondholders. As provided under RCW 43.80, the City will use the Fiscal Agent that is determined by the State.
- Professional Service providers may be selected through a competitive selection process conducted by the Finance Director in consultation with the Finance Committee and Legal Counsel; the City Council shall approve the most qualified financial advisor/underwriter and bond counsel.
- These services shall be regularly monitored by the Finance Director.

SECTION III – DEBT STRUCTURE

Types of Debt Instruments:

The City may utilize several types of municipal debt obligations to finance long-term capital projects. Subject to the approval of City Council, the City is authorized to sell:

- **Unlimited Tax General Obligation Bonds** – The City shall use Unlimited Tax General Obligation Bonds, also known as “Voted General Obligation Bonds” as permitted under RCW 35A.40.090 for the purpose of general purpose, open space and parks, and utility infrastructure. Voted issues are limited to capital purposes only. Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project. UTGO Bonds are payable from excess tax levies and are subject to the assent of 60% of the voters at an election to be held for that purpose.
- **Limited Tax General Obligation Bonds** – A Limited-Tax General Obligation debt (LTGO), also known as “Non-Voted General Obligation Debt”, requires the City to levy a property tax sufficient to meet its debt service obligations but only up to a statutory limit. The City shall use Limited Tax General Obligation (LTGO) Bonds as permitted under RCW 35A.40.090 for general capital purposes only. General Obligation debt is backed by the full faith and credit of the City and is payable from General Fund reserves and taxes collected by the City. LTGO Bonds will only be issued if:
 - A project requires funding not available from alternative sources;
 - Matching fund monies are available which may be lost if not applied for in a timely manner; or,
 - Emergency conditions exist.
- **Revenue Bonds** – The City shall use Revenue Bonds as permitted under RCW 35A.40.090 for the purpose of financing construction or improvements to facilities of enterprise systems operated by the City in accordance with the Capital Improvement Plan. No taxing power or general fund pledge is provided as security.
- **Special Assessment/Local Improvement District Bonds** – The City shall use Special Assessment Bonds as permitted under RCW 35A.40.090 for the purpose of assuring the greatest degree of public equity in place of general obligation bond where possible. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who specifically benefit from the capital improvements through annual assessments paid to the City. LID’s are formed by the City Council

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after a majority of property owners agree to the assessment. No taxing power or general fund pledge is provided as security, and LID Bonds are not subject to statutory debt limitations. The debt is backed by the value of the property within the district and an LID Guaranty Fund, as required by State Law.

- **Short Term Debt** – The City shall use short term debt as permitted under RCW 39.50, for the purpose of meeting any lawful purpose of the municipal corporation, including the immediate financing needs of a project for which long term funding has been secured but not yet received. The City may use inter-fund loans rather than outside debt instruments to meet short-term cash flow needs for the project. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund’s current operations. All inter-fund loans will be subject to Council approval and will bear interest at prevailing rates.
- **Leases** – The City is authorized to enter into capital leases under 35A.40.090 RCW, subject to the approval of City Council.
- **Public Works Trust Fund Loans** – The City shall use Public Works Trust Fund Loans as provided under RCW 43.155 for the purpose of repairing, replacing or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste/recycling facilities and bridges.
- **Local Option Capital Asset Lending (LOCAL) Program Debt** – The City is authorized to enter into a financing contract with the Office of the State Treasurer under RCW 39.94, for the purpose of financing equipment and capital needs through the State Treasurer’s Office subject to existing debt limitations and financing considerations. The LOCAL Program is an expanded version of the state agency lease/purchase program that allows the pooling of funding into larger offerings of securities.

SECTION IV – TRANSACTION SPECIFIC POLICIES

Method of Sale - The City shall evaluate the best method of sale for each proposed bond issue.

1. **Competitive Bid Method** – Any competitive sale of the City’s debt will require the approval of City Council. City debt issued on a competitive bid basis will be sold to the bidder proposing the lowest true interest cost to the City.
2. **Negotiated Bid Method** – When a negotiated sale is deemed advisable (in consultation with the Mayor and City Council) the Finance Director shall negotiate the most competitive pricing on debt issues and broker commissions in order to ensure the best value to the City.
 - If debt is sold on a negotiated basis, the negotiations of terms and conditions shall include, but not be limited to, prices, interest rates, underwriting or remarketing fees and commissions.
 - The City, with the assistance of its Financial Advisor, shall evaluate the terms offered by the underwriting team. Evaluations of prices, interest rates, fees and commissions

shall include prevailing terms and conditions in the marketplace for comparable issuers.

- No debt issue will be sold on a negotiated basis without an independent financial advisor.
3. The City shall use refunding bonds in accordance with the Refunding Bond Act, RCW 39.53. Unless otherwise justified, the City will refinance debt to achieve true savings as market opportunities arise. Refunding debt shall never be used for the purpose of avoiding debt service obligations. A target 5% cost savings (discounted to its present value) over the remainder of the debt must be demonstrated for any “advance refunding”, unless otherwise justified. The City, in consultation with its Financial Advisor, may approve a “current refunding” transaction of an existing debt issue if the refunding demonstrates a positive present value savings over the remaining life of the debt.
 4. With Council approval, interim financing of capital projects may be secured from the debt financing marketplace or from other funds through an inter-fund loan as appropriate in the circumstances.
 5. When issuing debt, the City shall strive to use special assessment, revenue or other self supporting bonds in lieu of general obligation bonds.

Limitations on Debt Issuance

1. The City shall remain in compliance with all debt limitations. As part of the annual budgeting process, a current summary of outstanding debt and compliance targets is prepared. The City shall observe the following limitations on debt issuance:
 - **General Obligation** – 2.5% of Assessed Value (RCW 39.36.020(2)(b))
 - **Non-Voted: 1.5%**
 - **Voted: 2.5%**
 - **Open Space and Park Facilities** – 2.5% of Assessed Value (RCW 39.36.020(4))
2. Debt payments shall not extend beyond the estimated useful life of the project being financed. The City shall keep the average maturity of general obligations bonds at or below 20 years, unless special circumstances arise warranting the need to extend the debt schedule.
3. Debt Limit Target: The City shall not exceed 90% of the legal debt limits from above.

Debt Structuring Practices

The following terms shall be applied to the City’s debt transactions, as appropriate. Individual terms may change as dictated by the marketplace or the unique qualities of the transaction.

- **Maturity** –The City shall issue debt with an average life less than or equal to the average life of the assets being financed. Unless otherwise stated in law, the final maturity of the debt shall be no longer than 40 years (RCW 39.46.110).
- **Debt Service Structure** – Unless otherwise justified, debt service should be structured on a level basis. Refunding bonds should be structured to produce equal savings by fiscal year. Unless otherwise justified, debt shall not have capitalized interest. If appropriate, debt service reserve funds may be used for revenue bonds.

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- **Price Structure** – The City’s long-term debt may include par, discount, and premium bonds. Discount and premium bonds must be demonstrated to be advantageous relative to par bond structures, given market conditions.
- **Call Provisions** – For each transaction, the City shall evaluate the costs and benefits of call provisions. In general, the City shall opt for the shortest possible optional call consistent with optimal pricing.
- **Bond Insurance** – For each transaction, the City shall evaluate the costs and benefits of bond insurance or other credit enhancements. Any credit enhancement purchases by the City shall be competitively priced.
- **Tax-exemption** – Unless otherwise justified and deemed necessary, the City shall issue its debt on a tax-exempt basis.
- **Reimbursement resolution** – Must be adopted by City Council if the project hard costs are advanced prior to the bond sale.

SECTION V – COMMUNICATION

It is the policy of the City to remain as transparent as possible. The City shall manage relationships with the rating analysts assigned to the City’s credit, using both informal and formal methods to disseminate information.

- The City’s Comprehensive Financial Report (CAFR) shall be the primary vehicle for compliance with continuing disclosure requirements. The CAFR may be supplemented with additional documentation as required. Each year included in the CAFR, the City will report its compliance with debt targets and the goals of this Debt Management Policy.
- The City will issue a material event notice in accordance with provisions of SEC Rule 15c2-12. Prior to issuance of any material event, the Finance Director will discuss the materiality of any event with the Mayor, City Attorney and designated Council members, to ensure equal, timely and appropriate disclosure to the marketplace.
- The City shall seek to maintain and improve its current bond rating.

SECTION VI - COMPLIANCE

Investment of Proceeds

The City shall comply with all applicable Federal, State and contractual restrictions regarding the investment of bond proceeds. This includes compliance with restrictions on the types of investment securities allowed, restrictions on the allowable yield of invested funds as well as restrictions on the time period over which some of the proceeds may be invested.

Arbitrage Liability Management

Due to the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the City shall solicit the advice of bond counsel and other qualified experts about

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arbitrage rebate calculations. The City shall, when deemed necessary or required, contract with a third party for preparation of the arbitrage rebate calculation.

The City shall maintain an internal system for tracking expenditure of bond proceeds and investment earnings by opening a separate account in the state pool. The expenditure of bond proceeds shall be tracked in the financial system by issue. Investments may be pooled for financial accounting purposes and for investment purposes. When investment of bond proceeds are co-mingled with other investments, the City shall adhere to IRS rules on accounting allocations.

Bond Users Clearinghouse

The City shall ensure that the Bond Users Clearinghouse receives municipal bond information for all debt sold as provided by RCW 39.44.200 – 39.44.240 and WAC 365-130.

Legal Covenants

The City shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of a bond offering.

Periodic Policy Review

At a minimum, the debt policy will be reviewed and updated every five years.

