

CITY OF POULSBO

2021-2022 PRELIMINARY BUDGET



Mayor Rebecca Erickson

Council members:

Andrew Phillips – Connie Lord – Britt Livdahl

Jeff McGinty – Ed Stern – David Musgrove – Gary McVey

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PRELIMINARY 2021-2022 BUDGET

For Fiscal Year January 1, 2021 to December 31, 2022

Prepared by Finance Department

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CITY OF POULSBO OFFICIALS

MAYOR

Rebecca Erickson

CITY COUNCIL

Andrew Phillips

Connie Lord

Britt Livdahl

Jeff McGinty

Ed Stern

David Musgrove

Gary McVey

DEPARTMENT HEADS

Finance Director

Engineering & Building Director

Parks & Recreation Director

Planning Director

Police Chief

Public Works Superintendent

Deborah Booher

Diane Lenius

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Ron Harding

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CITY ATTORNEY

Ogden, Murphy, Wallace, P.L.L.C.

CITY OF POULSBO HOW TO USE THIS BUDGET DOCUMENT

The City of Poulsbo's Preliminary Budget Document provides comprehensive information about City policies, goals, objectives, financial structure and operations as well as an organizational framework that shows how City services are maintained and improved for fiscal year's 2021-2022. A main objective of the Preliminary Budget Document is to communicate this information to our readers in a manner that is clear, concise and understandable. Following review of this suggested section, the reader can best receive an overview of the programs, services and resources available to the City by reviewing the major sections of the budget in the order they are presented. The Preliminary Budget is divided into 11 major sections and can be found under the tabs marked as shown below:

Budget Process	BP
Financial Plan	FP
General Fund	GF
Special Revenue Funds	SR
Debt Service Funds	DS
Capital Project Funds	CPF
Enterprise Funds	PF
Baseline Adjustment Requests	BAR
New Program Requests	NPR
Salaries & Wage Information	S&W
Capital Improvement Plan	CIP

Should you have any questions regarding the information presented in this document, please feel free to contact:

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City of Poulsbo

Office of Mayor Rebecca Erickson



December 31, 2020

To the Honorable Poulsbo City Council and
Citizens of the City of Poulsbo

"With the new day comes new strength and new thoughts" ~ Eleanor Roosevelt

I am proud to present the City of Poulsbo's (City) 2021-2022 Biennial Budget. The City staff, City Council, and I continue with the thoughtful planning required for a biennial budget and are excited to present another two-year plan for the City's operating and capital expectations. Using the thoughtful words of Eleanor Roosevelt, we have built a budget recognizing anticipated tough times and limited resources but using the strength of our citizens, elected officials and dedicated staff to build a budget with new ideas, programs and priorities to best serve our citizens and local businesses. Although the budget is a two-year budget, we have chosen to individually detail each year for a comparative picture and provide a combined total for the two years. We continue to work hard to develop and monitor a budget that best serves our citizens and provide the resources for a safe, thriving, and desirable community. Balancing a budget is a tough task, it is through teamwork and perseverance we have worked diligently to present a balanced budget.

The 2021-2022 Biennial Budget, in essence, is the financial plan for the ensuing two years for the City and its many programs. The budget document is perhaps one of the most important documents of the City as it outlines the operational and capital goals with a related financial plan for the City. The 2021-2022 Biennial Budget is submitted in accordance with the Revised Code of Washington (RCW) and the Poulsbo Municipal Code (PMC).

The year 2020 was a challenging year with several programs and resources challenged due to the worldwide pandemic of COVID-19. Many industries, programs, retail establishments, and services shut down for much of 2020 to maintain the safety of citizens. New protocols were mandated, restricting agencies, businesses, schools, and citizens to operate in what was a past 'normal' manner. Creative ideas and practices have been continuing to occur and future changes in the way we operate are occurring worldwide. On-line sales, grocery delivery, take out ordering, and operating day-to-day business from residences have been the new normal. Revenues are reflective of those changes. Sales tax, due to sales tax by destination, has seen growth, but several functions have seen the negative affect of the limited ability to offer goods and services in certain industries. Revenues always present a challenge with legal limitations, changing economy and rates of growth tending to be less than expenditures. Due to conservatism and proactive planning including diversification of revenues streams by City Council, I feel Poulsbo will be successful in providing the high level of services the Citizens of Poulsbo expect.

The City Council and I continue to work collaboratively and reach out to our citizens to promote services that best serve our community. This includes supporting our education system, business community, transportation needs, recreational pursuits, technological growth, and those who are struggling and in need of more social services.

The 2021-2022 Biennial Budget has been prepared conservatively, but with the intention of developing revenue sources, conservative spending, and using reserves to promote the City Council's goal of providing increased governmental services. While capital project funding continues to be funded with grants, it is anticipated there will be upcoming debt issues in the next two years to fund the large transportation project on Noll Road and development of a new and growing Public Works facility.

2019-2020 IN REVIEW

For year 2019, the City continued to grow and experience increased revenues from development as well as retail and home sales, then saw the impact of COVID-19 in 2020. Proceeds from FEMA and the State's allocation of CARES dollars in 2020, the City was able to continue operations with reductions due to limited exposure restrictions and support the business and social community with funds to sustain services and economic stability. The City recognized actual amounts collected for sales tax and real estate excise tax (REET) revenues higher than anticipated and what was received in prior years, with 2020 staying fairly flat with the impact of the epidemic. The City expects 2021 and 2022 to have reductions in several revenue streams based on economic indicators, but as the City operates in a conservative manner and the pro-active diversification, I believe the City will be able to provide the high level of service expected from the citizens. Several projects funded in 2019-2020 were delayed and carried over into 2021-2022. Much of the delay is due to many projects and limited staffing levels. The City plans a very aggressive capital plan in hopes of targeting grant funding which then needs to be prioritized with staffing and financial resources.

The City received multiple grants allowing several transportation and public works projects to commence. Development revenues were slightly reduced from increased levels seen in prior years, however the City continues to grow and be a desirable place to live and work. A couple very large transportation projects commenced in 2020 including Noll Road and Finn Hill. These will support the increased level of vehicles and pedestrians on the road, providing improved flow and pedestrian safety. The City continues to prioritize and set aside funds for neighborhood streets which are not eligible for grant funds. Funds were used to improve three neighborhood streets in 2020 and the hope is to utilize the reserves built over a two year span in order to capitalize the funds for larger projects at a lesser cost due to contractors reducing set-up and mobilization costs every year. Several new developments, as well as commercial projects, continue to construct and will be completed in 2021-2022. Several multi-family structures were completed in 2020 with more in the plans for 2021 and 2022. Commercial development has slowed, but a couple large commercial projects will be completed in 2021 and 2022 including a tire sale and installation store as well as a chain hotel, both located in the College Market Place development.

The City's population continued to grow, currently 11,550 people, which is an increase of 3% or 370 people over the prior year. This was consistent with the trend of increasing development.

New construction continued at a strong pace but was focused in residential and multi-family buildings. Affordable housing continues to be a challenge, so I am excited with the emphasis of construction occurring in this industry.

As the COVID-19 pandemic hit worldwide, it created a different way of life. The travel trailer and home improvements industry all saw increased levels of activity and availability of services and options for our citizens. I am thankful the new recreational vehicle (RV) retail establishment was able to provide these options for our City, but also recognizing the important work the City has done to diversify our local economy.

The Edward Rose development continues to work through the planning process to construct a large mixed-use, multi-family development that will span 55 acres of vacant land on the edge of Poulsbo's northern boundary.

The old City Hall site, located in the downtown historic section of Poulsbo continue to research the option of creating a mix of housing and retail establishments.

The City continued to market their vacant property referred to as the old Police Station. A contingent purchase and sale agreement are currently in place to a developer that owns many downtown properties and is revitalizing the downtown core with updated retail and rental spaces. Due diligence for the property continues to make way for a final sale.



The City continues to implement and stay in compliance with the required Stormwater permit for National Pollutant Discharge Elimination System (NPDES). Continued legal requirements make it difficult to support the expenses under the current rates. The fees, services levels, and related expenses will continue to be analyzed to assure rates are supporting the expenses and necessary infrastructure improvements over the life of the plan.

The City was the recipient of a local grant to establish and operate a Behavioral Health program to Kitsap County. The program supports local municipal courts and police departments to provide direction to resources for mental health and substance abuse support. The program has experienced great success and the City received an additional grant as well as funding from partnering cities for a successful program in 2020.

As the challenge of providing more services with fewer resources continues, the City's Management Team has done an excellent job of utilizing resources efficiently. One of the benefits of having a professional staff is their ability to obtain grants and other funding for City improvements. Grants and community participation are some of the ways we are able to accomplish goals not otherwise attainable.

Additional major projects and community-focused efforts started or completed in 2019-2020 include:

- Improvements to the Muriel Iverson Williams (MIW) Waterfront Park were completed at the north end including landscaping new benches to increase seating availability and paved walkways
- The next phase of Fish Park expansion completed design and construction of new boardwalks, viewing platforms and paths allowing further citizen access into the park's natural environment. Additional plantings will carryover and occur in 2021.
- Lions Park and Austurbruin Parks had improvements to the playgrounds.
- Oyster Park's pier had improvement to enhance the safety and longevity
- Activity for the City's largest transportation project Noll Road continued in 2019-2020 and will continue into 2021. Right of ways were purchased and construction began to re-direct



the road and construct the roundabout with a pedestrian and bicycle tunnel across busy Highway 303.

- Improvements at Finn Hill a road which supports travel to an elementary school, State Highway 3 and the College Market Development as well as several new housing development
- New locking system was installed throughout City Hall increasing the safety of City facilities as well as staff
- Many changes and programs were completed in response to the COVID-19 pandemic
 - Pedestrian safety and economic enhancements were made to Fjord Drive. This allowed a safer walkable route for citizens and tourist to enter the historic downtown business community safely while reducing the traffic flow and providing a safe walking corridor allowing adequate distance for citizens.
 - Granted the business community economic stability grants
 - Granted local Fishline funds to support rent and utility funds for struggling citizens due to loss wages due to the pandemic
 - Granted funds to a local childcare facility who provided the necessary care to children allowing essential workers to be available to provide services
- Completed the Morrow Manor Park preliminary design for a new park on the east side of Poulsbo from anticipated donated property
- Completed the installation of water meter replacements; providing electronic reads giving staff the ability of remotely read meters for water and sewer services

Citizen participation is a key factor for successful government leadership. Educating and informing via this budget document demonstrates our commitment for a “partnership” with our citizens. The underlying mission of the City budget is to assist decision makers in making informed choices and promoting “stakeholder” participation in the process. The budget incorporates both political and managerial aspects, as well as a responsibility to report and account for the provision of services and use of resources. Our budget is a tool: informing our citizens, guiding our work programs, and providing a road map for our City’s future.

BUDGET PRINCIPLES

The budget process consists of several broad principles that stem from the definition and mission of the City. These principles encompass many functions of the governmental organization and reflect development of a budget as a political and managerial process, which includes financial intentions. The four principles of the budget process include:

- **Policy Definition** – Establish broad goals to guide government decision-making, provide a clear direction for the City, and serve as a basis for decision making.
- **Operating Guide** – Develop specific policies, plans, programs, and management strategies to define how the City will achieve its long-term goals. A guide that serves as an aid for management staff that control financial resources while complying with State requirements for code cities and generally accepted accounting principles (GAAP) for government.
- **Financial Plan** – Develop a budget consistent with approaches to achieve the goals. The plan should detail resources to support appropriations that are in accordance with City policies.
- **Communication Document** – Provide a user-friendly tool for the citizens to reference, which clearly defines the strategic plan for the City and the financial plan to achieve the adopted goals.

Poulsbo is a forward-thinking community with a reputation for providing excellent local service, effective management, and credible performance in regional issues. I prefer to think of Poulsbo as progressive but still reflective of our cultural traditions. Poulsbo is often referred to as 'small but sophisticated'. Our goal is to continually improve upon these favorable attributes.

The budget format allows the City Council the opportunity to comprehensively review the financial plan of the City and reallocate financial resources to the areas of highest priority. The framework of the 2021-2022 Biennial Budget was developed with the following basic goals in mind:

- Establishing a plan of policy and operations
- Facilitating facilitate the evaluation of City programs;
- Providing management information
- Establishing financial control

To accomplish these goals, it is imperative the budget document be easily understood, and materials prepared in a format that is clear and comprehensible.

This budget provides the City with the necessary direction to accomplish the many goals and objectives approved by the City Council and allocates sufficient financial resources to accomplish those initiatives. Within this document, readers will find a plan for funding services and capital projects consistent with the City's 20-year Comprehensive Plan. This budget responds not only to the many and varied objectives and projects planned for 2021-2022, but long-range plans to provide quality municipal services to the citizens of the City.

The budget has been prepared based on policy, approved goals, and direction given by the City Council. The Management Team and I utilized these directives when preparing their 2021-2022 submissions.

2021-2022 BUDGET DIRECTIVES

Property Tax Revenue Distribution

The City's property tax levy rate is less than our maximum allowable rate, however it does reflect the maximum 1% above the highest allowable levy. Legally the City can levy up to a maximum the lesser of 1% or the Implicit Price Deflator (IPD) unless a substantial needs resolution is approved by City Council. The IPD for 2021 is .62% and the City Council did approve a substantial needs resolution allowing the City to levy the full 1%. The maximum rate limit of \$3.60 can be reduced by up to \$0.50 for the Kitsap Regional Library District Levy and up to \$1.50 for Kitsap Fire District #18 Levy. If both these taxing jurisdictions were levying their maximum rate, the City's maximum rate would be reduced to a rate of \$1.60 per \$1,000 of assessed value. For 2021 the City is levying \$1.25 for its regular property tax levy, estimated to generate approximately \$2.7 million in revenue.



In 2021-2022, the City plans the following transfers that are loosely based on percentage of property taxes. Using the base of property taxes as a funding source, the City Council reduced the transfer amounts from prior years in order to keep more funds in the General Fund allowing planned projects to either use reserve balances or move the project out to future years. The following are the planned transfers:

- **Parks Reserve Fund 302** - These funds are used for portions of capital park projects
 - 2021 – \$68,000
 - 2022 – \$71,000

- **Streets Reserve Fund 311** - These funds are used for portions of capital transportation projects
 - 2019 – \$59,000
 - 2020 – \$60,000
- **Streets Reserve Fund 311** - These funds are used for the Neighborhood Pavement Restoration Program have been eliminated in 2021 and 2022 with the intent of using the reserves that have been increasing in the fund.
- **City Streets Fund 101** - These funds are used for maintenance and operations of the City's streets
 - 2021 – \$714,000
 - 2022 – \$736,000

Sales Tax Revenue Distribution

Sales tax is the City's largest revenue source and although it is a healthy source of income for the City, the City has historically been conservative in its estimation – rarely estimating more sales tax revenue than received the previous year. The 2021 estimate is \$3,900,000 and 2022, with a conservative estimate of growth, at \$4,000,000. These projections are slightly reduced from prior year's figures. We feel the numbers are conservative but reflective in the anticipated economic impact of the current pandemic.

The City's sales tax revenue is used as a base to fund the purchase of capital items with amounts being transferred to Capital Acquisition Fund (301). The transfer amount is reduced to keep funds in the General Fund which do not meet the capital threshold but have been segregated for funding from the sales tax revenue source. The following will be transferred:

- **Capital Acquisition Fund 301** - These funds are used for capital equipment purchases
 - 2021 – \$53,110
 - 2022 – \$62,250

Criminal Justice Sales Tax funds are received from 0.1% sales tax collected by Kitsap County. They keep 90% of these tax funds and distributes, based on population, the remaining 10% back to cities located within the Kitsap County. A portion of Criminal Justice Sales Tax was used as a funding source of debt payment for the fleet of new police vehicles purchased in 2017. The remaining will support the Police Department's operating budget in General Fund.

The balance of sales tax revenue will remain in the General Fund to provide funding for various governmental departments and services.



Other Budget Directives

The City approaches the budget from a conservative stance and the 2021-2022 general fund budget was balanced with a planned use of \$1.3 million reserves. This was a planned strategy as the reserves had continued to grow due to increased revenues and decrease expenditures over several years. It was the goal of the Council to use the reserves and enhance programs provided to the citizens of Poulsbo and provide matching funds for grants. Additional transfers to capital funds was also completed allocating funds for future projects including a new Public Works facility and neighborhood streets project. Although the use of reserves is significant the City maintained fund balances that are consistent with the City's Financial Management Policy of 12%. The City developed budget requests conservatively with the priorities of maintaining existing services and utilizing tax dollars to enhance or grow services as well as maintain the City's investment in its infrastructure.

I continue to work with managers and local boards to renegotiate contracts for potential savings as well as review projects and reprioritize funding for capital replacement. The labor agreements with the Teamsters group covering Public Works and administrative staff and Police Officer's Association will be in the final year agreement in 2021. Negotiations will commence in 2021 for intended new agreements in 2022.

All departments were directed to submit the 2021-2022 budgets using the 2020 level except for wages, benefits, and contractual obligations. If additional funding is necessary, departments will be required to submit requests, as shown below:

- **Baseline Adjustment Request (BARs):** Submit if funding will reduce the current level of service
- **New Program Request (NPRs):** Submit for any new programs

Some requests are recommended for funding approval, but many are put on hold for potential future funding. The details can be reviewed in Section 8 Baseline Adjustment Requests/New Program Requests.

A transfer from General Fund to Capital Facilities (Fund 331) continues with the intent to build reserves for future capital replacement and repairs to the City's existing governmental facilities. Although the City Hall is fairly new, it will require ongoing maintenance and replacement to protect one of the City's largest assets. As in the past, \$25,000 will be transferred in both 2021 and 2022 to reserve for anticipated future repairs and replacement.

STATE INITIATIVES – BUDGET IMPLICATIONS

The State operates on a biennial budget and adopted a budget to begin their fiscal year of July 1, 2021. The state may affect the City's shared revenues, but the City will not know the implications of this change until the State passes their budget. Poulsbo's budget has been built with anticipated funding levels remaining the same.

Retirement rates for the Public Employees Retirement System has seen substantial increases to support sustainability of the system. The rates have been projected to remain consistent with 2020 rates.

A new revenue through legislative action became available to the City of Poulsbo at the end of 2019. The tax is generated from sales tax, but the citizens will not see an impact because the amount will be reduced from the state's portion of the rate. The revenue is legally mandated to be used for affordable housing. It will generate about \$36,000 a year. The City has created a Housing, Health and Homeless Committee, which will develop a recommended spending plan directing the funds to support citizens in their quest for affordable housing.

The State budget is scheduled to go into effect July 2019, and the legislature will continue to work through their budget process in the first months of 2021. It is anticipated there will be many concessions for a state adopted balanced budget. This may impact funds available to support local governments. The City receives state-shared revenue based on per capital from liquor profits and sales for operations and several grants for capital projects. The operating support is small and is anticipated to maintain prior year levels, so changes to operations will be minimal, if funding is reduced. However, if capital funding is halted, this will require the City to cancel or delay the planned projects.

Legislation was passed for cities to notify utility rate payers the percent of utility tax charged against the service revenues. The good news is the legislation changed many times, eliminating the requirement of significant software changes to be compliant. The City will have their rates identified on the website and will not need to break out the rates showing this amount.

A recent bill passed regarding the elimination of transportation funding including the amounts cities were able to automatically increase car tab fees. The City never implemented the additional fee, so would not have been affected. But it did stop the City from further researching the possibility of implementing the tax. The legislation was legally challenged, and it was ruled unconstitutional, allowing cities to continue to collect these fees. The City will now continue to pursue the possibility of collecting the fee providing funding for many of our roadways which are not eligible for any grant funding.

2020 was a tough year nationwide and looking forward, I anticipate the challenges will still remain in 2021 requiring limited admissions and participation at local establishments. Federal funding has helped to stabilize some of the businesses lack of revenue, but looking forward, if the event continues it is a hope that more federal funds will be directed at the City to support the local economy and items used to keep our staff and citizens safe through this medical pandemic.

2021-2022 BUDGET SUMMARY

The 2021-2022 Biennial Budget is presented as a balanced budget, meaning total resources equal total uses, keeping in mind resources are inclusive of beginning balance and total uses are inclusive of fund balance. One of the most significant objectives of the City's budget is to begin each year with an appropriate fund balance. Exactly what is an appropriate fund balance varies between funds. The City has prepared their budget in accordance with the City's Financial Management Policy, which addresses an adequate level of reserves. The policy sets the goals of maintaining a two-month operating cash balance and a minimum 12% of operating revenues Fund Balance. Additionally, a requirement of the policy is that any reduction to reserves will require a super majority approval from the City Council. This helps to promote fiscal responsibility. A quarterly report is presented to the City Council measuring both cash and projected fund balance levels to assure funds comply with the policy. These reports are available on the City's Finance Department web page. The City Council continues to be reassured that due to proactive planning and good management in a conservative but productive manner, reserve funds maintain appropriate levels. This provides insurance against unexpected needs, allows for unanticipated opportunities, such as grant matching, and positive ratings from the rating agencies for debt issues.

Enterprise funds have rates and revenues set to support not only operations, but also future capital needs. Functional plans support the rate structure and long-range planning helps establish funding and timelines for the future needs. The Financial Management Policy was updated in 2017, to more specifically address necessary fund levels to manage appropriate operating fund balance and reserving funds for future capital needs.

The 2021-2022 Biennial Budget for the City totals \$62 million, allocating \$32 million to 2021 and \$30 million to 2022. A projected ending fund balance of \$20.5 million is not included in this figure. Overall, the operating bottom line, both 2021 and 2022, stayed consistent with the 2019-2020 biennial budget except for Baseline and New Program adjustments and capital improvements. The Baseline and New Program requests are outlined in Section 8. Construction of the Noll Road project and several utility projects are anticipated in 2021-2022.

All reductions in reserves to fund expenditures continue to require a super majority approval from the City Council. This helps promote fiscal responsibility.

The General Fund budget, providing the basic complement of municipal services, totals \$22.5 million in 2021-2022 with \$11 million in 2021 and \$11.5 million in 2022. Much of the variation is primarily due to wage, benefit, and contractual increases, as well as additional funds being transferred to reserves and debt service funds for debt payments.

The budget has been prepared with an increased 12% City utility tax rate for all utilities with the exception of solid waste which will remain at 6%. The tax increase was put into place the last

quarter of 2020. This was an ordinance passed by City Council to allow the City to continue to operate without a significant decrease in services and supplement the anticipated revenue loss due to the impact of COVID-19. The ordinance was passed with decreasing the rates in future years to again get back to the 6%, allowing the City time to grow its revenue again and time to effectively evaluate City services.

The City employs 87.6 regular employees which reflects a 4 Full-time Equivalent (FTE) decrease over 2020 and 16 FTE's from 2019. The reductions are spread city wide, with much of the reduction occurring through attrition, and programs being downsized. The Mental Health Navigators will be moving directly to the City's they serve and Poulsbo no longer overseeing the county wide program. Another large change is the reduction of the Park and Recreation program. With the current Governor's orders not allowing for many programs to run, it was necessary to reduce the workforce. The hope is in the future the programs and personnel may be restored. Another reduction is the offer to current employees who were thinking of changing or retiring from their current positions the opportunity with a financial incentive to make the change early ultimately reducing the workforce and helping the City to operate with a balanced budget. Full FTEs details can be found in the Financial Plan - Section 2.

SUMMARY ANALYSIS OF FUND TYPES

A comprehensive overview and summary of each of the major budgets and a brief narrative that compares the 2019 and 2020-2022 budgets and budgeting formats, on a fund-type by fund-type basis, are provided below:

Expenditures	2022			2021			2020
	Budget	Increase/ (Decrease)	% of Variance Inc/(Dec)	Budget	Increase/ (Decrease)	% of Variance Inc/(Dec)	Budget (Final)
General Fund	11,468,663	407,101	3.55%	11,061,562	(2,793,016)	-25.25%	13,854,578
Special Revenue Funds	1,952,047	107,237	5.49%	1,844,810	(9,719,151)	-526.84%	11,563,961
Debt Service Funds	1,171,150	(6,171)	-0.53%	1,177,321	(109,419)	-9.29%	1,286,740
Capital Project Funds	1,205,000	(3,500,475)	-290.50%	4,705,475	(6,584,658)	-139.94%	11,290,133
Enterprise Funds	13,856,105	550,967	3.98%	13,305,138	(6,358,375)	-47.79%	19,663,513
Totals	29,652,965	(2,441,341)	-8.23%	32,094,306	(25,564,619)	-79.65%	57,658,925

General Fund

The General Fund includes the basic governmental services such as executive, legislative, administration, financial, judicial, law enforcement, planning, engineering, parks and recreation, and maintenance of the parks. The General Fund accounts for all transactions of ordinary City operations not required to be accounted for in another fund.

The General Fund's baseline operating revenues (not including operating transfers or beginning fund balance) are estimated to increase an average of 17% by the end of 2022. The decrease can primarily be attributed to one-time grants in 2020, reduction in recreational programs, decline in the development revenues and conservative tax projections. Other revenue projections for 2021-2022, remain conservative to stay consistent with trends not reflecting a spike in activity.

The decrease in General Fund expenditures is primarily due to related decreased program expenditures, grant related expenditures, and transfers for debt payments and reserves utilizing existing reserves built in prior year.

The General Fund is balanced for 2021-2022 and with an anticipated use of approximately \$100,000 of reserves. This is based on conservative revenue projections and intended use of funds to replace capital and small tool items that are getting to the end of their useful life and reflect the growing costs of contractual obligations of the City. Although the budget reflects the use of these reserves, it is anticipated the additional carryover of funds will reduce this figure, as

the figures at the end of 2020 when unanticipated grant revenues from FEMA and Department of Commerce are received to reimburse expenditures due to the COVID-19 pandemic. If actual carryover dollars are higher than projections, an amendment will be posted to reduce the anticipated use of the reserves. The City Council intends to closely monitor the balances and will adjust as necessary. It is also clear dollars are available one time and if the City does not grow into the level of service with additional revenues the expenditures cannot be sustained beyond 2022.

Special Revenue Funds

These funds account for the proceeds of specific revenue sources with legally restricted expenditures.

The change in Special Revenue Funds can be attributed to an increase in transfers from REET Funds, road maintenance funds, and traffic mitigation fees to fund the construction of Noll Road; a major thoroughfare creating transportation options through the City and Finn Hill. Noll Road is a large construction project being managed by the City with grant funds flowing through the City, but assets are owned by the Washington State or Kitsap County. These transportation improvements are not within the infrastructure owned by the City. Therefore, the revenues and expenditures must be accounted for as operational.

A minimal increase to the Special Revenue funds is accounting for the new tax generated for affordable housing. A new special revenue fund was built to account for the revenue and related expenditures. Total annual amounts are anticipated to be approximately \$36,000

Debt Service Funds

These funds provide budget capacity for the principal and interest payments scheduled to be paid during 2021-2022. The debt of the City consists of:

- Non-Voted General Obligation (GO) Debt - debt is for:
 - Transportation projects (10th Avenue, Caldart, and Finn Hill)
 - Final payment for this project was made in 2017
 - 2005, 2009, and 2012 debt issues for the City Hall project
 - 2005 and 2009 were refunded with advance refunding for 2009, which has now created a 2015 issue
 - Participation with the State Local Option Capital Asset Lending (LOCAL) program for debt issued for purchase of the Park and Recreation building
 - Participation with the State LOCAL program for debt issued for the purchase of ten new vehicles including nine police vehicles
 - Anticipated debt issued in 2020 for the construction of Noll Road

Capital Project Funds

These funds account for major general government construction and acquisition projects.

There are several Capital Equipment items which need to be purchased or replaced for governmental purposes. Items related to Enterprise Funds will be funded from those funds. Additionally, funds have been allocated for equipment items which are old and/or broken. Details can be found in the Capital Projects Funds Section 6.

The funding of capital projects identified for the year 2021-2022 is included in the appropriate capital project funds. The complete City Improvement Plan (CIP) can be found in Section 9 of this document.

1. **Poulsbo Fish Park Restoration:** Continued improvements will be made in 2021-2022. The major improvements have been complete in 2020, but the remaining steps and plantings will happen in 2021. The park provides public access and environmental education opportunities while staying within the master plan providing walking trails and wildlife viewing areas in a natural setting. A grant was obtained for continued improvements.
2. **Eastside/Morrow Manor Park:** A new park on the east side of town utilizing 1.25 acres of donated land. Although grants were submitted, this project did not receive funding dollars through the last grant cycle, holding construction until 2021. In anticipation of grant award during the next cycle, the design will continue into 2019 to ensure a shovel ready project.
3. **Play for All Playground at Raab Park:** Fund raising, and grant awards will be utilized to pay for construction of an accessible playground at Raab Park.
4. **Noll Road Improvements Phase III:** Continued design and purchase of the right-of-ways (ROWs) will occurred in 2019. Construction began in 2020 and will continue through most of 2021. The project includes highway expansion, amended highway access, and a new roundabout including a pedestrian safe tunnel and welcoming artwork at the corner of Noll Road and SR 305. Construction began in 2020. Much of the project is grant funded but the City will continue to look for additional grant funding opportunities.
5. **Neighborhood Street Pavement Restoration:** The City Council allocates funds on an annual basis and scheduled improvements using City tax revenues to be used for pavement and restoration of neighborhood streets. Grants are unavailable for these types of projects.
6. **City Wide Safety Improvements:** The City has received grant funding in order to develop and implement several pedestrian and traffic safety improvement.



Enterprise Funds

Enterprise Funds are used to account for operations: (a) that are normally financed and operated in a manner similar to private business enterprises. Costs (expenses, including depreciation) for goods and services to the general public on a continuing basis can be financed or recovered primarily through user charges; or (b) where the governing body has decided periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purpose.

The significant changes in the City's 2021-2022 Enterprise Fund budgets are related to capital projects. The proprietary funds account for both operating and capital budgets, which will fluctuate greatly depending on the nature of the projects. Major Capital Projects scheduled in the Enterprise Funds for 2021-2022 include:

1. **Raab Park Tank and Booster:** A new booster station with upgraded pumps and larger storage tank will be installed and completed in 2021
2. **Water Tank improvements:** Water tank improvements to maintain and improve the existing infrastructures. Tanks anticipating improvements are Big Valley, Finn Hill and Westside wells.
3. **Caldart Main Replacement:** A larger water main will be replaced along Caldart Avenue

4. **Third Avenue Water main:** Improvements are being made to replace and expand the water main on 3rd Avenue providing more and better access for the downtown community.
5. **Noll Road Related to Improvements:** Improvements to infrastructure along the Noll Road corridor, tied to the transportation project, will occur in 2021, and a large basin discharge will be constructed for storm drain functions.
6. **Kitsap County Improvements to Forcemain:** The County has developed their capital improvement plan for the sewage plant. All of Poulsbo's sewer is processed through the Brownsville County plant, which means the City must share in these improvements due to their ownership of the capacity allocated to the City. The County will make the improvements in 2021 and the City is obligated to pay their share 1 year after completion which will be 2023.
7. **West Poulsbo Waterfront Park:** Waterfront land has been acquired and the hope is to obtain grants to develop storm drain mitigation options for the west side of the City.
8. **Sewer Functional Plan Update:** The City will be working with the County to develop an updated long-range sewer functional plan. All sewage is processed by the County which is why it is important to develop a plan in conjunction with the county.
9. **Public Works Complex Relocation:** A parcel of land has been purchased for the intent of relocating the Public Works facility and moving the large equipment out of the center of town. Design and construction will be phased over several years with design and possible land acquisition to occur in 2021. Construction is not anticipated until 2024-2026.

SUMMARY

The overall financial condition of the City is healthy and as of the start of 2021, City revenues are diversified and although many may see reductions the City's resources will remain strong due to the planned diversification. Although the solid resources still demand detailed attention and careful thought by the City's management and City Council to plan for economic and environmental changes. We must continue to move forward in a cautious and strategic manner, recognizing budgets have been balanced with intended use of reserves to maintain and enhance levels of service. It is imperative we continue to pursue other resourceful ways of funding projects, social and environmental programs, and improvements to the City's infrastructure.

The good news is that in actual terms the use of reserves has been planned and targeted for use as planned. This allows the City to maintain strong reserve balances consistent with the Financial Management Policies. The City continues to provide its high-level of services for citizens as well as fund items which have been put on hold in prior years due to lack of resources. With the City Council, I continue to focus on growing our revenues and work diligently to entice and restore economic development in the City. This allows the City to continue providing a high-level of service to our citizens and maintain a desirable, safe, and livable community.

The biennial budget process was well received by the City and we are excited at the opportunity to provide another two-year budget that continues to support the vision of long-range planning and a strong financial future. The City will regularly monitor and amend the plan, if necessary, for any unanticipated items which could affect the fiscal sustainability of the City. The City Council and I pride ourselves in monitoring and proactively staying involved to maintain fiscal responsibility for our citizens.

The 2021-2022 budget has been developed with the anticipation of using reserves to fund and promote public safety, road maintenance, and exceptional service levels to our citizens. Poulsbo has been successful maintaining strong policies and reserve balances, allowing for anticipated use of the reserves, while remaining compliance with financial policies. We will continue to look

for cost savings where available, grant opportunities, and sharing of local resources to minimize the impacts to citizens but continue to provide optimum customer service.

With the help of City Council and departments, we continue to carefully monitor revenues and expenditures and move forward in a cautious and disciplined direction by reviewing needs and service levels prior to committing future revenues and expenditures.

As previously stated, this budget has been prepared conservatively. We have not banked on hopeful growth, instead we have focused on the changing times and moving the City forward while accomplishing multiple progressive programs and projects for 2021-2022. The goals and objectives planned for our future are numerous and the schedule of achievements is aggressive; but we are excited and ready to take on these challenges as a committed and professional management team.

Citizen participation, collaboration, and communication is what keeps a community strong and something that I have encouraged since taking office. I feel so strongly that the community voice needs to be heard that I offer Saturday morning open office hours and will continue to do so. These open hours provide an increased opportunity for citizens to have a voice in their community, ask questions about their leadership, and provide suggestions for our thriving community.



ACKNOWLEDGMENT

The Mayor's Office and the Finance Department sincerely appreciates the cooperation and assistance of the City Council and City Staff in addressing the financial requirements of fiscal years 2021-2022. Many people throughout the organization have put a great deal of effort and skill into the production of this document.

The City will continue to work with the community, expending our resources and energies to provide the type of local leadership needed to face the challenges and needs of our citizens. We hope you find this document useful and interesting. To conserve our natural resources, we limit our hard copy production and upload it to our City Website (www.cityofpoulsbo.com) making it accessible for citizen review. Understanding computer access is not available to all, we have hard copies located at our local library and at the front desk of the administrative offices of City Hall. The budget document is located electronically on the City website in both a Budget-in-Brief format or the complete document. As always, the staff appreciates comments and suggestions. Feedback from our citizens allows us to refine the document making it as useful and reader friendly as possible for the City Council and the community we represent.

It is my pleasure to present this 2021-2022 Biennial Budget document serve you as I have ideas, aspirations, and goals to achieve for our citizens. I believe the City is progressing and growing in a thoughtful and planned direction. It has been a busy year continually working on economic development, leading the City through changing economic times, managing and re-organizing staff, and serving as an executive board member and/or officer on several local government agencies. I want to continue to honor our founding ancestors but be reflective of the new generations hoping to raise their families and mark their time in our small progressive City.

Sincerely,



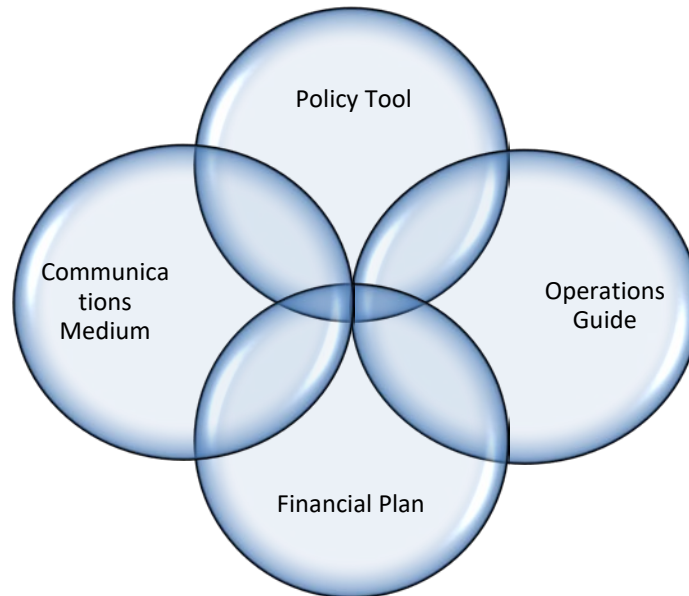
Rebecca Erickson
Mayor



BUDGET PROCESS

A. PURPOSE

The City of Poulsbo's Budget seeks to achieve four basic purposes:



1. A Policy Tool: The City's budget process is conducted in a manner that allows the City's policy officials to comprehensively review the direction of the City and to redirect its activities by means of the allocation of financial resources. On this basis, the budget sets policy for the following biennium. The budget process also facilitates the evaluation of City programs by providing a means to measure the financial activities of the departments.

2. An Operations Guide: The budget provides financial control by setting forth both legislative and administrative guidance to City employees regarding the character and scope of their activities, in both summary and detail form, in the various products of the budget process.

3. A Financial Plan: The budget outlines the manner in which the financial resources of the City will be managed during the budget period. This allocation of resources is based on an understanding of both the current year's needs and the long-term view of the development of City programs. The budget considers unforeseen contingencies and provides a process for periodic adjustments.

4. A Communications Medium: The budget provides management information as a comprehensive tabulation of information regarding both the character and scope of City activity. No budget can be effective unless it communicates and, since this budget has a diverse audience, it seeks to communicate at several levels and for several purposes. It seeks to communicate clear policy at a usable level of detail to City employees, to communicate significant policy issues and options in a form that can be acted upon by policy officials, and to communicate the plans of the City to its constituents in a manner which affords them an opportunity to provide meaningful comments to the elected officials.

B. PROCESS

The City of Poulsbo's Budget process meets these purposes by integrating the planning and implementation of City programs with the allocation of financial resources necessary to support these services.

Year One – Prior to beginning of Biennium Cycle:

Feb - Jun	Jul - Sep	Oct	Nov	Dec
<ul style="list-style-type: none"> • Council Retreat • Goal Setting • Capital Planning 	<ul style="list-style-type: none"> • Budget Directives to Staff • Department Presentations to Committee • Develop Mayor's Proposed Preliminary Budget 	<ul style="list-style-type: none"> • Public Hearings • Review Revenue Sources • Develop Mayor's Preliminary Budget 	<ul style="list-style-type: none"> • Public Hearings • Set Property Tax • Department Presentations to Council • Budget Workshop at Council 	<ul style="list-style-type: none"> • Final Budget Approval and Adoption

Year Two – Mid-Biennium Cycle:

Feb - Jun	Jul - Sep	Oct	Nov	Dec
<ul style="list-style-type: none"> • Council Retreat • Goal Review • Capital Planning Review 	<ul style="list-style-type: none"> • Mid-Biennium Budget Directives to Staff • Department Review of Budget Status with Mayor and Committee 	<ul style="list-style-type: none"> • Public Hearings • Review Revenue Sources • Develop Proposed Mid-Biennium Budget Amendment 	<ul style="list-style-type: none"> • Public Hearings • Set Property Tax • Mid-Biennium Budget Amendment Workshop at Council 	<ul style="list-style-type: none"> • Final Mid-Biennium Budget Amendment Approval and Adoption

Budget planning starts early in the year prior to the start of the biennium and is prepared as follows:

- February - April - a Council retreat is held to discuss goals for the upcoming budget season. The goals are distributed to each department to use during their budget planning. During mid-biennium, this time is used for departments to review their goals and assess their steps toward accomplishment.
- May - June - the Capital Improvement Team meets to begin updating the City Improvement Plan.
- July - August - each department develops its budget and work plans for the following biennium.
- August – in anticipation of the new biennium, departments enter their budget projections directly into the software and run system reports. Historic and current budget data is included in the accounting software system in an integrated budgeting module. Finance Department develops a tentative revenue projection for the following biennium. During mid-biennium, this time is used for departments to formally review their budget and assess any needed modifications to be made.
- September - departments consult during this period with Council Committees while they are formulating their work programs and proposed budgets. These consultations may be either formal or informal and are intended to anticipate the Council's desires as the work programs and the supporting budget proposals are developed. In preparation of the biennium, a complete proposed budget is presented to the Mayor. The Mayor with each Department Head reviews the budget, in detail. In mid-biennium, departments, along with Finance and Mayor, will thoroughly review budget status for any revisions as may be needed. The Mayor formulates both their proposal in response to Council goals, and their recommended budget for the following year. In mid-biennium, the Mayor formulates their

recommended mid-biennium budget amendment.

- October - recommendations for the next fiscal year are formally transmitted to the Council in the form of the preliminary budget. Recommendations for the mid-biennium Budget Amendment are formulated through department review with their committees and with the Mayor and formally transmitted to the Council. City Council holds a public hearing on the revenue sources for the preliminary budget and in anticipation of setting the upcoming property tax levy.
- November - Council conducts another budget public hearing before acting formally on the budget as modified during its workshop hearings. In mid-biennium, Council conducts a public hearing before acting formally on the mid-biennium budget amendment. The Finance/Administration Committee makes any final recommendations to the budget for council consideration.
- December - final action on the budget occurs including adoption and the budget ordinance. Final action on the mid-biennium budget amendment occurs including adoption and the budget amending ordinance.

In adherence to RCW 35A.34.130, the City will prepare a mid-biennium review and modification of the budget beginning no sooner than September 1st of Budget Year One, to be completed and adopted no later than the end of Budget Year One. This review allows the City the opportunity to compare the status of the budget against actual figures, analyze trends, review forecasts, and make any modifications to the biennium budget as deemed necessary.

The entire budget process is coordinated as needed in regular weekly meetings of the City Department Heads. The Finance Department provides the staff coordination for the process. The Finance/Administration Committee is consulted continually throughout the year as potential issues surface and new program ideas incubate.

The budget process results in various budget products at appropriate stages of the process.

Budget and Accounting System Software

- The actual "official" budget is maintained, both before and after adoption, on a computerized software program, at a detailed "line item" level. Computerized reports can be generated at any time, at any level of detail. This computerized budget becomes an accounting system to control expenditures after adoption of the budget.

Preliminary Budget

- The preliminary budget is prepared, pursuant to State law as the Mayor's budget recommendations to the City Council. This public document contains detailed information at the fund level and, for the general fund, at the department level, and focuses on key policy issues while still providing a comprehensive overview of the complete budget.

Budget Ordinance

- The actual appropriations implementing the budget are contained in the budget ordinance adopted by the City Council.

Final Budget

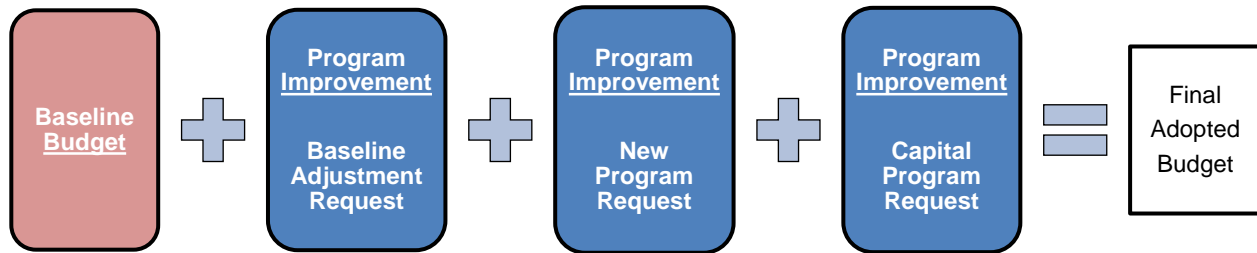
- The final budget is issued as a formal published document, in the same format as the preliminary budget but as modified by the City Council. It is this document, which is formally filed as a final budget.

Budget In Brief

- The budget in brief is published in conjunction with the final document. The budget in brief is a smaller document highlighting the information from the final document, but in a much abbreviated form. This encourages the citizens to become more familiar with the City's policies and upcoming goals without being overwhelmed by a large document.

C. COMPONENTS OF THE BUDGET

There are two distinct parts to the budget:



Baseline Budget:

The baseline budget consists of budget proposals sufficient to maintain the operation of programs previously authorized in earlier budgets.

Program Improvements:

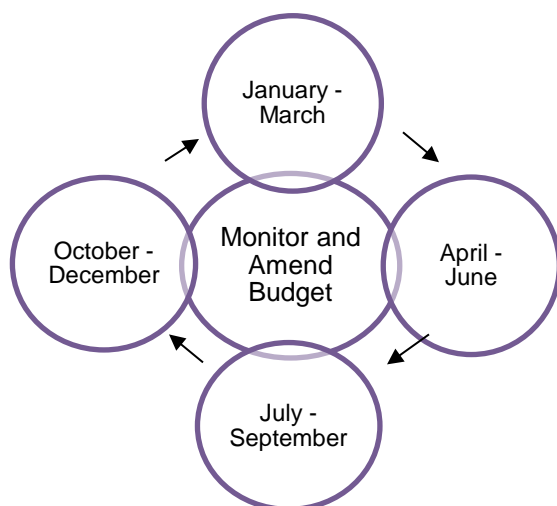
(Baseline Adjustment Requests, New Program, and Capital Equipment Replacement Requests)

Program improvements consist of new initiatives or substantial changes to existing programs.

Segregation of the budget into these two components separates key policy issues in order to facilitate their consideration. Policy officials can examine more readily at what level existing programs should be funded and what budget initiatives should be made, including the level of funding.

This budget document contains the baseline budget in a line item format by department or fund. The program improvements are identified separately as new policy initiatives. The operations budget will consolidate the program improvements into the appropriate line items.

D. IMPLEMENTATION, MONITORING AND AMENDMENT



The budget and its policies are implemented through the work programs of the individual departments and the accounting controls of the finance department. It is an on-going process with continual monitoring and possible adjustments reflecting actual unanticipated impacts.

The financial aspects of the budget are monitored in regular monthly reports issued by the Finance Department. Each department is provided access to the accounting software, which provides live and immediate information. It is expected departments will monitor their accounts regularly. Monthly reports are released comparing budget to actual data and all items falling greater than a 15% variance are explored and reported. These reports include an analysis of the City's financial condition and review for compliance with the Cash Management Policy.

The budget can be amended at any time with the approval of the Mayor and/or Council action. The Mayor can approve department requests for reallocation of funding, within a department's operating budget but does not increase the bottom line of the fund. All amendments increasing the bottom line requires City Council approval and as specified in the Financial Management Policy requires a super majority. All other requests for reallocation or new money require the Mayor's approval, and are then forwarded to the Finance Department for recommendation and processing to be presented to Council for approval or denial. Quarterly, the ordinance amending the budget at fund level is before the City Council and open for public

comment, which incorporates amendments approved within the quarter. The status of the budget is reported monthly and comprehensively reviewed quarterly with City Council to identify any needed adjustments.

E. BUDGET POLICIES

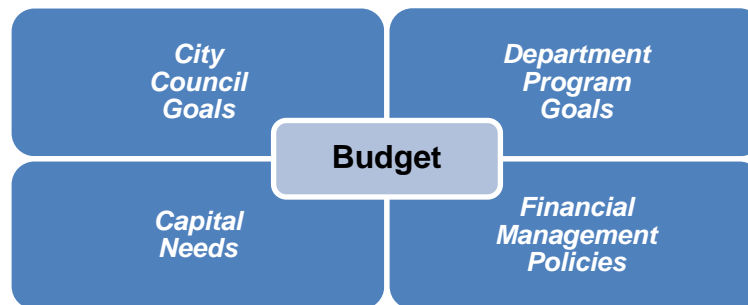
This section sets forth not only the objectives of the budget as a policy document, but also describes the basis of that policy.

1. POLICY CONTEXT OF THE BUDGET

In the City of Poulsbo, the City budget process is part of an overall policy framework, which guides and coordinates the various services and functions of the City. The budget serves a central role by allocating the available financial resources to the programs that have been established to implement the City's overall policies and goals. The budget also establishes financial policies, which influence the availability of future resources to carry out the City's vision.

The basic policy document of the City is its Comprehensive Plan. The Comprehensive Plan program, and its implementation, is a building block for the future. It sets the basic vision for the development of the City, and establishes policies and programs intended to achieve that vision. The plan is further articulated by a series of planning elements, which include public improvement elements (such as public utility plans), capital facilities plan (addressing capital projects with established funding in the next five years), policy elements (such as economic development programs), and regulatory measures. Supporting the Comprehensive Plan are functional plans for parks, transportation, and each of the City's four utilities.

2. BUDGET POLICY DEVELOPMENT



The budget process is linked to this policy framework by the biennial development of:

- a. **Council Goals** are broad in nature and are the framework set to accomplish the City's Vision;
- b. **Departmental Program Goals** are more specific and short-term and respond to Council's broader goals. They are carried out through annual objectives to be funded by the budget and may also identify the need for additional development of overall policy;
- c. **Capital Needs** are derived from the Comprehensive Plan and are funded biannually in the budget process through the Capital Improvement Plan (CIP).
- d. **Financial Management Policies** include parameters set by Council for maintaining cash and fund balances. The budget is prepared in accordance with maintaining the minimum fund balances as set by policy.

Policies which support Financial Management and Budget Development are as listed below and full text copies can be located in Section 10 – Appendix

- *Financial Management Policy*
- *Investment Policy*
- *Debt Policy*
- *Accounting, Financial Reporting and Auditing*
- *Performance Measures*
- *Capital Improvement Policy*

Budget policy contains several distinct steps. Policy in this budget starts with an understanding of needs and issues, describes explicit policies governing the development and management of financial resources, identifies general goals, sets priorities with which to apply the available funding tools, and concludes with specific funding proposals. In assessing the issues and needs of the community, this policy builds on actions taken in previous budgets, thereby providing continuity with previous programming. This allows the City to address community needs on a multi-year basis, rather than attempting to satisfy all needs in one budget cycle. These budget policies are a result of an ongoing process of economic and financial analysis conducted by the Finance Department.

The City of Poulsbo's budget management approach is based on flexibility and coordination, reflecting the City's administration team and management philosophy under which responsibility is shared among departments. While program managers are provided considerable flexibility in managing their program's on a day-to-day basis, the budget of one department is expected to interact and to take into account the need to support the functions of other departments. This management philosophy demands that budgetary control be exercised in a flexible way rather than the rigid approach often found in line item budgeting systems. Poulsbo does not control its budget at the line item level, but at the department level within the General Fund, and the fund level for all other funds. The measure of success in the budget is whether the City Objectives, followed by department objectives, are achieved within its total appropriation rather than if particular line items are met.

Budgetary control and responsibility are vested jointly in the Finance Department and the individual departments under the ultimate authority of the Mayor. Department Heads are held administratively responsible for staying within the "bottom line" of their department's total budget. The Finance Department is responsible for the efficient management of the entire budget to meet the ongoing needs of the City in a changing environment. Expenditures at the line item level are monitored by the Finance Department to identify potential problems and to adequately account for all financial transactions.

F. LEGAL STRUCTURE

The City of Poulsbo has a strong mayor form of government, organized under the Optional Municipal Code as provided in State law. The Optional Municipal Code confers a limited form of "home rule" to those municipalities organized under these provisions. The independently elected Mayor is responsible for all administrative functions of the City and the Department Heads report to the Mayor. The City Council exercises legislative and quasi-judicial functions. The seven members of the City Council and the Mayor are elected at large for four-year terms. The Mayor develops and proposes the budget while the Council reviews, modifies and approves the proposed budget, as it deems appropriate.

G. BASIS OF ACCOUNTING AND BUDGETING

The City prepares a comprehensive annual financial report in conformance with generally accepted accounting principles (GAAP). The budget is prepared using the same basis of accounting, and therefore, can be compared to information depicted in the annual report.

BUDGET: The Governmental Funds are budgeted on a modified accrual basis and can be directly compared to the operating statement in the City's annual report. This means revenues and expenditures are recognized when they are measurable and available.

The Proprietary Funds are budgeted on an accrual basis and are depicted in the annual report using the same basis. There is an exception of expenditures not reflected on the annual report, but reflected in the budget such as capital outlay, leave accrual and debt principal. This allows budget capacity for the funds.

ACCOUNTING: Basis of accounting refers to when revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements. The accrual basis of accounting is used for all funds except the governmental funds, which use a modified accrual basis of accounting.

The modified accrual basis differs from the accrual basis in the following ways:

- purchases of capital assets are considered expenditures
- redemption of long-term debt are considered expenditures when due
- revenues are recognized only when they become both measurable and available to finance expenditures of the current period
- inventories and prepaid items are reported as expenditures when purchased
- interest on long-term debt is not accrued but is recorded as an expenditure when due
- accumulated unpaid vacation, sick leave, and other employee benefits are considered expenditures when paid

H. BUDGET STRUCTURE

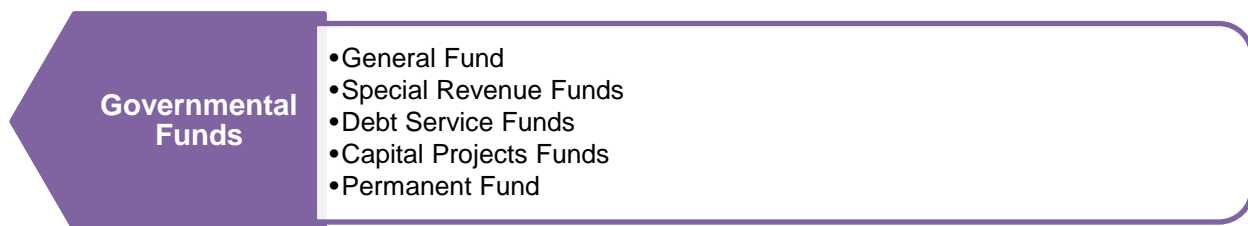
This document is organized so it represents the financial structure of the City. All of the City's accounts are developed and maintained as described below.

The City's financial structure is divided into funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts. Each fund is balanced, meaning total resources equal total uses. The funds are separated into four categories of fund types; governmental, proprietary, fiduciary and major.

This is the structure of funds for budget purposes. This structure will be presented in detail throughout the rest of this budget.

GOVERNMENTAL FUND TYPES:

This group of funds accounts for the activities of the City, which are of a governmental nature.



General Fund (Fund 001):

Accounts for tax-supported activities of the City and other types of activities not accounted for elsewhere. In the City's budget this fund is divided into departments.

Special Revenue (100 Fund Series):

Accounts for the proceeds of specific revenue sources with legally restricted expenditures.

Debt Service Funds (200 Fund Series):

Accounts for the payment of outstanding long-term general obligations of the City; except that of the proprietary funds.

Capital Project Funds (300 Fund Series):

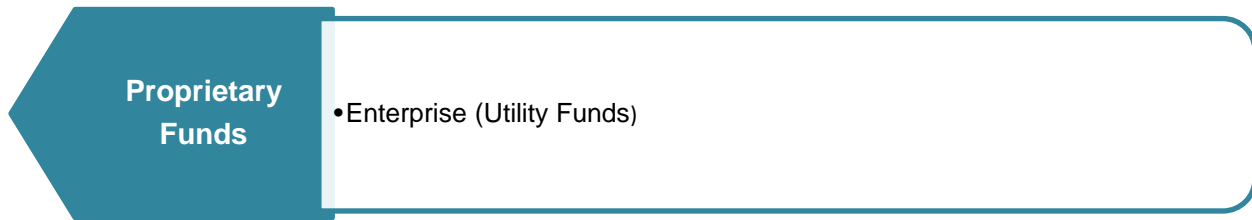
Accounts for major general government construction and acquisition projects financed by long-term general obligations.

Permanent Fund (700 Fund Series):

Accounts for resources that are legally restricted so only earnings, not principal, may be used to support the reporting government programs for the benefit of the government or its citizens.

PROPRIETARY FUNDS:

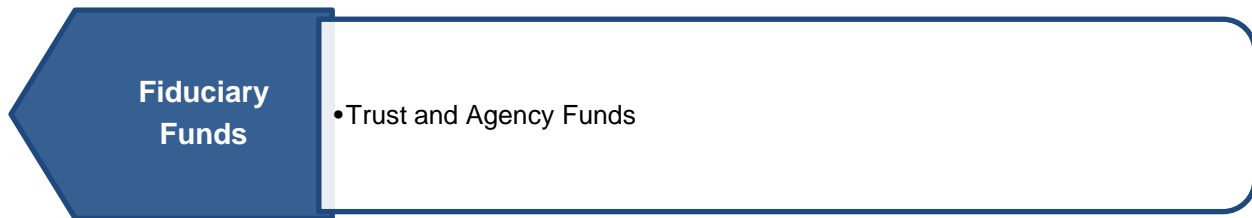
This group of funds accounts for the activities of the City, which are of a proprietary or "business" in nature.

**Enterprise Funds (400 Fund Series):**

Contains activities, which are operated in a manner similar to private businesses. In Poulsbo, the enterprise funds account for the City's utilities; water, sewer, solid waste, and storm drain.

FIDUCIARY FUNDS:

This group of funds accounts for those funds held by the City as a trustee and therefore are not budgeted.

**Trust and Agency Funds (600 Fund Series):**

As outlined in the BARS, trust and agency funds should not be included in the comprehensive budget as they do not represent resources or outlays that benefit the local government itself. The City of Poulsbo does not budget funds in the 600 series.

MAJOR FUNDS:

The City of Poulsbo prepares the Comprehensive Annual Financial Report (CAFR) in accordance with Governmental Accounting Standards Board (GASB). Per standards, the funds are presented in the annual report as major and non-major funds. Based on criteria, all funds are reviewed and a calculation prepared to determine if the funds qualify to report as a major fund.

A Major Fund has three elements:

- Total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures (less other financing sources or uses) of that individual governmental or enterprise fund are at least ten percent (10%) of the corresponding total (assets, liabilities, etc.) for all funds of that category or type (i.e. governmental, proprietary, or fiduciary); *and*
- Total assets plus deferred outflows, liabilities plus deferred inflows, revenues, or expenditures (less other financing sources or uses) of that individual governmental or enterprise fund are five percent (5%) of the corresponding total for all governmental and enterprise funds combined; *or*
- Any other governmental or enterprise fund the government's officials believe is particularly important.

I. ORGANIZATION CHART

The organization chart is represented in two different formats and areas of the budget. An overall organizational chart representing the functions and departments of the City can be found in the Financial Section. Within each department a detailed chart is presented detailing positions and full-time employees (FTE's).

J. FINANCIAL SUMMARY

Within each department a table of financial data for each account within the department is included. The information details the projected combined 2021-2022 budget, 2022 budget, 2021 budget, 2020 budget and actual expenditures for 2019 and 2018.

K. CAPITAL EXPENDITURES

Capital Expenditures anticipated within the next 6 years with a cost of more than \$15,000 and have an estimated useful life of more than ten years are detailed in the City Improvement Plan. Other equipment purchases over a \$5,000 threshold will be capitalized. All capital expenditures, regardless if in the Capital Improvement Plan, are described in the fund that has budgeted the purchase.

L. GOALS/OBJECTIVES/PERFORMANCE MEASURES:

The City Council holds a retreat in the beginning of the year to review prior goals, long term goals and set new goals for the upcoming year. This allows departments to develop their budgets taking into account the Council Goals and establishing departmental goals. The goals are presented in the Financial Plan instead of each departmental section. For 2021-2022, the departments continue to set goals in the following format:

Departmental Goal:	
Responds to Council Goal #:	

Objectives	Measurement	Progress

M. AWARD

The City's 2019-2020 Budget received the distinguished Budget Award from the Government Finance Officers Association (GFOA).

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device. The award is valid for the length of the budget document, in a biennial budget it is valid for two years. This is the eighteenth year the City has received the award. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

N. CHANGES FOR 2021-2022 BUDGET

The 2021-2022 budget is organized essentially in the same format as previous years; this is the third biennium budget prepared by the City.

Departments developed their 2021-2022 budgets maintaining the same bottom line as 2020, with the exception of wages, benefits and contractual obligations.

Staffing changes to better suit the growing needs of the City are expected, but 2020 saw a shift due to the decreased economic activity and revenues the City received due to the COVID19 pandemic. Several positions were eliminated, will remain unfilled, or will be continuously re-evaluated in the 2021-2022 budget cycle along with the level of service department will be able to provide to its citizens. Meeting citizen needs and expectations is still the number goal of the City of Poulsbo.

2018 – 2019 continued to see growth in development revenues from prior years. 2020 saw a decrease that is, in part, contributed to COVID19 outbreak that shut down much of the economy for several months. While some projects are still anticipated to move forward, the City was conservative in its estimation of these revenue sources. 2021-2022's projections are to recognize reduced growth anticipating declines in activity, but still producing strong projections from continued development of housing communities, multifamily structures, and an anticipated new hotel, to be constructed in 2021 and carryover into 2022.

In 2021-2022, departments continue to submit their departmental goals in the same format as established by policy. The presentation is included in the Financial Plan by department. This allows the reader to view the goals by department, and see them as a complete package that ties to the City Council goals and value

statements.

Fund balances will continue to be detailed according to GASB standards (GASB 54) and when necessary detailing Council's specific purpose:

- Unassigned Fund Balance
- Assigned Fund Balance
- Restricted Fund Balance
- Committed Fund Balance
- Non-spendable Fund Balance

For purposes of presentation within this budget document, fund balance is represented as a whole.

Revenue projections have been decreased in 2021-2022 to reflect affected revenues from lasting economic impacts of the 2020 COVID19 pandemic. Program revenue driven programs have been reduced to reflect the and support expenditures and overhead necessary to operate the programs. Most of the programs affected are under the City's park and recreation program. The program will move forward in a thoughtful manner bringing programs back slowly within the legal guidelines consistent with a long-term plan of a potential new recreational facility.

Real Estate Excise Tax (REET) has grown over the past several years. 2020 was anticipated to see a dip and was budgeted accordingly. Despite COVID19, a large collection was received in the year, allowing the City to meet its budgeted goal. 2021-2022 budgeted revenues were lowered even further than the 2020 amount in an effort to be conservative regarding the anticipated collection in the upcoming budget cycle since this revenue source is highly volatile. Transfers from REET reserves is planned in 2021-2022 to support the debt payment of City Hall and Noll Road project.

All costs associated with outside agencies continue to be evaluated and negotiated for an affordable level of service.

Property Tax

The City's property tax levy rate was set with the percentage increase over the highest allowable levy, with the lower of the Implicit Price Deflator (IPD) cap or 1%. The City Council approved a substantial needs resolution allowing the City to levy for the full 1% in 2021, Based on many limiting factors and the growth of assessed value the City' rate is calculated to be \$1.28 for its regular property tax levy which is much lower than the maximum rate of \$1.60 but consistent with the 1% limiting factor. The levy projection is based on information provided by the Kitsap County Assessor's Office and adopted by City Council Ordinance.

Sales Tax

Sales tax revenue projections for 2021 and 2022 have been decreased below the 2020 projection but remains conservative in its estimation as is consistent with what was collected in 2020. A small amount of decline is projected in 2020 with conservative growth in 2021.

Transfers

Most transfers are consistent with prior council direction with some pointed reductions including:

- Transfer to Capital Parks Project Fund 302 reduced by 50%
- Transfer to Neighborhood Streets program in Fund 311. Project are still intended to occur, but utilized reserves already set aside in the fund
- Transfer to Capital Acquisitions Reserves. Less items are being purchased as one-time purchases but utilizing leasing options. Reserves in the fund have grown and are able to fund planned purchases in 2021 and 2022.
- Transfer for debt payment from General Fund has been decreased using Real Estate Excise Tax dollars for the City Hall debt.

The transfers below have been recommended by the Mayor, approved by City Council and built in the budget for 2021 and 2022.

- Transfer to Street Operating Fund for transportation maintenance (101)

\$714,000 in 2021 & \$736,000 in 2022

- Transfer to Street Reserve Fund (311) for ongoing capital street maintenance program
\$59,000 in 2021 & \$60,000 in 2022
- Transfer to Park Reserve Fund (302) for capital park projects
\$68,000 in 2021 & \$71,000 in 2022
- Transfer to Equipment Acquisition Fund (301) for equipment purchases
\$53,110 in 2021 & \$62,250 in 2022
- Transfer to Facilities Fund (331) for to reserve for future City facilities or more specifically City Hall future capital repairs or replacements
\$25,000 in both 2021 and 2022

Utility Taxes










The City collects utility tax on utility revenues generated within the City. The rate for water, sewer, and storm drain was increased from 6% to 12% effective October 1, 2020. Scheduled decreases by 2% each biennium back to the 6% rate have been incorporated into the ordinance. The solid waste rate was unaffected and is 6% for 2021-2022.











City Improvement Plan

The City's six-year capital improvement plan has been created and anticipated projects with financial impacts in 2021 and 2022 have been included in the budget. You can view the City's Capital Improvement Plan in Section 9.

Capital Equipment / Baseline Adjustments / New Programs

A small number of capital equipment items and funding of Baseline Adjustment and New Programs have been requested in the 2021-2022 Budget. Details for capital equipment requests are detailed in the narratives of each related budgets, and Baseline Adjustment/New Program Requests are detailed in Section 8. All approved items will be integrated into the final budget.

2021-2022 Biennial Budget Calendar				
		May-20		May-21
	May 6 2020	<u>Finance Committee Meeting :</u> -Review upcoming biennial budget process.		
	May 1-31 2020	<u>Finance Department:</u> -Meeting with City Departments to discuss City Improvement Plan and financial forecast impacts.		
		Jun-20		Jun-21
	June 15 2020	<u>City Departments:</u> -City Improvement Plan project forms due to Finance.		
		Jul-20		Jul-21
	Jul 24 2020	<u>Finance Department:</u> -Finance provides 2021-2022 Biennial Budget Instruction and Directives to City Departments.		Jul 23 2021 <u>Finance Department:</u> -Finance provides Mid-Biennium Amendment Instruction and Directives to City Departments.
		Aug-20		Aug-21
	Aug 1-31 2020	<u>City Departments:</u> -Complete their Departmental Budgets. -Departments will meet with Mayor and Council Committees for detailed review.		Aug 1-31 2021 <u>City Departments:</u> -Review status of Current Department Budget. -Prepare Budget Amendment Requests (if any) -Departments will meet with Mayor and Council Committees for detailed review of current budget and any amendments requested.
	Aug 14 2020	<u>City Departments:</u> -Submit all Capital Replacement and New Capital Request Forms to the Finance Director to be considered for 2021-2022 Biennial Budget.		
	Aug 31 2020	<u>City Departments:</u> -Submit electronic copy of all required Budget Worksheets & Forms to Finance. -Departments to have all budget figures and notes entered into financial software program.		Aug 31 2021 <u>City Departments:</u> -Submit electronic copy of any Budget Amendment Requests to Finance.
		Sep-20		Sep-21
	Sep 9 2020	<u>City Council Meeting:</u> -Finance sets Public Hearing on Revenue Sources for October 21, 2020.		Sep 15 2021 <u>City Council Meeting:</u> -Finance sets Public Hearing on Revenue Sources for October 20, 2021.
	Sep 1-30 2020	<u>Finance Department:</u> -Works with Mayor to develop Mayor's Proposed Preliminary Budget.		Sep 1-30 2021 <u>Finance Department:</u> -Works with Mayor to develop Mayor's Proposed Mid-Biennial Budget Amendment.

Oct-20			Oct-21	
	Oct 1-30 2020	<u>Finance Department:</u> -Prepares Preliminary Budget Publication.		
	Oct 7 2020	<u>Finance Committee Meeting:</u> -Review Mayor's Proposed Preliminary Budget. <u>City Council Meeting:</u> -Review Mayor's Proposed Preliminary Budget.		
	Oct 14 2020	<u>City Council Meeting:</u> -Review 2020 Revenues & Expenditures with City Council (3rd Qtr Status Financial Report). -Finance sets Public Hearing on Final Budget for November 4, & 18, 2020.	Oct 13 2021	<u>City Council Meeting:</u> -Review 2021 Revenues & Expenditures with City Council (3rd Qtr Status Financial Report). -Finance sets Public Hearing on Mid-Biennial Budget Amendment for November 17, 2021.
	Oct 21 2020	<u>City Council Meeting:</u> -Review 2021-2022 Revenue Sources with City Council and hold Public Hearing on Revenue Sources.	Oct 20 2021	<u>City Council Meeting:</u> -Review 2022 Revenue Sources with Council and hold Public Hearing on Revenue Sources. -Selected Departments to present their Budget Amendment Requests to Council.
	Oct 30 2020	<u>Finance Department:</u> -Preliminary Budget Publication delivered to the City Council and made available to the public.		
Nov-20			Nov-21	
	Nov 4 2020	<u>City Council Meeting:</u> -Open Public Hearing on Final Budget. -Presentation and discussion of Preliminary Budget. -Set the 2021 Property Tax Levy Ordinance. -Special Budget Work Session #1: Department Presentations to Council.	Nov 10 2021	<u>Finance Committee Meeting:</u> -Review Budget Amendment Requests and obtain Committee Recommendations. <u>City Council Meeting:</u> -Set the 2022 Property Tax Levy Ordinance.
	Nov 18 2020	<u>Finance Committee Meeting:</u> -Review Baseline Adjustment & New Program Requests and obtain Committee Recommendations. <u>City Council Meeting:</u> -Special Budget Work Session #2: Department Presentations to Council. -Continue & then Close Public Hearing on Final Budget from 11/4/20. -CIP Presentations	Nov 17 2021	<u>City Council Meeting:</u> -Open Public Hearing on Mid-Biennial Budget Amendment. -Presentation and discussion of Mayor's Proposed Mid-Biennial Budget Amendment. -Review Amendment Requests and obtain Council Recommendations.
Dec-20			Dec-21	
	Dec 2 2020	<u>City Council Meeting:</u> -Review Baseline Adjustment & New Program Requests and obtain Council Recommendations.		
	Dec 9 2020	<u>City Council Meeting:</u> -Final review and approval of the 2021-2022 Biennial Budget.	Dec 8 2021	<u>City Council Meeting:</u> -Final Review and Approval of the Mid-Biennial Budget Amendment.
	Dec 16 2020	<u>City Council Meeting:</u> -Adoption of the 2021-2022 Biennial Budget.	Dec 15 2021	<u>City Council Meeting:</u> -Adoption of the Mid-Biennial Budget Amendment Ordinance.

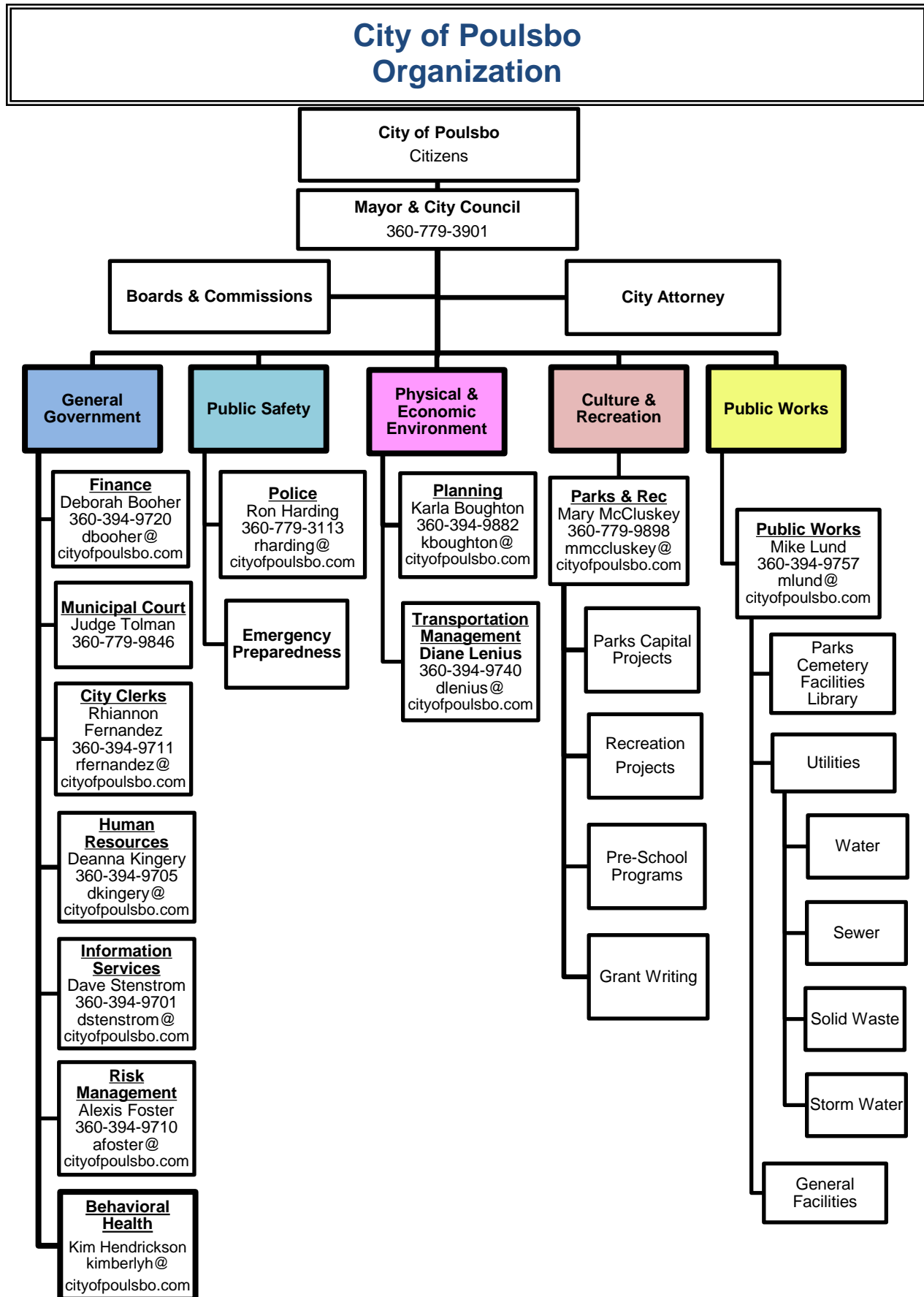
CITY OF POULSBO

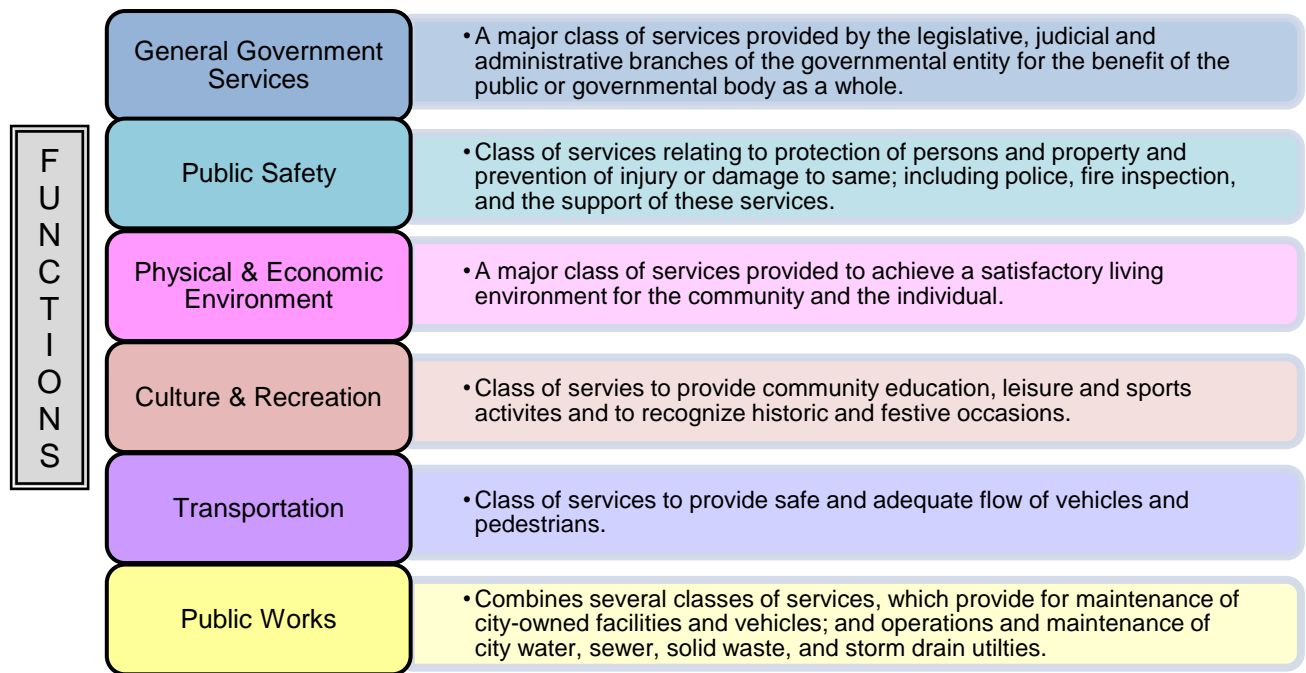
THE BUDGET AS A FINANCIAL PLAN

A budget is a plan that allocates the available financial resources to meet community needs. This allocation is based on policies, goals and objectives addressing how those needs are intended to be met. By doing so, the budget sets forth the scope of activity the City will undertake during the year. This section of the budget presents the plan and assesses the implications of its allocation of resources on the City's financial position, in 2021, 2022, and beyond.

This section describes the overall budget, including all funds. Factors affecting the City's debt capacity are also discussed, followed by a discussion of the working capital of the proprietary funds.

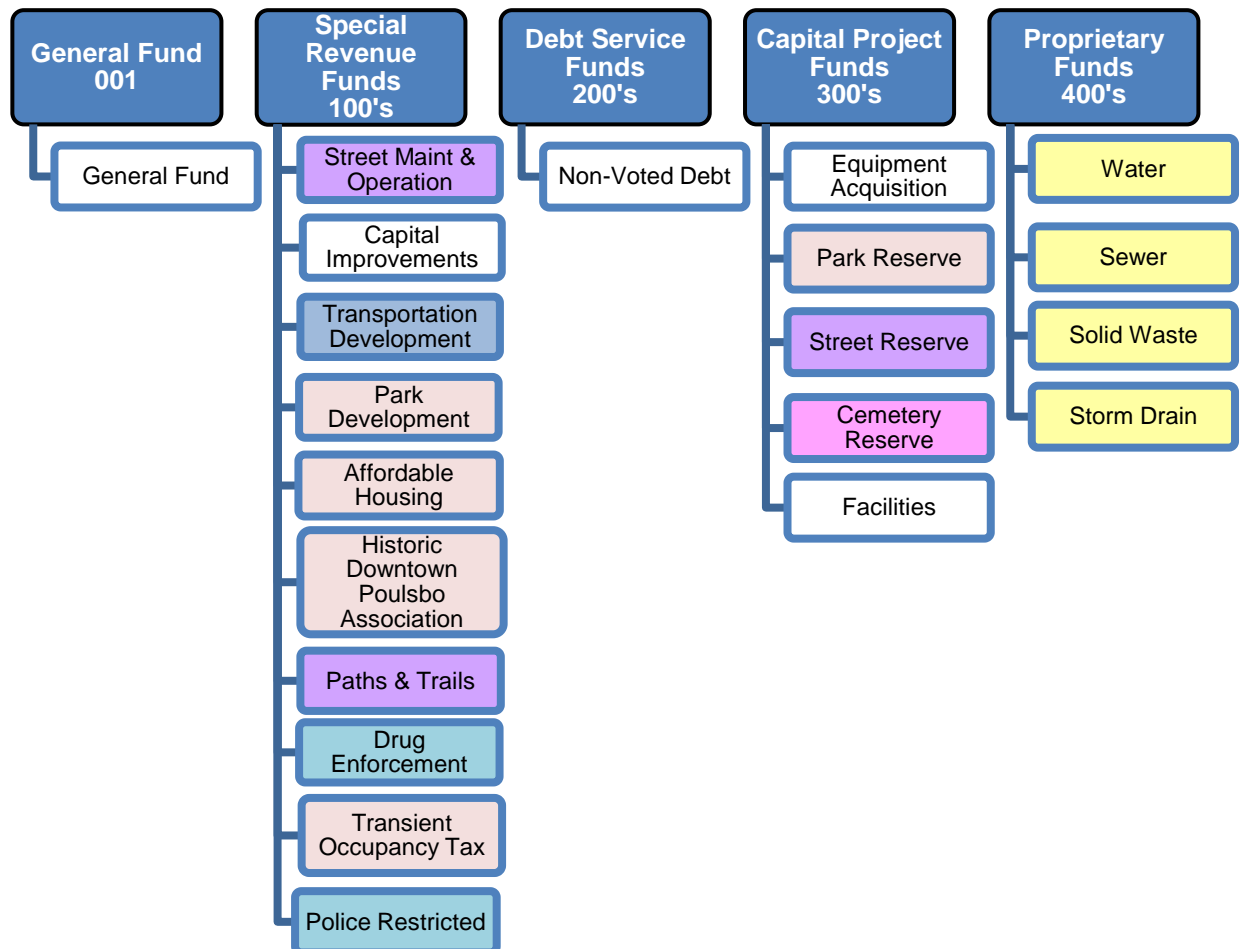
The next section, Baseline General Fund, focuses on the General Fund of the budget, which provides funding for the majority of general tax-supported activities of the City (excluding debt service). An analysis of General Fund revenue and expenditure detail is presented. This section generally identifies the source of funds available to the City and how those resources are allocated to various funds.





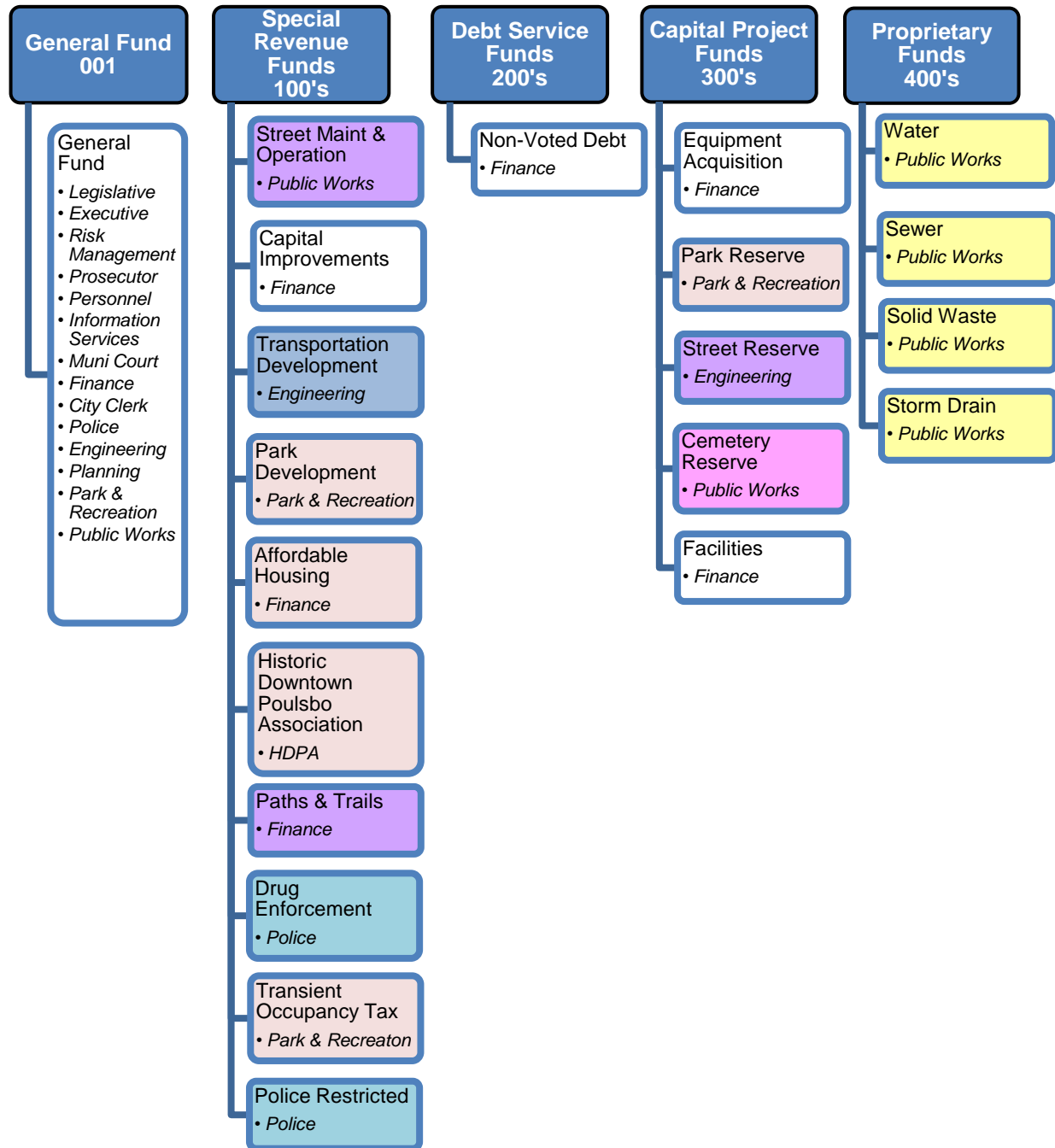
Organization of Funds

Color indicates primary Government Function of the fund. If fund has no color, there are several functions accounted for in the fund.

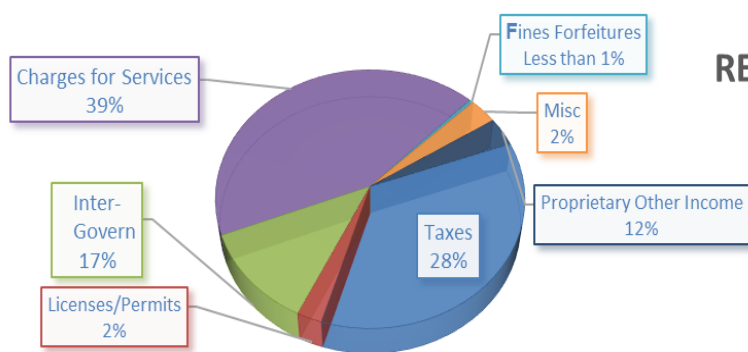


Organization of Funds with Responsible Department

• Responsible Departments bulleted

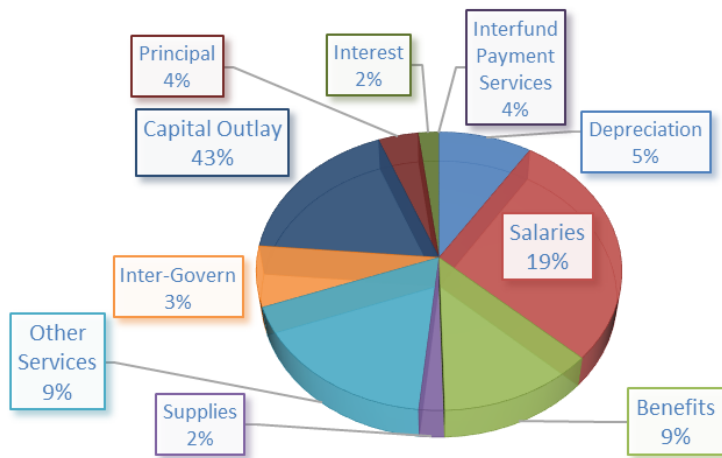


2021-2022 Revenue by Category (Excludes Operating Transfers)									
Fund	Taxes	Licenses/ Permits	Inter- Govern	Charges for Services	Fines Forfeitures	Misc	Proprietary Other Income	Other Sources	Total
General Fund									
001 General	18,437,875	1,286,578	450,478	1,469,110	138,600	459,110	-	7,000	22,248,751
Total Special Revenue	18,437,875	1,286,578	450,478	1,469,110	138,600	459,110	-	7,000	22,248,751
Special Revenue Funds									
101 Street Fund	-	45,280	489,886	-	-	2,600	-	-	537,766
121 Capital Improvement	800,000	-	-	-	-	12,000	-	-	812,000
123 Transp Dev Fund	-	-	-	550,000	-	1,000	-	-	551,000
124 Park Dev Fund	-	-	-	35,000	-	2,000	-	-	37,000
125 Affordable House Fund	35,000	-	-	-	-	-	-	-	35,000
131 Historic DT Poulsbo	-	-	-	-	-	159,700	-	-	159,700
161 Paths & Trail Reserve	-	-	2,305	-	-	-	-	-	2,305
171 Drug Enforcement	-	-	-	-	-	1,400	-	-	1,400
181 Transient Occupancy	210,000	-	-	-	-	2,000	-	-	212,000
191 Police Restricted	-	-	61,125	-	-	2,400	-	-	63,525
Total Special Revenue	1,045,000	45,280	553,316	585,000	-	183,100	-	-	2,411,696
Debt Service Funds									
204 Non-Voted Debt	-	-	-	-	-	1,000	-	-	1,000
Total Debt Service Funds	-	-	-	-	-	1,000	-	-	1,000
Capital Project Funds									
301 Equip Acquisition	-	-	-	-	-	-	-	-	-
302 Park Reserve	-	-	30,475	-	-	652,400	-	-	682,875
311 Street Reserve	-	-	5,005,000	-	-	-	-	-	5,005,000
314 Cemetery Reserve	-	-	-	6,000	-	200	-	-	6,200
331 Facilities Funds	-	-	-	-	-	-	-	-	-
Total Capital Project Funds	-	-	5,035,475	6,000	-	652,600	-	-	5,694,075
Proprietary Funds									
401 Water	-	-	-	3,953,630	41,798	261,520	880,000	-	5,136,948
403 Sewer	-	-	-	8,738,340	20,000	146,600	800,000	-	9,704,940
404 Solid Waste	-	-	-	5,410,000	40,000	21,400	-	-	5,471,400
410 Storm Drain	-	-	571,661	3,731,881	15,600	66,696	300,000	-	4,685,838
Total Proprietary Funds	-	-	571,661	21,833,851	117,398	496,216	1,980,000	-	24,999,126
TOTAL	19,482,875	1,331,858	6,610,930	23,893,961	255,998	1,792,026	1,980,000	7,000	55,354,648



2021-2022 REVENUE BY CATEGORY

2021-2022 Expenditures by Object (Excludes Operating Transfers)											
Fund	Depreciation	Salaries	Benefits	Supplies	Other Services	Inter-Govern	Capital Outlay	Principal	Interest	Interfund Payment Services	Total
General Fund											
001 General	-	10,069,592	4,357,988	607,261	2,822,234	1,253,419	-	-	-	-	19,110,494
Total General Fund	-	10,069,592	4,357,988	607,261	2,822,234	1,253,419	-	-	-	-	19,110,494
Special Revenue Funds											
101 Street Fund	-	781,179	353,370	141,584	588,169	143,000	-	-	-	-	2,007,302
121 Capital Improvement	-	-	-	-	-	-	-	-	-	-	-
123 Trans Develop Fund	-	-	-	-	-	-	-	-	-	-	-
124 Park Develop Fund	-	-	-	-	-	-	-	-	-	-	-
125 Affordable House Fund	-	-	-	-	-	-	-	-	-	-	-
131 Historic DT Poulsbo	-	-	-	4,400	180,110.00	-	-	-	-	-	184,510
161 Paths & Trail Rsrv	-	-	-	-	-	-	-	-	-	-	-
171 Drug Enforcement	-	3,000	1,510	2,500	3,890	-	-	-	-	-	10,900
181 Transient Occupancy	-	-	-	-	210,000	-	-	-	-	-	210,000
191 Police Restricted	-	9,400	1,600	6,200	9,445	-	-	-	-	-	26,645
Total Special Revenue	-	793,579	356,480	154,684	991,614	143,000	-	-	-	-	2,439,357
Debt Service Funds											
204 Non-Voted Debt	-	-	-	-	-	-	-	1,716,825	631,646	-	2,348,471
Total Debt Service Funds	-	-	-	-	-	-	-	1,716,825	631,646	-	2,348,471
Capital Project Funds											
301 Equip Acquisition	-	-	-	-	-	-	110,000	-	-	-	110,000
302 Park Reserve	-	-	-	-	-	-	880,475	-	-	-	880,475
311 Street Reserve	-	-	-	-	-	-	4,920,000	-	-	-	4,920,000
314 Cemetery Reserve	-	-	-	-	-	-	-	-	-	-	-
331 Facilities Funds	-	-	-	-	-	-	-	-	-	-	-
Total Capital Funds	-	-	-	-	-	-	5,910,475	-	-	-	5,910,475
Proprietary Funds											
401 Water	1,256,410	1,255,118	639,334	190,000	1,281,099	100	1,625,000	-	-	-	6,247,061
403 Sewer	2,597,362	1,004,206	486,433	49,400	2,210,052	1,414,880	768,000	500,000	519,650	-	9,549,983
404 Solid Waste	253,540	1,367,816	677,660	126,000	1,950,162	1,120,000	-	-	-	-	5,495,178
410 Storm Drain	1,061,840	1,371,502	678,530	48,898	831,036	80,000	1,797,215	-	-	-	5,869,021
Total Proprietary Funds	5,169,152	4,998,642	2,481,957	414,298	6,272,349	2,614,980	4,190,215	500,000	519,650	-	27,161,243
TOTAL	5,169,152	15,861,813	7,196,425	1,176,243	10,086,197	4,011,399	10,100,690	2,216,825	1,151,296	-	56,970,040



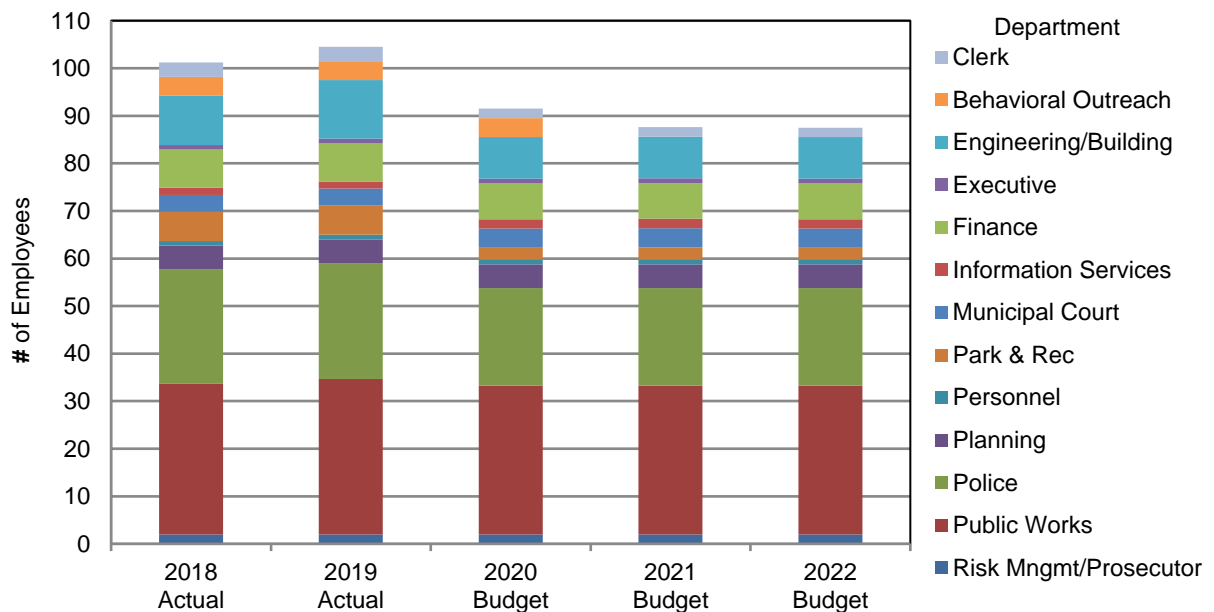
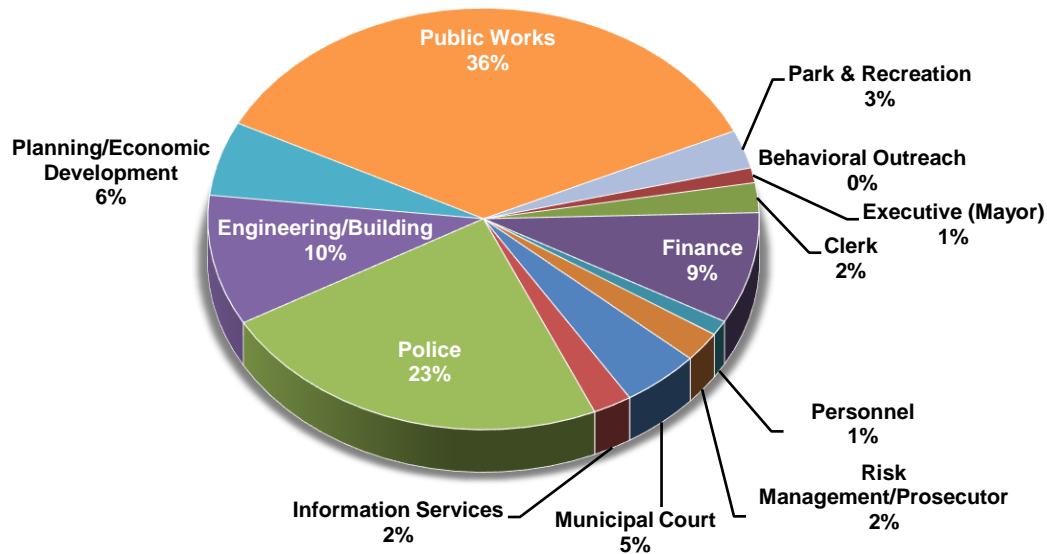
CITY OF POULSBO
2021-2022 BUDGET
SUMMARY OF FUND ACTIVITY AND
CHANGES IN FUND BALANCE

FUND	TOTAL RESOURCES			TOTAL APPROPRIATIONS			CHANGE	
	2021 Estimated Beginning Fund Balance	2021-2022 Estimated Revenue/ Other Financing Sources	2021-2022 Estimated Total Resources	2021-2022 Projected Expenditures/ Expenses/ Other Financing Uses	2022 Projected Ending Fund Balance	2021-2022 Total Projected Appropriations	Change in Fund Balance Inc (Dec)	% of change
001 General Fund	3,229,321	22,248,751	25,478,072	22,530,225	2,947,847	25,478,072	(281,474)	-9%
Total Current Expense Fund	3,229,321	22,248,751	25,478,072	22,530,225	2,947,847	25,478,072	(281,474)	-9%
101 City Streets	100,398	1,987,766	2,088,164	2,007,302	80,862	2,088,164	(19,536)	-19%
121 Capital Improvement	1,284,947	812,000	2,096,947	800,000	1,296,947	2,096,947	12,000	1%
123 Trans Development Fund	3,670	551,000	554,670	550,000	4,670	554,670	1,000	27%
124 Park Development Fund	45,535	37,000	82,535	7,500	75,035	82,535	29,500	65%
125 Affordable Housing Fund	35,035	35,000	70,035	-	70,035	70,035	35,000	100%
131 Historic Dwntrn Poulsbo	78,074	159,700	237,774	184,510	53,264	237,774	(24,810)	-32%
161 Path and Trail Reserve	21,055	2,305	23,360	-	23,360	23,360	2,305	11%
171 Drug Enforcement	55,494	1,400	56,894	10,900	45,994	56,894	(9,500)	-17%
181 Transient Occup Tax	54,228	212,000	266,228	210,000	56,228	266,228	2,000	4%
191 Police Restricted Funds	145,642	63,525	209,167	26,645	182,522	209,167	36,880	25%
Total Special Revenue Funds	1,824,078	3,861,696	5,685,774	3,796,857	1,888,917	5,685,774	64,839	4%
204 Non-Voted Gen Oblig	11,260	2,347,371	2,358,631	2,348,471	10,160	2,358,631	(1,100)	-10%
Total Debt Service Funds	11,260	2,347,371	2,358,631	2,348,471	10,160	2,358,631	(1,100)	-10%
301 Equipment Acquisition	480,709	115,360	596,069	110,000	486,069	596,069	5,360	1%
302 Park Reserve	168,244	829,375	997,619	880,475	117,144	997,619	(51,100)	-30%
311 Street Reserve	390,308	5,674,000	6,064,308	4,920,000	1,144,308	6,064,308	754,000	193%
314 Cemetery Reserve	34,379	6,200	40,579	-	40,579	40,579	6,200	18%
331 Facilities Fund	898,553	50,000	948,553	-	948,553	948,553	50,000	6%
Total Capital Project Funds	1,972,193	6,674,935	8,647,128	5,910,475	2,736,653	8,647,128	764,460	39%
401 Water System	2,696,014	5,136,948	7,832,962	6,247,061	1,585,901	7,832,962	(1,110,113)	-41%
403 Sewer System	9,906,478	9,704,940	19,611,418	9,549,983	10,061,435	19,611,418	154,957	2%
404 Solid Waste System	1,814,983	5,471,400	7,286,383	5,495,178	1,791,205	7,286,383	(23,778)	-1%
410 Storm Drain System	697,808	4,685,838	5,383,646	5,869,021	(485,375)	5,383,646	(1,183,183)	-170%
Total Enterprise Funds	15,115,283	24,999,126	40,114,409	27,161,243	12,953,166	40,114,409	(2,162,117)	-14%
TOTALS	22,152,135	60,131,879	82,284,014	61,747,271	20,536,743	82,284,014	(1,615,392)	-7%

City Staffing

A significant part, 28% of the City's operating budget (net of transfers), is funding for employees who in turn provide services to our citizens. The following graphs identify full-time equivalent (FTE) positions by department along with a detailed breakdown by department and title.

2021 - 2022 Staffing by City Department



Staffing Levels by Department and Title

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Behavioral Health Outreach	4.00	4.00	4.00	-	-
Behavioral Outreach Prgm Mgr	1.00	1.00	1.00	-	-
Mental Health Navigator	3.00	3.00	3.00	-	-
Clerk	3.00	3.00	2.00	2.00	2.00
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Office Clerk II	1.00	1.00	-	-	-
Engineering/Building	10.30	12.30	8.75	8.75	8.75
Engineering Director	0.75	0.75	0.75	0.75	0.75
City Engineer	0.55	0.55	-	-	-
Contract Administrator	1.00	1.00	-	-	-
Transportation Engineer	1.00	1.00	1.00	1.00	1.00
Sr Engineering Tech	1.00	1.00	-	-	-
Engineering I	1.00	1.00	1.00	1.00	1.00
Sr Field Inspector	2.00	2.00	2.00	2.00	2.00
Permit Tech	1.00	1.00	1.00	1.00	1.00
Capital Projects Const. Mgr	-	1.00	1.00	1.00	1.00
Senior Contract Admin	-	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	1.00	1.00	1.00
Executive	1.00	1.00	1.00	1.00	1.00
Mayor	1.00	1.00	1.00	1.00	1.00
Finance	8.00	8.00	7.50	7.50	7.50
Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	1.00	1.00	1.00
Sr Budget Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Tech	3.00	3.00	3.00	3.00	3.00
Accounting Clerk	2.00	2.00	1.50	1.50	1.50
Information Services	1.50	1.50	2.00	2.00	2.00
IS Manager	1.00	1.00	1.00	1.00	1.00
IS Sr Technician	0.50	0.50	1.00	1.00	1.00
Municipal Court	3.52	3.52	4.02	4.02	4.02
Judge	0.52	0.52	0.52	0.52	0.52
Court Administrator	1.00	1.00	1.00	1.00	1.00
Court Security	-	-	0.50	0.50	0.50
Judicial Specialist	2.00	2.00	2.00	2.00	2.00
Park & Rec	6.17	6.17	2.50	2.58	2.50
Park & Rec Director	1.00	1.00	1.00	1.08	1.00
Recreation Programmer	1.50	1.50	0.50	0.50	0.50
Admin Assistant	1.00	1.00	1.00	1.00	1.00
Preschool Coordinator	0.85	0.85	-	-	-
Preschool Assistant	0.62	0.62	-	-	-
Receptionist	1.20	1.20	-	-	-
Personnel	1.00	1.00	1.00	1.00	1.00
Human Resources Dir	1.00	1.00	1.00	1.00	1.00

Staffing Levels by Department and Title

	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Planning	5.00	5.00	5.00	5.00	5.00
Planning Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	-	-	1.00	1.00	1.00
Associate Planner	3.00	3.00	2.00	2.00	2.00
Planning Tech	1.00	1.00	-	-	-
Office Clerk	-	-	1.00	1.00	1.00
Police	24.00	24.33	20.50	20.50	20.50
Police Chief	1.00	1.00	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	-	-	-
Sergeant	4.00	4.00	4.00	4.00	4.00
Patrol Officer	12.00	12.33	11.50	11.50	11.50
Detective	2.00	2.00	2.00	2.00	2.00
Support Svcs Mgr	1.00	1.00	1.00	1.00	1.00
Police Clerk	1.75	1.75	0.50	0.50	0.50
Evidence Room Mgr	0.25	0.25	0.50	0.50	0.50
Community Svcs Officer	1.00	1.00	-	-	-
Public Works	31.70	32.70	31.25	31.25	31.25
PW Superintendent	1.00	1.00	1.00	1.00	1.00
Asst. PW Superintendent	1.00	1.00	1.00	1.00	1.00
Engineering Director	0.25	0.25	0.25	0.25	0.25
City Engineer	0.45	0.45	-	-	-
Civil Engineer	1.00	1.00	1.00	1.00	1.00
Office Manager	1.00	1.00	1.00	1.00	1.00
Office Clerk	1.00	1.00	1.00	1.00	1.00
Foreman	2.00	2.00	2.00	2.00	2.00
Telemetry Technician	0.50	0.50	-	-	-
Engineering Tech Sr	1.00	1.00	1.00	1.00	1.00
Maintenance Tech Sr	12.00	12.00	11.00	11.00	11.00
Maintenance Tech	4.00	4.00	2.25	2.25	2.25
Custodian	1.50	1.50	1.00	1.00	1.00
Grounds Maint Tech I	-	1.00	2.75	2.75	2.75
Grounds Maint Tech II	2.00	2.00	2.00	2.00	2.00
Maintenance Mechanic	1.00	1.00	1.00	1.00	1.00
Mechanic Assistant	-	-	1.00	1.00	1.00
Building Mechanic	1.00	1.00	1.00	1.00	1.00
Water Quality Mnt Tech	1.00	1.00	1.00	1.00	1.00
Risk Mgmt/Prosecutor	2.00	2.00	2.00	2.00	2.00
Risk Mgmt/Prosecutor	1.00	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00	1.00
TOTAL FTE	101.19	104.52	91.52	87.60	87.52

The budget is a plan that allocates the available financial resources to meet community needs. This plan is based on policies, strategies, goals, and objectives to give context and direction as to how those needs are intended to be met. To guide the City in its decisions is its mission and vision of the future – which is shared by citizens and elected officials:

Mission Statement

Our City is committed to managing the public resources to promote community health, safety and welfare, and plan to accommodate growth, without burden, while preserving our natural resources and enhancing those qualities which make our community unique and desirable.

Vision Statement

Poulsbo is a vibrant community distinguished by its unique location on the shore of Liberty Bay, access to natural beauty and urban amenities, and historic, small-town quaint character. Situated at the cross-roads of Puget Sound, Poulsbo is a locally based whole economy with a strong sense of community and heritage, where civic groups, local government, families and neighbors work collaboratively to continually maintain and improve high quality of life.

This Mission and Vision Statement has guided development of the overall strategic financial plan and expresses citizens' wishes for the future in a general sense. Further, the following Guiding Principles and Community & Council Key Goals are integral to support Poulsbo's vision and are the foundation for the other goals and policies throughout this budget.

Poulsbo's Guiding Principles

- Respect Poulsbo's identity, including the historic downtown and existing neighborhoods and districts, while allowing new areas to develop.
- Improve and sustain the beauty and health of the surrounding natural environment.
- Develop an economically sustainable balance of services, amenities, and infrastructure.
- Promote community interaction by supporting gathering places, open spaces, and parks and recreation.
- Support community members of all ages in their efforts to promote active lifestyle choices.
- Connect the City, neighborhoods, and neighbors through complete streets designed to provide safe mobility for all users.
- Establish processes that engage citizen and community partners and implement policies that reflect the desires and concerns of community members.

Poulsbo's Community Key and Council Long-Term Goals

1 – Land Use

- Achieve a mix of commercial land uses that serve the needs of the City's residents, businesses, and visitors.
- Plan for residential development that compliments the built environment and the city's neighborhoods, while we change and grow.
- Plan and provide for public utilities and infrastructure to support the geographic and population growth of the City.
- Plan for mixed-use to encourage proximity and diversity in living and working options and decrease transportation challenges.

2 – Community Character

- Improve quality of life and create places where both adults and youth can live, work, learn, shop and play.
- Maintain the positive identifiable images and features that make Poulsbo memorable.
- Encourage community cohesion by providing a range of spaces and places for civic functions, such as public meetings, ceremonial events, and community festivals.
- Provide a well-designed, pedestrian friendly, and community oriented downtown center.
- Respect the character of the City's downtown, waterfront, and residential areas, while allowing for new development, expansion and renovation that considers the scale and character of the area.
- Accommodate infill development and redevelopment that enhances the quality of city neighborhoods and business areas.

3 – Transportation

- Emphasize development of complete streets that are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders regardless of age, ability or mode of transportation.
- Develop standards to improve the function, safety, and appearance of the City's street system.
- Maintain a consistent level of service on the City's street system that is appropriate for existing and future growth to improve traffic flow.
- Participate in efforts to enhance the City's connectivity to the region, including telecommuting.

4 – Natural Environment

- Support standards that maintain or improve environmental quality.
- Preserve the City's natural systems to protect public health, safety and welfare, and to maintain the integrity of the natural environment.
- Support regulation of activities in sensitive and hazardous areas to ensure high environmental quality and to avoid risks actual damage to life and property.
- Coordinate implementation of regulation and preservation efforts through the Comprehensive Plan, Critical Areas Ordinance, Shoreline Master Program, and other applicable City plans and regulations.

5 – Capital Facilities

- Proactively plan and provide for critical public facilities such as water, storm water, sanitary sewers, streets, sidewalks, parks, and other necessary infrastructure to meet the needs of existing population and future growth.
- Ensure that public facilities and services necessary to support development is adequate and available at the time of new development, without decreasing the adopted level of service.

- Provide the necessary public facilities identified through the Capital Facilities Plans within the City's ability to fund or within the City's authority to require others to pay, or fundable through strategic partnerships.

6 – Housing

- Achieve a mix of housing types to meet the needs of owners and renters at various income levels and ages.
- Achieve a mix of housing types and densities while maintaining healthy neighborhoods and guide new housing development into appropriate areas.

7 – Parks & Recreation and Open Space

- Develop active and passive parks, recreation programs and facilities, and an open space system that benefits citizens of all ages, incomes and physical abilities.
- Establish and maintain a network of trails, safe walkways, and open spaces throughout the Poulsbo community.
- Provide opportunities for indoor and outdoor recreational activities and team sports in City parks.

8 – Economic Development

- Manage and enhance Poulsbo's positive economic climate that attracts and supports business retention, expansion and recruitment.
- Attract businesses and foster local entrepreneurship that serves Poulsbo residents, the greater North Kitsap community, and our valued tourists.
- Support the provision and expansion of education at all levels and training opportunities, to maintain and enhance a skilled workforce.
- Ensure Poulsbo residents have access to family wage jobs, and employers have access to a talented workforce to assist in retaining and growing their businesses.
- Provide sufficient infrastructure and public facilities appropriate to support economic development.
- Encourage business activity that takes advantage of technology and promotes alternatives to commuting, including the increasing trend to work from home.
- Ensure a healthy and beautiful environment, vibrant and thriving community and high quality of life for all Poulsbo residents and businesses.

9 – Public Safety

- Ensure the protection of persons and property.

10 – Revenues and Financial Stability

- Make efficient use of city resources and maintain the city's long-term financial stability in accordance with the city's financial policies.

11 – Customer Service

- Continuously provide courteous, professional, and responsive customer service.

12 – Enhanced Communication and Participation

- Promote understanding of city government through education and public participation.

2021 – 2022 City Council Working Goals



Transportation

GOAL:

Develop and implement a “Neighborhood Streets Maintenance” Program

Objective 1:

Create an implementation plan for which streets will be done in each year and which chip sealing process will be used for the streets.

Objective 2:

Implement “Neighborhood Streets Maintenance Program” based on funding.

Objective 3:

Funds will be retained until used for this designated purpose.



Economic Development

GOAL:

Develop Long-Term Economic Development Plan

Objective 1:

Annually address the Comprehensive Plan Update as appropriate.

Objective 2:

Explore and support the “College Town” concept, nightlife economy and appropriate business locations.

Objective 3:

Explore alternative and affordable housing solutions.



Capital Facilities

GOAL:

Research Options for a New Public Works Facility

Objective 1:

Develop design/scope of work and proposed budget for construction.

Objective 2:

Review design/scope of work and proposed budget.

Objective 3:

Decommissioning of old Public Works facility.



Natural Environment

GOAL:

Implement Dogfish Creek Study

Objective 1:

Review Dogfish Creek Study, identify projects in study and set remaining priorities.

Objective 2:

Establish funding for implementation of prioritized projects.

- Investigate Hattaland Park

Objective 3:

Complete 8th Avenue culvert replacement.

Objective 4:

Remove brush and willows along State Route 305.



Community Character

GOAL:

Develop new approaches to promote, engage and communicate with our youth

Objective 1:

Explore establishing a Student Government and work on incorporating local students onto advisory committees.

Objective 2:

Work with North Kitsap School District to encourage curriculum involving attendance and participation at government meetings.

Objective 3:

Utilize social media opportunities.



Customer Service

GOAL:

Develop a transition plan for the Executive Branch of Government

Objective 1:

Hold a Council workshop in January 2021 to determine if it is feasible to fund a city administrator.

Objective 2:

Structure needs to be determined prior to the filing for the next Mayoral election (May 2021).



Enhanced Communication and Participation

GOAL:

Reinforce and establish our relationships with the community related to diversity and inclusivity.

Objective 1:

Combat racism in the community.

Objective 2:

Reinforcing the City's relationship with the Suquamish Tribe.

Objective 3:

Exploring a historical and cultural monument for the Suquamish Tribe and Port Gamble S'Klallam Tribe in Muriel Iverson Waterfront Park.



Capital Facilities

GOAL:

Support the Construction of the Poulsbo Event and Recreation Center

Objective 1:

Develop design/scope of work and proposed budget for construction.

Objective 2:

Review design/scope of work and proposed budget.



Economic Development and Community Goal

GOAL:

Support Community Recovery from the COVID-19 Pandemic

Departmental program goals are represented within the department who maintains the responsibility of setting, measuring, and accomplishing the goal. The department goals and objectives are more specific and short-term. They help to guide the budget process and respond to the Council's broader goals. Below is a matrix showing the general goals as set by the City Council and how the department current program goals respond to them.

	Community and Council Goals											
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12
	Land Use	Community Character	Transportation	Natural Environment	Capital Facilities	Housing	Park & Recreation and Open Space	Economic Development	Public Safety	Revenues and Financial Stability	Customer Service	Enhanced Communication & Participation
Department												
City Clerk											X	X
Engineering			X		X							
Executive	X	X		X		X	X	X	X	X	X	X
Finance										X	X	
Municipal Court							X		X	X	X	
Parks & Rec					X		X			X	X	
Personnel										X		
Planning	X			X				X				
Police		X							X	X	X	
Prosecutor									X	X	X	
Public Works		X		X	X		X		X	X	X	
Risk Mgmnt									X	X	X	

2021-2022 Goals and Performance Measures

City Clerk Department Goals:

Goal:	<i>Provide efficient and effective public and internal access to the records maintained by the City Clerk.</i>
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Responds to Council Goal #:	11	Customer Service
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Continue to increase the information shared on the City's website 	<ul style="list-style-type: none"> All current contracts, ordinances, resolutions, council minutes and agenda packets in electronic format on the City's website 	<ul style="list-style-type: none"> All approved interlocal agreements, ordinances, resolutions, and minutes are on the City's website. Current agenda packets are on the website.
<ul style="list-style-type: none"> Continue to increase the information shared on the City's network 	<ul style="list-style-type: none"> All current contracts, ordinances, resolutions, council minutes and agenda packets available to staff in searchable electronic format 	<ul style="list-style-type: none"> All contracts, ordinances, resolutions, council minutes, and agenda packets are available on the shared Library drive for staff and Laserfiche web portal for
<ul style="list-style-type: none"> Increase searchability of City's network drive 	<ul style="list-style-type: none"> Update indexes for resolutions and ordinances. Create and maintain a contract index of all city contracts and contract amendments. 	<ul style="list-style-type: none"> The resolution/ordinance indexes are updated and hyperlinked to the source document. Records easily searched in Laserfiche web

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of City Web page updates	185	245	250	255	260
Percentage of Ordinances, Resolutions, and Contracts posted to L Drive	100%	100%	100%	100%	100%
# of City records in Laserfiche Web Portal	n/a	n/a	14,994	18,000	22,000
# of archived boxes scanned	n/a	141	61	40	40

City Clerk Department Goals (continued):

Goal:	Implement an electronic document management system and processes
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Responds to Council Goal #:	11	Customer Service
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Implement a document management system 	<ul style="list-style-type: none"> Pick a contractor, get system installed, and educate staff on using the software. 	<ul style="list-style-type: none"> Implementing enterprise content management system software for agency records management of electronic records
<ul style="list-style-type: none"> Work with other departments in making the transition to electronic records retention 	<ul style="list-style-type: none"> Decrease in paper document storage and space requirements; ease of access to records for staff use & retrieval for public requests 	<ul style="list-style-type: none"> Clerks Office has all e-records in Laserfiche portal. Destroying paper original records and replacing with electronic copies as new original.
<ul style="list-style-type: none"> Increased education of City Staff 	<ul style="list-style-type: none"> Provide training on public records. 	<ul style="list-style-type: none"> PRR & OPMA Training held in 2016 and 2018

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Record Retrievals from City Archives	60	13	12	10	5

Goal:	Create and implement records management policies
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Responds to Council Goal #:	11	Customer Service
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Create and implement a public records request policy 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Completed 2017
<ul style="list-style-type: none"> Update records management policy 	<ul style="list-style-type: none"> Create draft in 2019 once enterprise content management system is implemented. 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Create and implement a texting policy 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Completed 2016
<ul style="list-style-type: none"> Create and implement a social media policy 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Completed 2017

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
% of records management policy completed	75%	75%	75%	100%	100%

City Clerk Department Goals (continued):

Goal:	<i>Create desk guides for all functions of the City Clerk's Office</i>
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Responds to Council Goal #:	11	Customer Service
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Draft step-by-step instructions of each of the policies, procedures, and tasks of the Clerks Office 	<ul style="list-style-type: none"> The objective will be met once all processes of the Clerks's Office have been documented. 	<ul style="list-style-type: none"> 40% completion

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
% of all processes documented	0%	10%	40%	60%	80%

Goal:	<i>Utilize social media to share information and news announcements with the public</i>
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Responds to Council Goal #:	11	Customer Service
	12	Enhanced Communication & Participation

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Create a City Facebook page 	<ul style="list-style-type: none"> Creation of City Facebook page 	<ul style="list-style-type: none"> Created 06/2017
<ul style="list-style-type: none"> Establish archive back-up for Facebook page 	<ul style="list-style-type: none"> ArchiveSocial software purchased 	<ul style="list-style-type: none"> ArchiveSocial Software installed in 2017

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Number of page "Likes" per year	n/a	778	1107	1300	1500
Number of posts per year	n/a	116	585	350	200

Engineering & Building Department Goals:

Goal:	To Deliver Johnson Parkway/SR 305 Roundabout Construction Project
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Responds to Council Goal #:	3	Transportation
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Objectives	Measurement	Progress
• Complete ROW Acquisition for the South Segment	• ROW Certification.	• 100% complete.
• Advertise for Johnson Pkwy Construction - including RAB & Tunnel in 2020	• Bids Opened and Contract Awarded to ACI	• 100% complete
• Start Johnson Pkwy Construction - including RAB & Tunnel in 2020	• 10/1/2020	• 0% complete

Type of Performance Measure	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
Johnson Pkwy Construction Completion.			75%	25%	

Goal:	Sewer Comprehensive Plan Update & Long Range Sewer Planning
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Responds to Council Goal #:	5	Capital Facilities
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Objectives	Measurement	Progress
• Complete Phase 1 and Phase 2 of Sewer Comprehensive Plan Update	• Contract with BHC for Phase 1 Executed and phase started	• 50%
• Complete Study of Sewer Solution Options	• RFP Advertised to Select Consultant for Study	• 0%

Type of Performance Measure	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
Phase 1 Sewer Plan Complete			100%		
MBR Feasibility Study			100%		
Phase 2 Sewer Study				50%	100%

Engineering & Building Department Goals (Continued):

Goal:	<i>Noll Road Corridor ROW Acquisitions for Middle/North Segment. Design for North Segment</i>				
Responds to Council Goal #:	3	Transportation			
Objectives	Measurement		Progress		
• Start Design on Noll North Segment	• 90% Plans		• 0% complete		
• Start ROW Acquisitions for the North Segment	• ROW Certification.		• 0% complete		
Type of Performance Measure	2019 Actual	2020 Actual	2021 Projected	2022 Projected	2023 Projected
Middle-North Segment completion.			50%	80%	100%

Executive Department Goals:

Goal:	Financial Sustainability: balancing revenues with expenses while retaining levels of service for the community. Secure, involved business management of the City.
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Responds to Council Goal #:	10	Revenues and Financial Stability
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Government understands and acts as an entrepreneur 	<ul style="list-style-type: none"> Seizing opportunities as presented 	<ul style="list-style-type: none"> Reuse of housing, purchasing available lands for open space
<ul style="list-style-type: none"> Staff organization and accountability; core services identified & supported; achieve efficiencies in business processes 	<ul style="list-style-type: none"> Reposition staff to further enhance job functionality and revise job descriptions; evaluate staff levels 	<ul style="list-style-type: none"> Begin succession planning, placing key supportive managers under each department head
<ul style="list-style-type: none"> Financial controls maintained and reviewed for policy compliance 	<ul style="list-style-type: none"> Monitor cash flows with monthly reporting 	<ul style="list-style-type: none"> Review of balance sheet to ascertain cash flows, manually signing all checks
<ul style="list-style-type: none"> Funding sources explored to match revenues to defined outcomes 	<ul style="list-style-type: none"> Explore funding for public works building; grant increases through seizing opportunities 	<ul style="list-style-type: none"> Increased grant funding achieved
<ul style="list-style-type: none"> Avoid litigation by proactively seeking solutions for contentious issues 	<ul style="list-style-type: none"> Reduced number of personnel grievances and/or litigation 	<ul style="list-style-type: none"> Active risk assesment in place
<ul style="list-style-type: none"> Maintain conservative growth patterns to ensure service level maintenance 	<ul style="list-style-type: none"> Right size staff levels to meet financial constraints while maintaining city services 	<ul style="list-style-type: none"> Staff movement and rearrangement in the face of steep budget challenges

Executive Department Goals (continued):

Goal:	<i>Continue updating citizens with current information and awareness of social/public safety needs, government actions and changes in our community.</i>
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Responds to Council Goal #:	6	Housing
	11	Customer Service
	12	Enhanced Communication & Participation

Objectives	Measurement	Progress
<ul style="list-style-type: none"> • Open door policy for public involvement and knowledge 	<ul style="list-style-type: none"> • Saturday with the Mayor: How many people come to visit? 	<ul style="list-style-type: none"> • Saturday Open Door Meetings ongoing
<ul style="list-style-type: none"> • Enhance the communication to the Citizens by improved web development, social media 	<ul style="list-style-type: none"> • Newsletter continuation: How many new subscribers? 	<ul style="list-style-type: none"> • Monthly newsletters continue with greater content, Facebook continues to expand
<ul style="list-style-type: none"> • Continue involvement with service organizations to recruit volunteer services 	<ul style="list-style-type: none"> • Increased grant revenue to service organizations 	<ul style="list-style-type: none"> • On going involvement with Fishline and Coffee Oasis: Nelson House
<ul style="list-style-type: none"> • Public out reach for cultural differences while recognizing our heritage and those of different cultures and backgrounds 	<ul style="list-style-type: none"> • Engagement with other communities targeting cultural differences. 	<ul style="list-style-type: none"> • Form task force for engagement, look at diversity in hiring practices, leading to anti-bias training staff wide.
<ul style="list-style-type: none"> • Work with Fishline, YWCA, and faith based institutions to provide needed social safety net 	<ul style="list-style-type: none"> • Increased grant revenue to service organizations 	<ul style="list-style-type: none"> • New CARES grant submitted. Creation of the Housing Health and Human Services department

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Newsletters Distributed	6210	9727	10305	10900	11500

Executive Department Goals (continued):

Goal:	<i>Economic growth through business attraction and support of existing businesses within our community.</i>	
Responds to Council Goal #:	8	Economic Development
<i>Objectives</i>	<i>Measurement</i>	<i>Progress</i>
<ul style="list-style-type: none"> • Bring new business into Poulsbo to enhance goods and services for our citizens 	<ul style="list-style-type: none"> • Attraction of businesses that work with one another and are symbiotic in nature; increase in tax & licensing revenue; increase in employment 	<ul style="list-style-type: none"> • The creation of the Summer Fair initiative which allows business expansion in a COVID world
<ul style="list-style-type: none"> • Understand each business district as a distinct area and address their specific needs 	<ul style="list-style-type: none"> • Analysis of service holes: What do we have and what do we need? 	<ul style="list-style-type: none"> • Continue to support downtown with renewed involvement in the HDPA and the Poulsbo Chamber
<ul style="list-style-type: none"> • Target businesses for specific districts: What would work in West Poulsbo, Downtown, Hwy 305, the Village and 10th? 	<ul style="list-style-type: none"> • Reach out to targeted businesses for retention and recruitment 	<ul style="list-style-type: none"> • Business recruitment ongoing. Star Rentals on Viking, hotel and apartments in Olhava
<ul style="list-style-type: none"> • Understand restrictions to business locations: What impedes businesses from locating in Poulsbo? 	<ul style="list-style-type: none"> • Code changes promoting better land use policy 	<ul style="list-style-type: none"> • A move toward more residential construction and away from commercial

Executive Department Goals (continued):

Goal:	<i>Poulsbo's continuing planning challenges: Continue to thrive while we retain our heritage and quality of life.</i>
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Responds to Council Goal #:	1	Land Use
	2	Community Character
	4	Natural Environment
	7	Park & Recreation and Open Space

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Continue to implement the Comprehensive Plan 	<ul style="list-style-type: none"> Identified key code changes necessary for implementation; revisit our zoning map and validate land use decision for each zone 	<ul style="list-style-type: none"> Updated our commercial code standards to reflect increased growth, review buildable land report and check quantities of commercial properties
<ul style="list-style-type: none"> Vision development for our downtown core and West Poulsbo, 10th Ave, and 305 Corridor 	<ul style="list-style-type: none"> Workshop held for downtown and West Poulsbo visioning process 	<ul style="list-style-type: none"> Increased activity with the Poulsbo Chamber of Commerce by meeting monthly with the executive director.
<ul style="list-style-type: none"> Ensure environmental regard as new code implementation occurs: tree retention, stormwater 	<ul style="list-style-type: none"> New housing that supports green open spaces and public recreation 	<ul style="list-style-type: none"> Blue Heron, Crystal View, Poulsbo Meadows subdivisions with promotion of better amenities; work toward enhanced tree retention policies
<ul style="list-style-type: none"> Support park and trail creation 	<ul style="list-style-type: none"> Land acquisition to ensure park level of service; trail creation for public access; park development 	<ul style="list-style-type: none"> Morrow Manor Park and trails near 7th Avenue, Forest Rock Hills and Noll Rd; six years of Daffodil Day; West Poulsbo Park; enlarge Fish Park
<ul style="list-style-type: none"> Support public art that is privately funded 	<ul style="list-style-type: none"> Johnson Parkway Roundabout 	<ul style="list-style-type: none"> Public Art in the Parkway, Public Art in Olhava

Executive Department Goals (continued):

Goal:	<i>Regional presence: Poulsbo, by its geography is the center of North Kitsap County. Provide regional services and find regional revenues to support these services.</i>
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Responds to Council Goal #:	8	Economic Development
	10	venues and Financial Stability

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Work with other jurisdictions to establish sharing of both responsibilities and resources 	<ul style="list-style-type: none"> Strong economies of scale by sharing; documented common needs and identify them 	<ul style="list-style-type: none"> Member of Puget Sound Regional Council Executive Board; multiple jurisdiction meetings held, Chair PSRC Transportation Policy Board
<ul style="list-style-type: none"> Find revenue sources to offset those regional services we provide 	<ul style="list-style-type: none"> Legislative initiatives developed to support fees for services 	<ul style="list-style-type: none"> Homeless Housing funding
<ul style="list-style-type: none"> Acknowledge transportation challenges due to our centralized location 	<ul style="list-style-type: none"> Work toward regional planning for the 305 corridor 	<ul style="list-style-type: none"> Johnson Road Roundabout funded with the Noll Road Corridor project moving forward
<ul style="list-style-type: none"> Work with regional organizations to establish goals and policies that support sustainable practices 	<ul style="list-style-type: none"> Work toward creating a sphere of influence to allow jurisdiction notification of pending activities surrounding Poulsbo 	<ul style="list-style-type: none"> Work with County Commissioners and planning staff to begin sub-area planning process, sphere of influence

Goal:	<i>Public Safety, Law Enforcement and Vulnerable Populations: Refocus Poulsbo Law Enforcement toward public service and community outreach</i>
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Responds to Council Goal #:	9	Public Safety

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Work with law enforcement to create a culture of professionalism and service 	<ul style="list-style-type: none"> All training standards are met in a timely way and consistently applied through the agency 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Work with law enforcement to reengage with our community and the communities that surround us 	<ul style="list-style-type: none"> Encourage our law enforcement to reach out to community members in various ways to engage and understand 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Enhance training so all law enforcement personnel are confident and knowledgeable when engaging with those of different cultures, those who are in crisis or who are homeless 	<ul style="list-style-type: none"> Local standards established by code for training requirements for each office. 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Work with other agencies and areas of governance so there is consistency in the application of standards and practice in law enforcement 	<ul style="list-style-type: none"> Works with Kitsap 911 about dispatch protocols. Can we dispatch differently? Work with state government for systematic reform. Encourage regional use of body cameras. 	<ul style="list-style-type: none">

Finance Department Goals:

Goal:	<i>To provide customers with updated forms and information easily accessible in a multitude of formats</i>
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Responds to Council Goal #:	11	Customer Service
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Review current forms for potential enhancement, streamlining or possible elimination. 1 to be edited at every other staff meeting until all completed 	<ul style="list-style-type: none"> Once developed, new format of each form will be clearly displayed on department website, made available at front counter and readily available for direct email 	<ul style="list-style-type: none"> Currently reviewed 3 forms and developed with changes
<ul style="list-style-type: none"> Review current brochures for potential enhancement or streamlining. 1 to be edited per quarter at staff meeting until all completed 	<ul style="list-style-type: none"> Once developed, new format of each form will be clearly displayed on department website, made available at front counter and readily available for direct email 	<ul style="list-style-type: none"> Annual updates made. No new formatting changes made.
<ul style="list-style-type: none"> Work with IT Department for a full city website update providing for clearer and more accessible information 	<ul style="list-style-type: none"> Updated website developed and accessible to citizens 	<ul style="list-style-type: none"> PDF Forms available. Working on getting electronic forms for submittal

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Number of forms to be reviewed	2	3	3	3	3
Number of brochures to be reviewed	1	1	1	1	1

Finance Department Goals (continued):

Goal:	<i>Produce an award winning budget document</i>
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Responds to Council Goal #:	10	Revenues and Financial Stability
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Implement GFOA (Government Finance Officers Association) reviewers suggested improvements 	<ul style="list-style-type: none"> Receipt of GFOA Budget Award and/or increase in number of proficient and/or outstanding ratings over previous year 	<ul style="list-style-type: none"> See table below
<ul style="list-style-type: none"> Complete budget document and submit to GFOA within 90 days of adoption for consideration of GFOA Distinguished Budget Award 	<ul style="list-style-type: none"> Receipt of GFOA Budget Award and/or increase in number of proficient and/or outstanding ratings over previous year 	<ul style="list-style-type: none"> See table below

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Received GFOA Distinguished Budget Award	***	Yes	***	Yes	***
# of Proficient and/or Outstanding Ratings for GFOA Budget Award	***	97/108	***	-	***

*** 2nd year of Biennial Budget

Goal:	<i>Reduce the number of physical accounts payable checks processed</i>
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Responds to Council Goal #:	10	Revenues & Financial Stability
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Key Bank to provide assistance with matching those of our current vendors who utilize their purchasing cards to begin automated payments 	<ul style="list-style-type: none"> Established system of recurring vendors processing automated payments with the city's Key Bank Purchasing Card(s) 	<ul style="list-style-type: none"> City is scheduled to switch to use of Key Bank Purchasing Card(s) in late 2018 Several Department are utilizing P-Card module in financial
<ul style="list-style-type: none"> Outreach by A/P Clerk to current and new vendors to sign up with our existing Vendor ACH Payment process 	<ul style="list-style-type: none"> Increase in number of Vendor ACH Payments being processed 	<ul style="list-style-type: none"> Number of vendors receiving ACH has continued to increase

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Accounts Payable Checks processed	3430	4087	4005	3925	3847
# of Accounts Payable ACH payments processed	1506	1587	1666	1750	1837

Finance Department Goals (continued):

Goal:	<i>Produce an award winning Comprehensive Annual Financial Report (CAFR)</i>
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Responds to Council Goal #:	10	Revenues and Financial Stability
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Implement GFOA (Government Finance Officers Association) reviewers suggested improvements 	<ul style="list-style-type: none"> Receipt of GFOA CAFR Award 	<ul style="list-style-type: none"> See table below
<ul style="list-style-type: none"> Complete CAFR document and submit to GFOA within 6 months of new fiscal year to be considered for Distinguished CAFR Award 	<ul style="list-style-type: none"> Receipt of GFOA CAFR Award 	<ul style="list-style-type: none"> See table below

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Received GFOA Distinguished CAFR Award	Yes	Yes	Yes	Yes	Yes

Goal:	Increase the number of Utility Billing Customers paying their account via ACH or through EGov
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Responds to Council Goal #:	10	Revenues and Financial Stability
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Outreach to Utility Bill customers to signup with our ACH Payment process: via website, bill announcement, direct mail & active solicitation 	<ul style="list-style-type: none"> Increase in number of ACH Utility Payments being processed 	<ul style="list-style-type: none"> See table below
<ul style="list-style-type: none"> Outreach to Utility Bill customers to utilize EGov (on-line payment portal): via website, bill announcement, direct mail & active solicitation 	<ul style="list-style-type: none"> Increase in number of EGov Payments being processed 	<ul style="list-style-type: none"> See table below

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of ACH Utility Bill payments/month	582	613	645	679	714
# of Egov transaction payments/year	6185	8,122	8,516	8,760	9,011

Municipal Court Department Goals:

Goal:	Scan Court Files
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Responds to Council Goal #:	9	Public Safety
	10	Revenues and Financial Stability
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Court files that have been closed will be scanned and saved per the records retention, as well DUI's and DV cases that need to be retained in perpetuity. 	<ul style="list-style-type: none"> Paper files will be destroyed as the files have been scanned. 	<ul style="list-style-type: none"> Contact has been made with Laserfiche for an estimate on what the cost will be to have stored and maintained.

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Files scanned by year		2003-2013	2014	2015	2016

Municipal Court Department Goals (continued):

Goal:	<i>Update office policy and procedures</i>
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Responds to Council Goal #:	9	Public Safety
	11	Customer Service

<i>Objectives</i>	<i>Measurement</i>	<i>Progress</i>
<ul style="list-style-type: none"> Office policies and desk guides need to be reviewed and updated as laws and court rules change. 	<ul style="list-style-type: none"> This is an ongoing objective as new procedures may be put into place or updated and desk guides will be created or changed. 	<ul style="list-style-type: none"> The project will start in 2019.
<ul style="list-style-type: none"> Identify and define the daily court tasks that will allow the court to operate basic tasks should an emergency arise. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Goal:	<i>Update and reorganize the Municipal Court webpage</i>
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Responds to Council Goal #:	9	Public Safety
	11	Customer Service

<i>Objectives</i>	<i>Measurement</i>	<i>Progress</i>
<ul style="list-style-type: none"> Update the webpage with court information as well as court forms for clients to submit in lieu of appearing in person for certain court hearings. 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Staff is being trained to update the website and information is being gathered to post to the website that will be beneficial to the public.

Parks & Recreation Department Goals:

Goal:	<i>Provide all citizens & visitors a variety of enjoyable leisure opportunities that are accessible, safe, well organized, physically attractive and well maintained</i>
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Responds to Council Goal #:	7	Park & Recreation and Open Space
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> City staff will need to reassess and restructure Poulsbo Parks and Recreation post COVID 19. 	<ul style="list-style-type: none"> Find new ways to create programs, find new facilities and generate new revenues 	<ul style="list-style-type: none"> Create programs that will concentrate on essential services, new revenues, virtual programming, strengthening partnerships with local organizations, expand use of
<ul style="list-style-type: none"> Listen to resident's suggestions for programs, and plan and implement a variety of programs for all age groups 	<ul style="list-style-type: none"> Produce a program catalog and newsletters filled with a variety of programs and continue excellent customer service to residents and patrons 	<ul style="list-style-type: none"> Distribute a link to a seasonal (4x year) catalog, with monthly updates on program offerings.
<ul style="list-style-type: none"> Work with other local agencies and organizations to plan, implement and evaluate community programs 	<ul style="list-style-type: none"> Strengthen existing partnerships and forge new sponsorships for programs and events throughout the year 	<ul style="list-style-type: none"> Create at least six new programs with through partnerships
<ul style="list-style-type: none"> Offer more information and advertise through City website and social media 	<ul style="list-style-type: none"> Increase department's on-line presence using Facebook, Instagram and emailed newsletters 	<ul style="list-style-type: none"> Produce informative monthly emailed newsletters and post daily Facebook announcements highlighting program & community events

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Response to Citizen Requests & Complaints w/in 24 hours	100%	100%	80%	100	100
On-line registrations (% of transactions using)	28%	32%	50%	60%	65%
Increase On-line transactions (# per month)	210	252	50	100	150
Special Events	9	8	1	4	5

Parks & Recreation Department Goals (continued):

Goal:	<i>Continued excellent customer service</i>
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Responds to Council Goal #:	7	Park & Recreation and Open Space
	10	Revenues and Financial Stability
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Retain Parks & Recreation customers 	<ul style="list-style-type: none"> Program registrations continue to maintain consistency. 	<ul style="list-style-type: none"> Send out survey link after each completed session
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Track % of successful classes. 	<ul style="list-style-type: none"> 62% class success rate in 2017
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Cancel classes (when necessary) at least 3 days prior to start of class 	<ul style="list-style-type: none"> Classes are typically cancelled 1-3 days in advance
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Process: Park permits w/in 2 weeks; Sign permits w/in 1 week and use review system to track permit process 	<ul style="list-style-type: none"> Continue to process all permits within the time goal

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Cancelling recreation classes with at least 3 days notice	20%	30%	35%	40%	40%
% of classes meeting class minimums	73%	78%	15%	30%	50%
Percentage of transactions using the online program	28%	32%	50%	55%	60%
# of Park Permits processed	175	168	40	60	90
# of Sign Permits processed	72	87	30	40	50

Goal:	<i>Provide a permanent home for the Parks & Recreation Department to serve the recreational needs of the community (including gym, exercise area, meeting rooms, classroom & office space)</i>
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Responds to Council Goal #:	5	Capital Facilities
	7	Park & Recreation and Open Space

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Work with Kitsap County, Kitsap Public Facilities District, YMCA, and stakeholders to plan for a "Recreation Center" for north end residents 	<ul style="list-style-type: none"> Work with stakeholders and the Planning and Economic Development Dept to detail what kind of center and programs the community wants to see 	<ul style="list-style-type: none"> Feasibility study is completed in 2021 and next steps are outlined

Parks & Recreation Department Goals (continued):

Goal:	<i>Develop active and passive parks and an open space system that benefits citizens of all ages, incomes and physical abilities</i>
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Responds to Council Goal #:	5	Capital Facilities
	7	Park & Recreation and Open Space

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Improve City parks 	<ul style="list-style-type: none"> Apply for park grants for property acquisition and development. 	<ul style="list-style-type: none"> Apply for 2-3 grants as matching funds allows.
<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Utilize volunteers to add value & stewardship to the parks. 	<ul style="list-style-type: none"> Hold 12 work parties per year at Fish Park; and another 6 at other parks as needed.
	Permits and final site plan for Rotary Morrow Community Park are complete.	Complete Phase 1 improvements in 2021 using park reserves and impact fees
Make needed repairs on the <ul style="list-style-type: none"> Boardwalk 	Complete structural review in <ul style="list-style-type: none"> 2021 	Make repairs to the boardwalk in <ul style="list-style-type: none"> 2022
<ul style="list-style-type: none"> Build new trails 	<ul style="list-style-type: none"> Build trail connections as easements become feasible 	<ul style="list-style-type: none"> Projects may include new trails at Poulsbo's Fish Park, Vista Parkway, Kiwanis Park

Type of Performance Measure	2018 Actual	2019 Actual	2021 Projected	2021 Projected	2022 Projected
Grant Applications	5	4	4	4	3
Recreation Sponsorships & Donations	\$4,967	\$6,602	\$5,000	\$5,000	\$5,500
In-Kind Volunteer Value (Poulsbo's Fish Park)	\$31,700	\$28,692	\$22,000	\$22,000	\$23,000

Personnel Department Goals:

Goal:	<i>Seek to maintain a reasonable number of Labor & Industries claims per year</i>
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Responds to Council Goal #:	10	Revenues and Financial Stability
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Immediately investigate all reported accidents 	<ul style="list-style-type: none"> Reduced number of approved Labor & Industry claims; reduced rates for experience factor 	<ul style="list-style-type: none"> See table below
<ul style="list-style-type: none"> Provide more safety training 	<ul style="list-style-type: none"> Reduced number of approved Labor & Industry claims; reduced rates for experience factor 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Utilize light duty for return 	<ul style="list-style-type: none"> Reduced rates for experience 	<ul style="list-style-type: none"> City-wide light duty for L&I

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Approved Labor & Industry Claims	13	9	8	6	6

Planning & Economic Development Department Goals:

Goal:	<i>Ensure thorough and timely land use permitting, through application and administration of City's development regulations, within the statutory review time frame.</i>
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Responds to Council Goal #:	1	Land Use
	4	Natural Environment

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Timely processing of land use permits consistent with the timelines established in PMC Title 19 and RCW 36.70B. 	<ul style="list-style-type: none"> All permits reviewed and decision made within 120-day or other statutory time frame. 	<ul style="list-style-type: none"> On-going: All permits reviewed and approved within 120-day statutory time frame and reported in project's staff report.

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Number of Planning/Zoning Permits	89	82	53	68	70

Planning & Economic Development Department Goals (continued):

Goal:	<i>Meet the periodic update requirement for the Shoreline Master Program</i>
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Responds to Council Goal #:	1	Land Use
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Update the City's Shoreline Master Program consistent with statutory requirement of 6/2021. 	<ul style="list-style-type: none"> Update PMC 16.08 and 16.09 as appropriate and consistency with DOE guidance and requirements. 	<ul style="list-style-type: none"> Adoption of updated Shoreline Master Program by 6/2021.

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Adoption of updated Shoreline Master Program				Jun-21	

Goal:	<i>Establish and implement deliberate economic development strategies.</i>
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Responds to Council Goal #:	8	Economic Development
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Implement Economic Development strategies to support, retain and attract economic development and business opportunities to City. 	<ul style="list-style-type: none"> Implementation and administration of the annual Economic Development work program. 	<ul style="list-style-type: none"> On going: annual work program approved by Econ Dev Committee January. Department implements and reports progress throughout the year.

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Wayfinding Signage -initial mapping			.5 complete	complete	

Planning & Economic Development Department Goals (continued):

Goal:	Comprehensive Plan and development regulations periodic update due 6/2024
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Responds to Council Goal #:	1	Land Use
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Periodic update of Poulsbo Comprehensive Plan due 6/2024. Significant updating to land use, transportation and capital facilities plan is necessary. 	<ul style="list-style-type: none"> Begin update process. 	<ul style="list-style-type: none"> Develop multi-year work plan; 2021 begin elements that can be updated prior to OFM population allocation; 2022 begin technical work regarding population target

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Finalize Best Available Science Report				Jan-21	
Draft update to Natural System Element				Jan/Feb 21	
Finalize Housing Assessment/Action Plan				Mar/Apr 21	
Draft update to Housing Element				Mar/Apr 21	
Draft update to Community Character Element				May/Jun 21	
Draft update to Economic Development Element				Jul/Aug 21	
Community Engagement				Oct-21	all year
Land Use/Population and employment target accommodation					Jan-Dec 21

Goal:	Provide project management for assigned special projects.
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Responds to Council Goal #:	1	Land Use
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Objectives	Measurement	Progress
<ul style="list-style-type: none"> Continue to provide project management services for special projects as assigned by Mayor and City Council. 	<ul style="list-style-type: none"> Director and/or planning staff resources allocated as special projects are identified and approved. 	<ul style="list-style-type: none"> On-going: continue city project management for Poulsbo Event and Recreation Center feasibility study.

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Complete Phase 1 PERC Feasibility Study				Jun-21	

Police Department Goals:

Goal:	Maintain Law Enforcement Agency Accreditation through WASPC
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Responds to Council Goal #:	2	Community Character
	9	Public Safety
	10	Revenues and Financial Stability
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Department is formally awarded as successfully achieving the professional standards as outlined in WASPC Accreditation Program. 	<ul style="list-style-type: none"> Department is formally acknowledged and presented with a plaque at the upcoming WASPC conference in the Fall of 2019. 	<ul style="list-style-type: none"> Accreditation earned and awarded by WASPC in November 2019 (Re-accreditation to take place in 2023)
<ul style="list-style-type: none"> Create an in-house Accreditation Team comprised of line level, mid supervisor and command level personnel to review standards on a quarterly and annual basis 	<ul style="list-style-type: none"> Identify those individuals within the department who are subject matter experts to effectively cover all standards 	<ul style="list-style-type: none"> Initial discussion of make up of the team; first meeting held in Q3 of 2020
<ul style="list-style-type: none"> Review standards on a recurring schedule 	<ul style="list-style-type: none"> Establish a recurring meeting schedule 	<ul style="list-style-type: none"> First meeting held in Q3 of 2020

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
File Maintenance & Review of Standards	75	57	35	135	135
Accreditation Review Meetings Held	1	5	2	4	4
On Site Assessments - Mock and Actual Total	0	2	n/a	n/a	n/a

Police Department Goals (continued):

Goal:	Follow-through on Department 2019-2021 Strategic Plan	
Responds to Council Goal #:	2	Community Character
	9	Public Safety
	10	Revenues and Financial Stability
	11	Customer Service
Objectives	Measurement	Progress
• Employee Development - Training	• Annual and Master Training Plan for each department position to be developed and implemented	• Development of Annual and Master Training Plan has occurred; limited implementation due to COVID challenges in 2020
• Employee Recruitment & Succession Planning	• Develop a robust recruitment package and promote leadership training and mentorship opportunities	• Hosted & attended an FBI Executive Leadership course in 2019; Sergeants attendance at supervisory and leadership courses
• Community Outreach & Engagement	• Develop a social media presence for the department and continue additions to the department webpage	• Department has created both a Facebook & Instagram Page which remain inactive until policies established; posting of Weekly Activity, Policies, Reports to webpage
• Innovative Programs	• Continue implementation and expansion of Police Navigator Program	• Successfully embedded all 3 Police Navigators into 4 law enforcement agencies in 2019; established Team Lead position in 2020 which provided enhanced collaboration and consistency
• Community Advisory Board	• Creation of a diversified Community Advisory Board to meet regularly on community and police issues	• Board selected and recurring meetings taking place on a quarterly basis

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Social Media Accounts for Police Department	0	0	2	2	3
# of Police Department Posts per week per account	0	0	0	2	2
# of Recruitment Events attended	0	0	0	1	4
# of Community Advisory Board Meetings held	1	4	3	4	4

Police Department Goals (continued):

Goal:	Develop a Department 2022-2024 Strategic Plan
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Responds to Council Goal #:	2	Community Character
	9	Public Safety
	10	Revenues and Financial Stability
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Review of strategic needs of department to determine 2022-2024 Strategic Plan 	<ul style="list-style-type: none"> Police Chief convenes a team of department, city and community members to review, create and memorialize a plan 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Communicate the plan to all stakeholders 	<ul style="list-style-type: none"> Plan presented to all stakeholders via electronic and in-person means 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Successful implementation of 2022-2024 Strategic Plan 	<ul style="list-style-type: none"> Understanding of and continued use of plan as a department resource 	<ul style="list-style-type: none">

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of 2022-2024 Strategic Plan Meetings held	0	0	0	4	4

Police Department Goals (continued):

Goal:	Implement a New Records Management System with Local Partner Agencies
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Responds to Council Goal #:	9	Public Safety
	10	Revenues and Financial Stability
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Representation on the Project Team of Local Partner Agencies 	<ul style="list-style-type: none"> Representation on the Project Team of Local Partner Agencies 	<ul style="list-style-type: none"> Administrative Services Manager Ziemann is Project Lead
<ul style="list-style-type: none"> Due Dilligence Review & Vendor Selection 	<ul style="list-style-type: none"> Input and review of RFP, Active voice at vendor demonstrations, Input and review of grading and selection process 	<ul style="list-style-type: none"> RFP completed in 2019; Vendor Demonstrations, Vendor Grading completed in 2020; Vendor Selection made in 2020 with Execution of Contract expected late 2020
<ul style="list-style-type: none"> Implementation Process and Plan, Testing, Training and Go-Live by end of 2022 	<ul style="list-style-type: none"> Implementation Process and Plan, Testing, Training and Go-Live by end of 2022 	<ul style="list-style-type: none">

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Days of Vendor Demonstrations	0	0	8	n/a	n/a
# of Project Team Meetings Attended	0	6	12	20	24

Police Department Goals (continued):

Goal:	<i>Development of In-House Instructors and Field Training Officers</i>				
<i>Responds to Council Goal #:</i>	2	Community Character			
	9	Public Safety			
	10	Revenues and Financial Stability			
	11	Customer Service			
<i>Objectives</i>		<i>Measurement</i>		<i>Progress</i>	
<ul style="list-style-type: none"> Increase training for officers to include establishing core function instructors within our department. 		<ul style="list-style-type: none"> Officers who have successfully graduated instructor training and have developed an approved training curriculum. 		<ul style="list-style-type: none"> One New Defensive Tactics Instructor certified in 2020; limited availability for further instructor training in 2020 due to COVID challenges 	
<ul style="list-style-type: none"> Collaboration with neighboring law enforcement agencies to share department instructors among the agencies. 		<ul style="list-style-type: none"> Regularly scheduled in-service training sessions with and for neighboring law enforcement agencies. 		<ul style="list-style-type: none"> Concept has been positively received by three partner agencies; discussions paused in 2020 due to COVID challenges 	
<i>Type of Performance Measure</i>		<i>2018 Actual</i>	<i>2019 Actual</i>	<i>2020 Projected</i>	<i>2021 Projected</i>
# of In-House Certified Instructors		3	5	6	8
# of Field Training Officers		6	3	3	4

Public Works Department Goals:

Public Works Department Goals					
Goal:	<i>Improve pedestrian safety in the city</i>				
<i>Responds to Council Goal #:</i>	9	Public Safety			
<i>Objectives</i>		<i>Measurement</i>		<i>Progress</i>	
<ul style="list-style-type: none"> Initiate a citywide traffic calming program; present plan at public meetings 		<ul style="list-style-type: none"> Less Public Complaints and Tickets issued by Law Enforcement. 		<ul style="list-style-type: none"> Installed more radar speed signs and doing ongoing traffic and speed counts within the City. 	
<ul style="list-style-type: none"> Review signage for better visibility 		<ul style="list-style-type: none"> Measure Reflectivity and damaged signs. Respond to concerns and complaints 		<ul style="list-style-type: none"> on going program 	
<ul style="list-style-type: none"> Sidewalk Safety 		<ul style="list-style-type: none"> Less Public Complaints and slip and fall claims by citizens 		<ul style="list-style-type: none"> on going program 	

Public Works Department Goals (continued):

Public Works Department Goals	
Goal:	<i>Maintain the City Parks system to provide a safe environment for recreation</i>

Responds to Council Goal #:	2	Community Character
	5	Capital Facilities
	7	Park & Recreation and Open Space
	9	Public Safety

Objectives	Measurement	Progress
• Grounds and Building care to maintain appealing parks and open space	Measured by appearance and functionality. Customers provide feedback as well	on going program
• Routine playground equipment inspections to insure features are safe.	Measured by reports from our Certified Playground Safety Inspectors.	on going program
• Customer service with regard to parks use. (festivals, special events)	Measured by customer feedback	on going program

Public Works Department Goals	
Goal:	<i>Meet the requirements of the National Pollutant Discharge Elimination System - Phase II Municipal Stormwater Permit</i>

Responds to Council Goal #:	4	Natural Environment
	5	Capital Facilities
	9	Public Safety
	11	Customer Service

Objectives	Measurement	Progress
• Comply with NPDES Permit	• Implement IDDE program; perform file assessments, inspections, implement procedures and outreach	• Program fully implemented and ongoing.
• Maintain all Stormwater infrastructure	• Cleaner test results for TMDL In Liberty Bay	• In Progress and ongoing
• Street Sweeping	• Keeps pollutants out of the Storm system and allows water to drain into the stormsystem which helps prevent flooding	• In Progress and ongoing
• Maintain Pervious Sidewalks/ Pathways and Parking areas	• Keeps pollutants out of the Storm system and allows water to drain into the stormsystem which helps prevent flooding.	• In Progress and ongoing

Public Works Department Goals (continued):

Public Works Department Goals		
Goal:	<i>Improve condition of the City street system</i>	
Responds to Council Goal #:	5	Capital Facilities
	10	Revenues and Financial Stability
	9	Public Safety
Objectives	Measurement	Progress
<ul style="list-style-type: none"> Develop a strategy for recurring and dedicated funding to maintain the City's streets to an acceptable level 	<ul style="list-style-type: none"> Funding strategy adopted in future budget cycle 	<ul style="list-style-type: none"> Program presented to Public Works, Finance Committees and City Council; City Council approved \$150,000/yr. for neighborhood & street revitalization
<ul style="list-style-type: none"> Neighborhood Street Maintenance schedule 	<ul style="list-style-type: none"> Street schedule prepared and implemented; streets repaired and improved 	<ul style="list-style-type: none"> In 2017 the City implemented a chip seal program to get public reaction to the new maintenance techniques. 2021 will bring a new set of streets to be chip sealed.
<ul style="list-style-type: none"> Implement Transportation Benefit District (TBD) 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> To be determined after the "Pilot Projects" are completed and a better idea of the required funding is developed.
<ul style="list-style-type: none"> Develop a sidewalk hazard survey 	<ul style="list-style-type: none"> Physically walk every sidewalk and record by using our GPS system measuring any trip hazards and or cracking, tree root lifting, etc. 	<ul style="list-style-type: none"> PW Staff is working on a Draft Plan and Survey on potential hazards. We are working with the Risk Manager on developing a schedule for repairs.
<ul style="list-style-type: none"> Develop a strategy to meet current sign reflectivity standards 	<ul style="list-style-type: none"> Measure the reflectivity of current signs using one of three different methods. 	<ul style="list-style-type: none"> Developing a program where we can identify signs that are out of compliance. Working with other jurisdictions on borrowing expensive reflectivity measuring equipment
<ul style="list-style-type: none"> Street Sweeping 	<ul style="list-style-type: none"> Having clean streets and improving the health of Liberty Bay by not allowing contaminants to enter the storm system. 	<ul style="list-style-type: none"> In Progress and ongoing.

Public Works Department Goals (continued):

Public Works Department Goals		
Goal:	<i>Provide sufficient water supply sources to meet the requirements of the Comprehensive Plan</i>	
Responds to Council Goal #:	5	Capital Facilities
	10	Revenues and Financial Stability
	11	Customer Service
Objectives	Measurement	Progress
<ul style="list-style-type: none"> Implement water conservation measures recommended in 2007 Water System Plan 	<ul style="list-style-type: none"> Water conservation program implemented 	<ul style="list-style-type: none"> We have reduced greatly the unaccounted for water. (The difference between water pumped and water sold)
<ul style="list-style-type: none"> Monitor water usage 	<ul style="list-style-type: none"> Water logs completed 	<ul style="list-style-type: none"> In 2015, the City started a water meter replacement program which will accurately capture usage by customers. As of Sept 1st 2020 91% of meters have been changed.
<ul style="list-style-type: none"> Install water treatment plant at Westside Well to reduce the discolored water from iron and manganese. 	<ul style="list-style-type: none"> This new program has greatly reduce customer complaints and o&m costs associated with mitigating this occurrence 	<ul style="list-style-type: none"> on going program

Public Works Department Goals		
Goal:	<i>Maintain wastewater system infrastructure to insure the timely and uninterrupted delivery of service</i>	
Responds to Council Goal #:	5	Capital Facilities
	11	Customer Service
	9	Public Safety
	10	Revenues and Financial Stability
Objectives	Measurement	Progress
<ul style="list-style-type: none"> Maintain all sewer lift stations (pumps, valves, generators, panels, buildings) to insure uninterrupted service. 	<ul style="list-style-type: none"> Failure rates of mechanical and electrical equipment 	<ul style="list-style-type: none"> Few failures due to keeping up with maintenance. Implemented Pump Station Safety Project. Will be complete in 2021.
<ul style="list-style-type: none"> Develop and implement city-wide inflow and infiltration reduction program 	<ul style="list-style-type: none"> As of August 31st 2020 approximately 50% of the City Sewer mains and approximately 15% of City Sewer laterals have been surveyed with sewer 	<ul style="list-style-type: none"> We have identified many areas of concern that can be repaired to reduce inflow and infiltration
<ul style="list-style-type: none"> Jetting of known problem areas within the sewer system to avoid plugging of lines. 	<ul style="list-style-type: none"> Failure rates due to sewer mainline plugging. 	<ul style="list-style-type: none"> on-going goal to reduce or eliminate this occurrence

Public Works Department Goals (continued):

Public Works Department Goals		
Goal:	<i>Maintain a cost-effective and responsive solid waste collection system</i>	
Responds to Council Goal #:	5	Capital Facilities
	10	Revenues and Financial Stability
	11	Customer Service
<i>Objectives</i>	<i>Measurement</i>	<i>Progress</i>
<ul style="list-style-type: none"> Constructed a cost-effective local transfer station in Poulsbo to eliminate the long haul distance for garbage collection trucks 	<ul style="list-style-type: none"> Transfer station system tested and implemented; garbage trucks are no longer making trips to Bremerton for disposal 	<ul style="list-style-type: none"> The Transfer Station is fully operational.
<ul style="list-style-type: none"> Implement a long haul truck and containers at Transfer Station 	<ul style="list-style-type: none"> Reduce costs to Solid Waste Utility by providing our own long haul and discontinue with contractor 	<ul style="list-style-type: none"> Truck purchased and containers are in place and an on going program
<ul style="list-style-type: none"> Implement a Solid Waste business plan to run enterprise as effectively as possible 	<ul style="list-style-type: none"> Business plan developed and in use 	<ul style="list-style-type: none"> Better management of costs and time for the utility

Prosecutor & Risk Management Department Goals:

Goal:	<i>Ensure effective, timely and just criminal prosecution</i>	
Responds to Council Goal #:	9	Public Safety
	11	Customer Service
Objectives	Measurement	Progress
<ul style="list-style-type: none"> Timely review referrals for charging decisions 	<ul style="list-style-type: none"> Decreased time between receipt of referral and charging decision. 	<ul style="list-style-type: none"> Current average time between receipt and charging decision is no more than 90 days.
<ul style="list-style-type: none"> Timely communication with referring agency as to disposition, or required additional information 	<ul style="list-style-type: none"> Time between case review and/or disposition and correspondence to referring agency. 	<ul style="list-style-type: none"> Process established to provide property disposition and case status to PPD in coordination with Poulsbo Municipal Court.
<ul style="list-style-type: none"> Establish and maintain communication with crime victims, witnesses, and community advocacy agencies 	<ul style="list-style-type: none"> Timing, number of, and method of contact with, crime victims and witnesses, and referrals/partnerships with community agencies. 	<ul style="list-style-type: none"> Victim notification of charging decision is provided via mail on every case where such notice is necessary along with referrals to community agencies.
<ul style="list-style-type: none"> Appropriately and consistently manage case information and capture case data 	<ul style="list-style-type: none"> Implementation of electronic case management system 	<ul style="list-style-type: none"> Case management software acquired and required data entry fields identified. Audit of current files 100% complete, to begin transfer of info.
<ul style="list-style-type: none"> Establish policies and procedures for the Prosecutor's Office 	<ul style="list-style-type: none"> Creation and adoption of policies and procedures, including charging standards 	<ul style="list-style-type: none"> Initiated drafting of official policy and procedures, based upon unofficial office policies since the change in staff.
<ul style="list-style-type: none"> Develop alternative strategies to address pressing issues facing the criminal justice system and the City of Poulsbo. 	<ul style="list-style-type: none"> Implementation of alternative programs. 	<ul style="list-style-type: none"> Research conducted on the appropriate alternatives available, along with any funding opportunities if needed.

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Number of case referrals from Poulsbo Police Department	469	433	454	499	550
Number of cases filed	380	275	393	432	475

Prosecutor & Risk Management Department Goals (continued):

Goal:	Ensure accuracy of information relating to, and increase understanding, of the criminal justice system
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Responds to Council Goal #:	9	Public Safety
	11	Customer Service

Objectives	Measurement	Progress
<ul style="list-style-type: none"> Review and update the City Code to ensure compliance with legislative changes, case law, and to address any other pressing concerns from the 	<ul style="list-style-type: none"> A complete review and updated City Code related to provisions falling within the guise of the City Prosecutor's authority. 	<ul style="list-style-type: none"> Preliminary draft updates have begun.
<ul style="list-style-type: none"> Expand outreach to the citizens of Poulsbo to assist in understanding the criminal justice systems and the tools available to them. 	<ul style="list-style-type: none"> Implementation of a variety of outreach activities through both web and in-person means. 	<ul style="list-style-type: none"> Preliminary ideas have been formulated for information distribution via City webpage and newsletter.
<ul style="list-style-type: none"> Provide consistent legal advice, training and updates related to criminal law matters to the Poulsbo Police Department. 	<ul style="list-style-type: none"> The occurrence of regular trainings, distribution of changes in the law, and continued open availability of the City Prosecutor for impromptu meetings. 	<ul style="list-style-type: none"> Monthly Training schedule has been established with twice per month 2-3 hour training sessions. Updates are distributed monthly.

Type of Performance Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Trainings to law enforcement	1	2	4	4	6
Community oriented information distributed	2	2	5	5	10

Prosecutor & Risk Management Department Goals (continued):

Goal:	<i>Ensure effective, timely and just criminal prosecution</i>
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Responds to Council Goal #:	9	Public Safety
	10	Revenues and Financial Stability
	11	Customer Service

<i>Objectives</i>	<i>Measurement</i>	<i>Progress</i>
<ul style="list-style-type: none"> • Maintain compliance with the obligations of membership in the City's risk pool. 	<ul style="list-style-type: none"> • Compliance with COMPACT obligations. 	<ul style="list-style-type: none"> • 2020 COMPACT obligations on track for completion.
<ul style="list-style-type: none"> • Review and update identified City Code provisions for consistency and compliance with our risk pool recommendations. 	<ul style="list-style-type: none"> • Identified City Code sections revised and adopted as needed. 	<ul style="list-style-type: none"> • Several City Code sections have been identified as in need of revision and/or update.
<ul style="list-style-type: none"> • Ensure policies, procedures, and processes are consistent with existing law and are effective in the reduction or elimination of potential liability. 	<ul style="list-style-type: none"> • Areas of greatest risk will be identified, with policies, procedures and processes being updated or drafted as needed. 	<ul style="list-style-type: none"> • Collaboration with other City Departments resulting in identification and, in some cases, creation of necessary policies and procedures.
<ul style="list-style-type: none"> • Communicate effectively with City leadership and departments regarding claims, litigation, and exposures, as well as options for mitigation. 	<ul style="list-style-type: none"> • Standardize updates as necessary and active participation in available training opportunities. 	<ul style="list-style-type: none"> • Regular training has been provided to on potential exposures, as well as regular distribution of other training opportunities.
<ul style="list-style-type: none"> • Ensure indemnification and insurance contract provisions are appropriately reviewed and compliance is effectively and consistently managed. 	<ul style="list-style-type: none"> • Establish process for review of contracts insurance/indemnification provisions and for centralized maintenance of required 	<ul style="list-style-type: none"> • Preliminary discussions with the other City Departments regarding contract processes and documents held.
<ul style="list-style-type: none"> • Development of additional accident and loss reduction programs. 	<ul style="list-style-type: none"> • Implementation of additional accident and loss reduction programs. 	<ul style="list-style-type: none"> • Review and identification of areas where such programs are a priority.

<i>Type of Performance Measure</i>	<i>2018 Actual</i>	<i>2019 Actual</i>	<i>2020 Projected</i>	<i>2021 Projected</i>	<i>2022 Projected</i>
Claims for Damages Filed	5	10	10	10	10
Litigation Matters Initiated	0	4	10	1	1

GENERAL FUND REVENUE (001)

The largest operating fund in the City is the General Fund. It provides most City services, including police, parks and recreation, planning, engineering, executive, legislative and financial services. Most of the tax revenue collected by the City goes into the General Fund making it the primary focus for the City Council during the budget process. This is the third time the City has implemented a biennial budget. Although the budget is adopted as a two-year budget, for the ease of preparation and comparison, each year is presented separately, then combined for a single figure presentation.

For 2021-2022 the General Fund Revenue operating budget, exclusive of beginning balance, is projected to be \$22,248,751.

Variations and Highlights:

2021 operating revenue projection is \$10,993,057 which is a decrease of \$1,239,852 compared to the 2020 figure. 2022 operating revenue projection is \$11,255,694 which is an increase of \$262,637 over the 2021 projection. Revenue budgets have been prepared conservatively, recognizing slight growth in areas and some reductions due to the trends the City is experiencing through the current pandemic – COVID19. It is anticipated revenues will be impacted over the next biennium. Several reductions were made due to the COVID19 impacts that have been observed or that are anticipated.

Below some of the variances have been detailed:

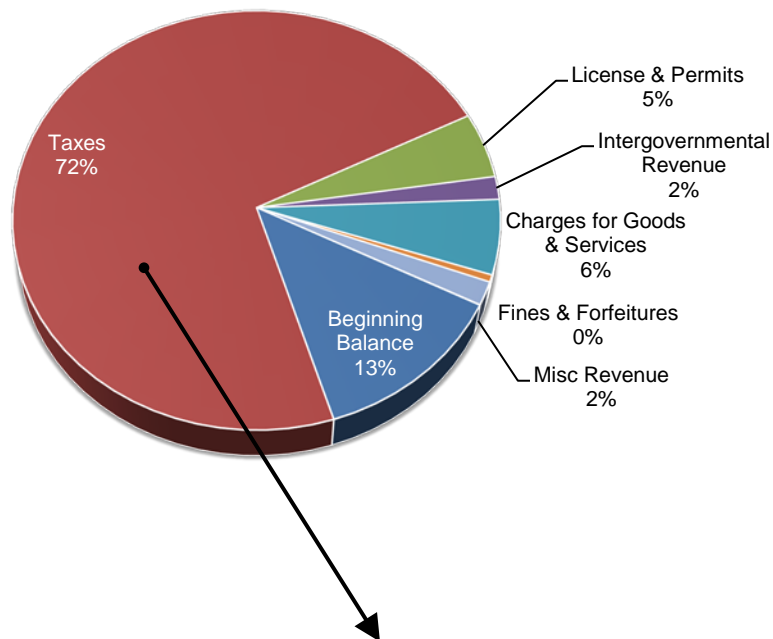
- Increase in Property Tax projection, due to increases in new construction and assessed values
- Decrease in Sales Tax projection has been decreased, anticipating an economic downturn
- Grant revenues have been reduced as several current grants were only for 2020
- Decrease for received revenues from North Kitsap School District for a SRO Officer. On-site instruction is suspended and yet to be determined when it will resume.
- Decrease in developmental revenues
- Decrease in Investment Earnings which reflecting interest rate decreases
- Admissions tax has been decreased, due to the economic impact of COVID and the anticipated elimination of the local service

The first section provides an overview of the revenues included in the General Fund as well as a line item detail of the General Fund Revenue.

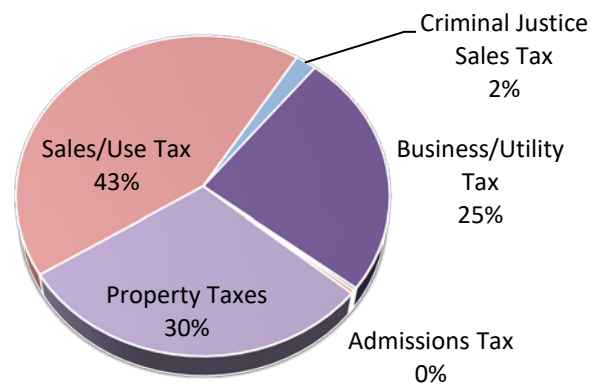
GENERAL FUND REVENUE ANALYSIS

The City of Poulsbo's General Fund receives a wide variety of revenue. This page provides a summary of those revenue resources. Taxes are the largest source of income for the General Fund and are detailed by an additional chart. The following pages of this section will discuss key factors for each type of revenue affecting the General Fund in 2021 & 2022.

2021 - 2022 General Fund Resources \$25,478,072



2021 - 2022 General Fund Tax Revenue \$18,437,875



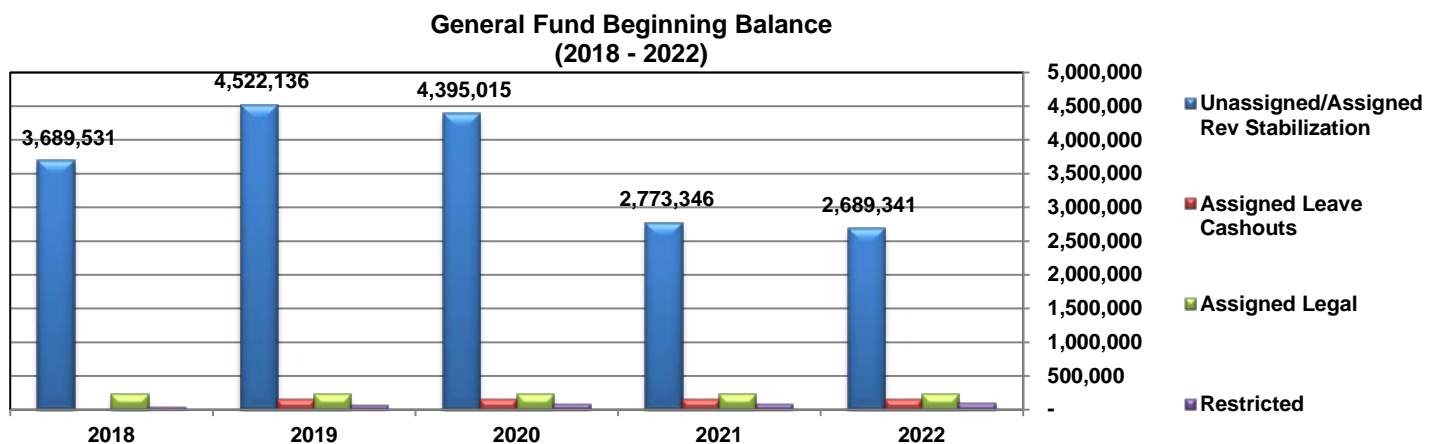
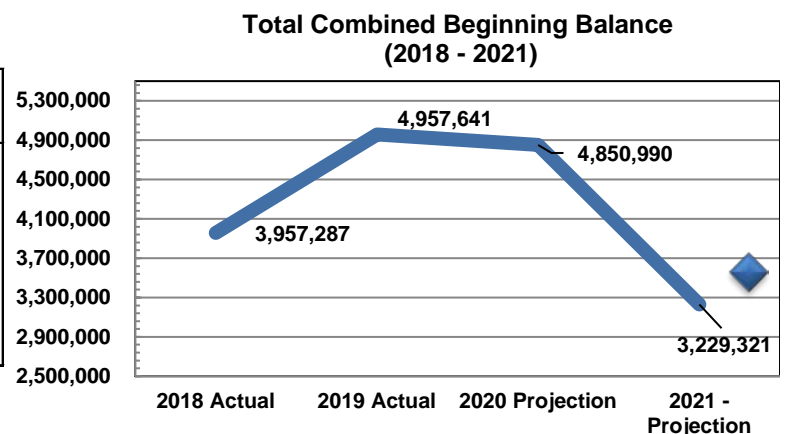
BEGINNING BALANCE:

The beginning balance represents unassigned (carryover, i.e. excess revenue collected over what was estimated, plus any unspent budgeted expenditure dollars from the prior year), assigned funds per Council direction for revenue stabilization, legal reserves, future leave cash outs, plus restricted fund balances for PEG Fees and Substance Abuse programs. It is a policy of the City to support current year expenditures with current year revenue, however during the budget process reserve dollars are anticipated to be used to fund expenses. Due to expenditures increasing at a faster pace than revenues, and revenues reserved for future capital projects, this has not always been possible.

The chart below represents Beginning Balance Unassigned. Most of the carryover dollars for the past several years are because of expenditures being less than projected, but in 2018 much of the carryover can be attributed to sales tax being higher than projection and one-time revenues for development fees and grants. The caution with one-time revenues is to not build ongoing expenditures supported by one-time revenues.

The Beginning Balance is broken out and assigned per council and funding restrictions. The following breakdown is 2021 projections.

Beginning Balances	2021 Projections
Assigned - Revenue Stabilization	2,773,346
Assigned - Legal Reserves	225,000
Assigned Future Cash Outs	150,000
Assigned - PEG (Public Education Government Cable Channel) Fees	72,200
Assigned - Substance Abuse Programs	8,775



TAX REVENUE:

Taxes account for the largest revenue category in the general fund, generating 72% of General Fund's total resources and 83% of the operating revenue. Because of this, the category receives much of the attention during the budget process.

PROPERTY TAXES:

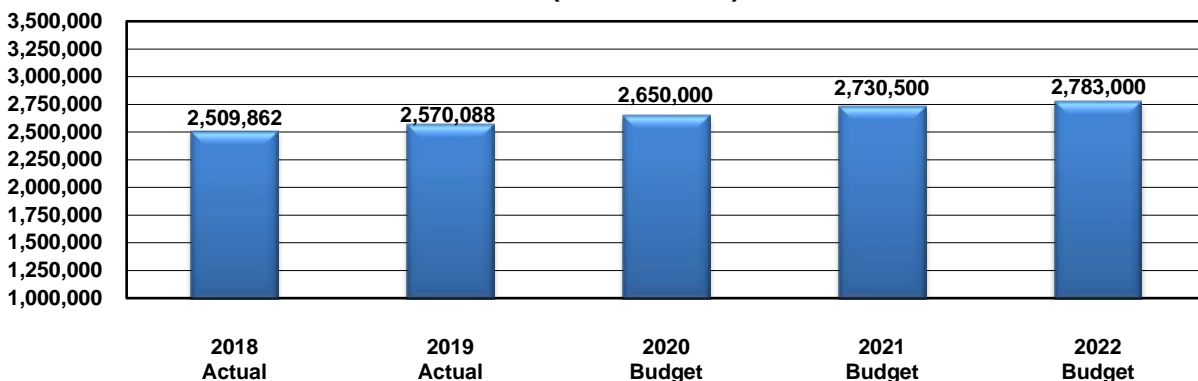
For 2021, the City will levy \$2,730,500 and projects a levy in 2022 of approximately \$2,783,000. The City's population exceeds 10,000, which allows the City by RCW to levy the lower of 1% or the Implicit Price Deflator (IPD) for July, an increase over the prior highest allowable levy, plus amounts for new construction. For 2021, the IPD was lower than the allowable 1% and was determined to be 60.152%. A substantial need resolution was passed by the city council, allowing the City to apply the 1% levy limit.

The assessed value for 2021 reflects an increase of \$144 million or 7%. The City has several housing and multifamily developments which have started construction. Continued construction is anticipated in 2021 and 2022, but at a slower increase than recent budget years.

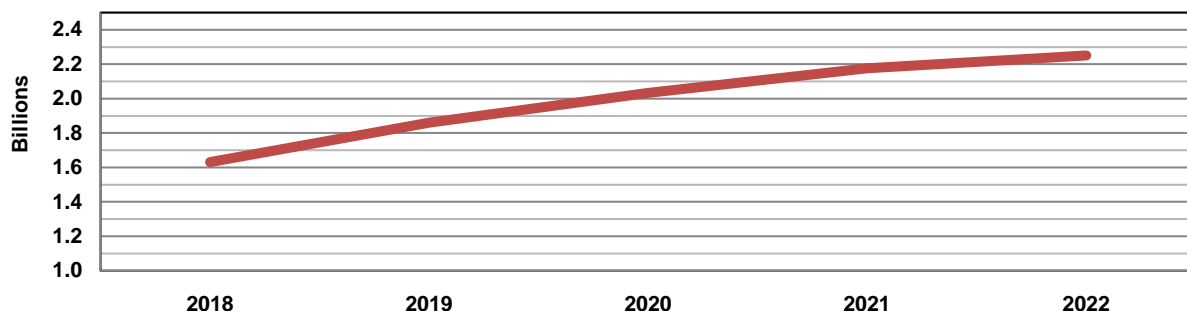
The property tax is a basis for transfers to support street operations, transportation capital improvements and park capital improvements. The 2021-2022 transfers based on Property Tax revenue will be approximated and rounded based on percentages below, and adjusted per the need and long-range plan of capital development:

- 2% of property tax revenue to Street Reserves (Fund 311) for capital street projects (\$119,000)
- Normally 4.3% of property tax revenue to the Park Reserve Fund (302) for capital park projects, but this has been reduced 50% in 2021 and 2022 leaving more funds available in the General Fund (\$139,000).
- 26% of property tax revenue to City Street Fund (101) to meet the needs of street maintenance operations (\$1,450,000)

General Fund Property Tax Revenue (2018 - 2022)



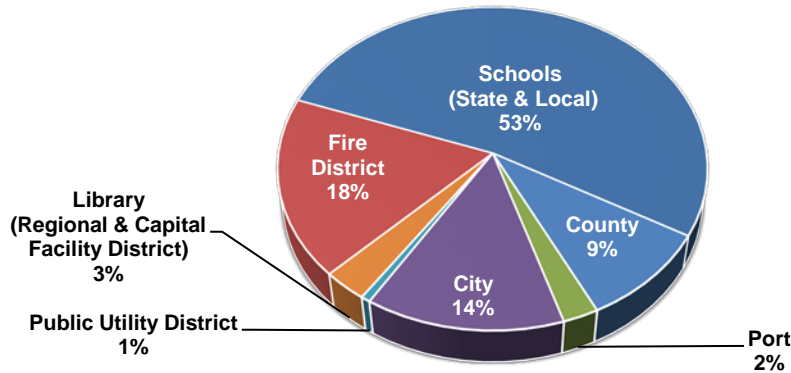
Assessed Value of Poulsbo Properties (2018 - 2022)



Year	Property Taxes*	Assessed Value	Rate
2013	\$ 2,077,477	\$ 1,211,141,601	1.7100
2014	\$ 2,088,608	\$ 1,230,099,929	1.6979
2015	\$ 2,192,653	\$ 1,282,347,366	1.7099
2016	\$ 2,262,269	\$ 1,346,103,503	1.6859
2017	\$ 2,346,725	\$ 1,487,995,331	1.5798
2018	\$ 2,509,862	\$ 1,633,038,314	1.5369
2019	\$ 2,570,088	\$ 1,874,513,276	1.3711
2020	\$ 2,650,000	\$ 2,030,684,280	1.3050
2021	\$ 2,730,500	\$ 2,174,958,224	1.2554
2022	\$ 2,783,000	\$ 2,282,701,540	1.2192

*Taxes represent calculation of assessed value per \$1000 x rate, actual revenue may slightly differ as amounts have been updated with the most current information from the County Assessor

Poulsbo Property Tax Owners 2021 Property Tax Distribution



Properties located within the City limits are also taxed by other taxing jurisdictions. Information in this chart represents taxing jurisdictions' 2021 tax rates as provided by Kitsap County Assessor's Office. The majority of property taxes go to the State and local schools. The City's property tax accounts for 14% of the total tax levied on properties located within the City limits.

Taxes Paid On Home With An Assessed Value of \$400,000		
Taxing Jurisdiction	Tax Rate	Tax Paid
Schools (State & Local)	5.41	\$ 2,164
County	0.87	\$ 348
Port	0.23	\$ 92
City	1.32	\$ 528
PUD	0.06	\$ 24
Library (Regional)	0.37	\$ 148
Fire District #18 & EMS Levy	1.96	\$ 784
TOTAL	10.22	\$ 4,088

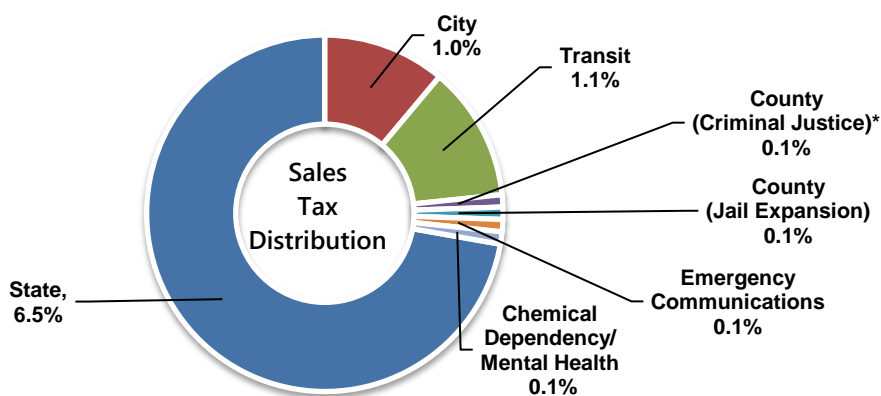
Based on 2019 figures. Will be updated for final when numbers are published by County.

SALES TAXES:

The sales and use tax revenue, in contrast to property tax, is an unstable revenue source and is, therefore, very difficult to predict. It has been a goal of the City to estimate sales tax revenue no greater than what was received the previous year. The revenue projected for 2021-2022 is conservatively estimated and due to the projected economic forecast has been reduced by 9% less than what was collected in 2019 and slightly less than what is expected in 2020. The revenue continues to remain consistent and is still producing the City's largest single source of revenue. Due to COVID19, staff has taken a cautious approach to estimating Sales Tax for 2021-2022 and will continue to monitor this source throughout the budget cycle.

Sales tax is calculated based on the purchaser's location versus the seller's location. For example, materials shipped to Poulsbo will be reported as a Poulsbo transaction, not at the point of distribution. Poulsbo will collect the related sales tax. The current pandemic has resulted in many more on-line sales being directly delivered to residents in lieu of going to physical locations. This helps stabilize the revenue and allow more sales tax dollars to remain in the City.

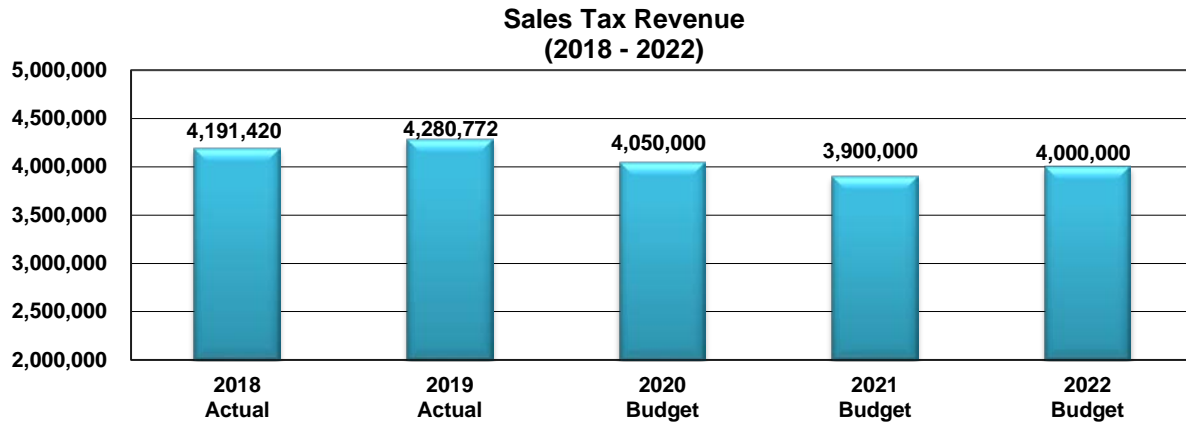
Sales tax for transactions in Poulsbo has a 9% tax rate, however the City receives only 1% of this rate. The total sales tax collected for sales in Poulsbo is distributed as follows:



**The County keeps 10% of this revenue; the remaining 90% is distributed back to the cities located within the county, based on population.*

Sales tax revenue is continuing to be stay constant and predictable, which cannot not attribute to one sector, but several, showing the council's planned diversification. The City has done a good job on targeted planning for diversification, which helps the City maintain sustainability. Although commercial new development has slowed, there are some substantial new businesses in the works. A new tire store is under construction and a new hotel is anticipated to break ground by 2021. Several new housing developments will be or are under construction helping to fund the revenue stream of construction sales tax numbers. All these developments help stabilize funds and support future growth.

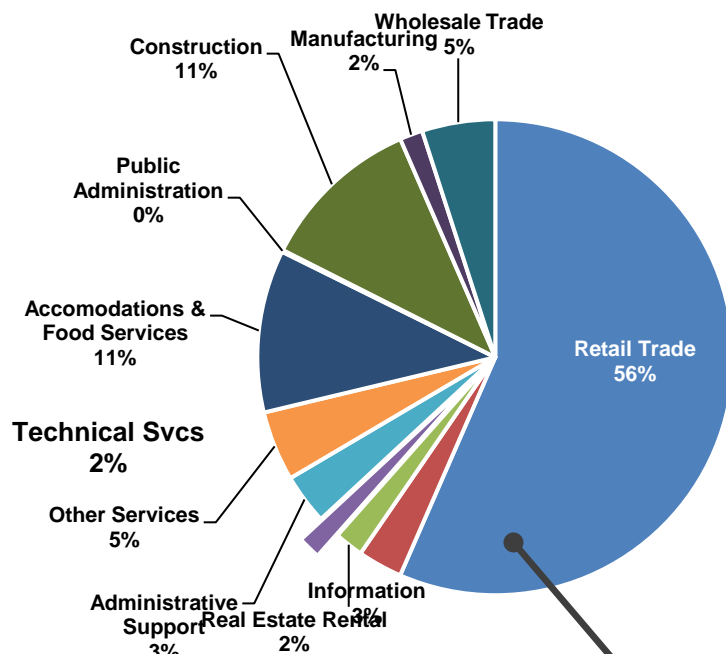
The projection for sales tax revenue for 2021-2022 is \$7,900,000 with projections for 2021 at \$3,900,000 and 2022 at \$4,000,000. This estimate is conservative but consistent with actual dollars generated in 2020. Sales tax revenue is collected and used in the City's General Fund.



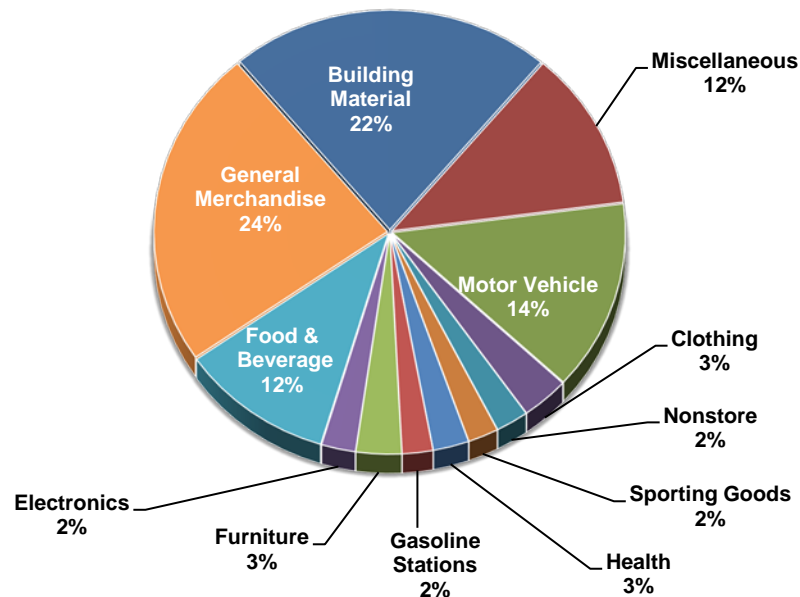
SALES TAX GROUP COMPARISONS BY SIC CODE					
TAX GROUP	2015	2016	2017	2018	2019
Agriculture	\$ 1,111	\$ 4,992	\$ 4,335	\$ 4,185	\$ 4,022
Mining	\$ 47	\$ 39	\$ 205	\$ 71	\$ 554
Utilities	\$ 3,540	\$ 2,330	\$ 2,924	\$ 4,152	\$ 4,565
Construction	\$ 317,366	\$ 347,884	\$ 423,012	\$ 585,406	\$ 472,032
Manufacturing	\$ 37,214	\$ 59,788	\$ 48,571	\$ 56,553	\$ 66,205
Wholesaling	\$ 139,114	\$ 166,313	\$ 163,891	\$ 197,571	\$ 208,985
Retail Trade	\$1,943,863	\$1,984,617	\$2,109,751	\$2,296,835	\$2,420,681
Transportation	\$ 3,228	\$ 4,895	\$ 4,945	\$ 4,685	\$ 3,856
Information	\$ 112,318	\$ 111,281	\$ 116,567	\$ 118,663	\$ 129,985
Finance & Insurance	\$ 14,488	\$ 20,452	\$ 15,416	\$ 16,769	\$ 17,341
Real Estate	\$ 59,368	\$ 64,988	\$ 70,345	\$ 73,065	\$ 83,580
Technical Services	\$ 45,065	\$ 49,513	\$ 50,881	\$ 61,250	\$ 66,652
Admin Support	\$ 51,355	\$ 57,761	\$ 65,388	\$ 115,687	\$ 129,177
Educational Svcs	\$ 6,379	\$ 5,167	\$ 3,696	\$ 4,207	\$ 3,309
Health Care	\$ 20,501	\$ 22,552	\$ 25,606	\$ 28,520	\$ 50,343
Arts, Entertainment	\$ 16,225	\$ 9,789	\$ 11,217	\$ 12,248	\$ 12,413
Accom & Food Svcs	\$ 365,425	\$ 408,542	\$ 430,024	\$ 453,404	\$ 460,455
Other Services	\$ 87,197	\$ 93,018	\$ 103,547	\$ 96,731	\$ 107,898
Public Administration	\$ 28,096	\$ 35,571	\$ 39,484	\$ 3,209	\$ 1,519
Category Unknown	\$ 7,718	\$ 16,833	\$ 4,755	\$ 58,208	\$ 37,197
TOTAL	\$3,259,618	\$3,466,325	\$3,694,560	\$4,191,419	\$4,280,769

The majority of sales tax revenue (56%) is from Retail Trade. The next largest sales tax categories are Accommodations & Food Services (11%) and Construction (11%). A large portion of the retail sales tax receipts is in the categories of General Merchandise and Building Materials. Categories will shift as Poulsbo continues to grow and diversify. Areas which the City was so heavily dependent have changed over the years resulting from changes in the Economic Environment and the Council's continued work to diversify Poulsbo's local economy. Retail sales and new construction are particularly sensitive to changes in economic conditions. Slight changes in the economy, or even expectations, can produce dramatic changes in receipts. For this reason, sales tax is conservatively estimated.

2019 Sales & Use Tax Revenue By Standard Industrial Code (SIC)



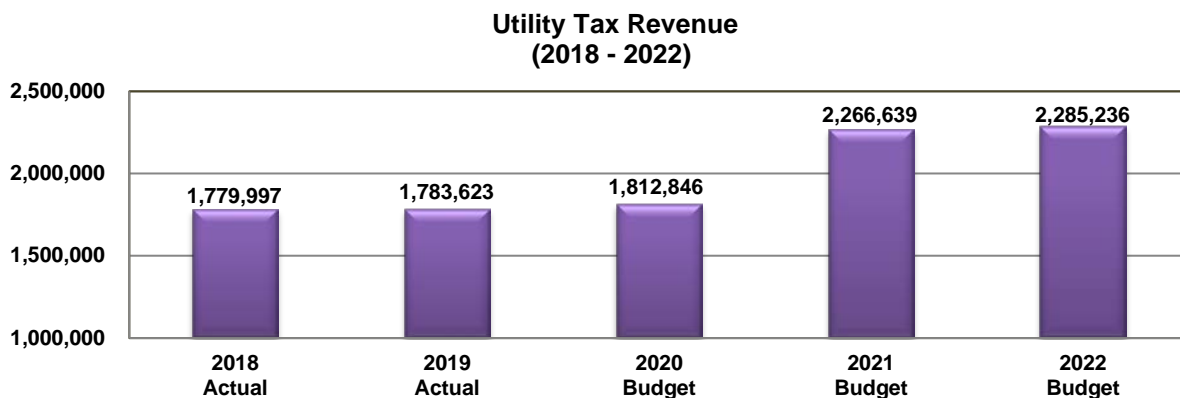
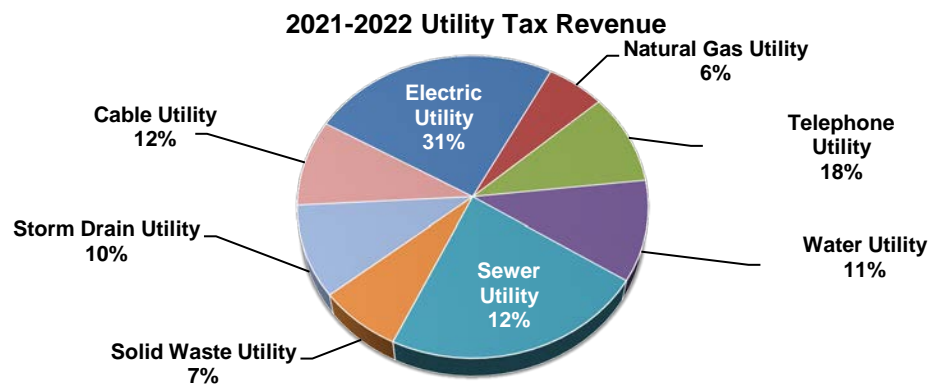
Detail of Sales Tax for Retail Trade Group

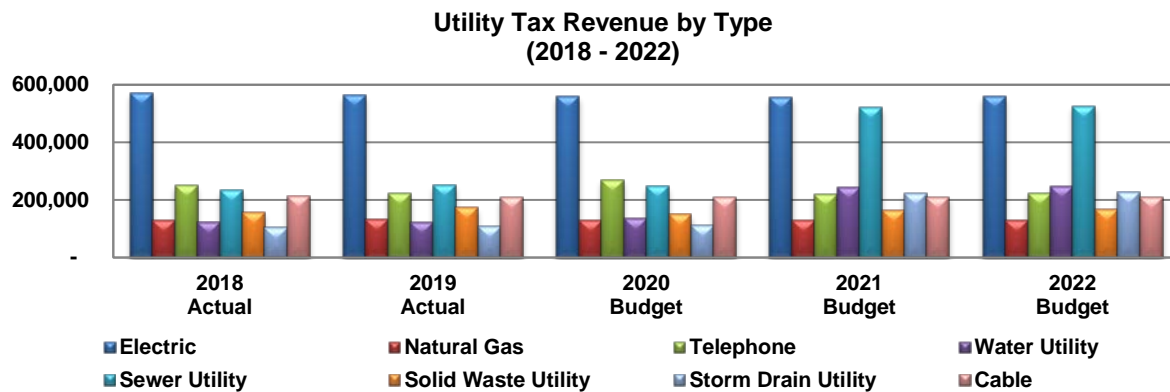


UTILITY TAXES:

Utility taxes are taxes applied to utilities providing services in the City including City-owned and privately-owned utilities. These taxes tend to be stable from year to year, reflecting normal utility rate increases. Utility rates for water, sewer and storm drain have fluctuated over the past several years from 6% - 12%. The 2021-2022 budget has been prepared with water, sewer, and storm drain utility tax rates at 12%. This increase was approved by the City Council in September 2020. Scheduled decreases were included in the resolution and will occur throughout future budget cycles. All other utility tax rates remain at 6% at this time.

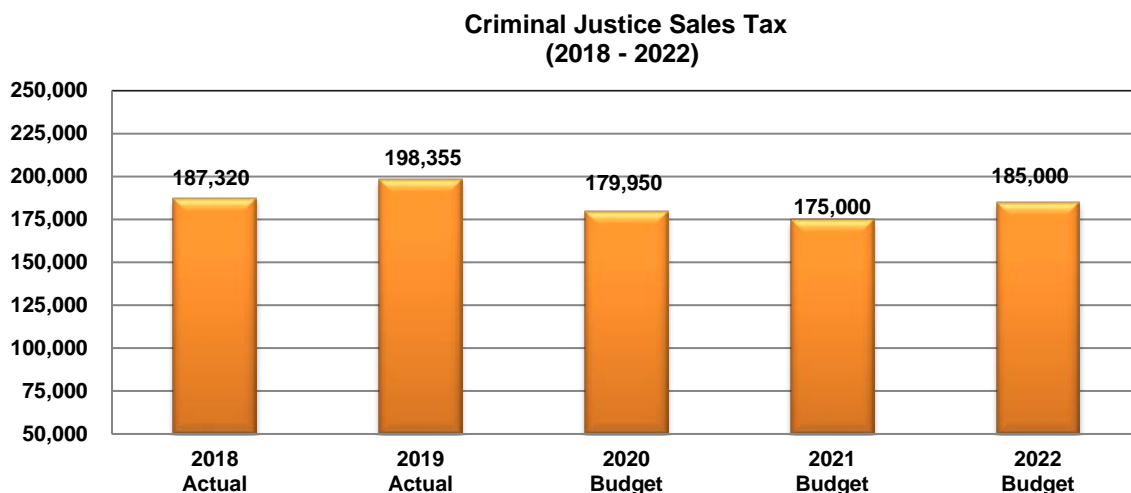
Type of Utility Tax	Tax Rate	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Cable Tax	6%	\$ 211,967	\$ 208,730	\$ 210,000	\$ 210,000	\$ 210,000
Electric Tax	6%	\$ 571,254	\$ 563,040	\$ 560,000	\$ 555,000	\$ 560,000
Natural Gas Tax	6%	\$ 130,344	\$ 132,837	\$ 130,000	\$ 130,000	\$ 130,000
Telephone Tax	6%	\$ 249,210	\$ 222,574	\$ 270,000	\$ 220,000	\$ 222,000
Water Utility Tax	6-12%	\$ 122,647	\$ 123,880	\$ 135,222	\$ 243,560	\$ 245,916
Sewer Utility Tax	6-12%	\$ 233,554	\$ 251,749	\$ 247,483	\$ 521,280	\$ 526,493
Solid Waste Utility Tax	6%	\$ 157,240	\$ 173,124	\$ 149,624	\$ 164,000	\$ 165,800
Storm Drain Utility Tax	6-12%	\$ 103,781	\$ 107,689	\$ 110,517	\$ 222,799	\$ 225,027
TOTAL		\$ 1,779,997	\$ 1,783,623	\$ 1,812,846	\$ 2,266,639	\$ 2,285,236





CRIMINAL JUSTICE SALES TAX:

These funds are received from the .1% sales tax collected by the County. The County keeps 90% of the tax and distributes the remaining 10% back to cities located in the County, based on population (RCW 82.14.340) Expenditures related to criminal justice are generally accounted for in the General Fund with the revenue recorded in the same fund.



OTHER TAXES:

The remaining taxes are composed of various miscellaneous taxes that include admissions, excise, leasehold, and gambling taxes.

The largest of these, admission tax, is a 5% tax on qualifying admission charges. A 10-plex theatre in the City provides most of this tax revenue. However, due to COVID19, the revenues in 2020 from this source has been limited and without knowing when it will reopen to the public, this tax has been estimated at a third of what it has previously been.

Leasehold taxes are paid to Washington State on government owned land that is being leased or rented. A portion of the tax on these types of properties is disbursed to the City.

Gambling taxes including Punch Board & Pull Tab, Bingo & Raffles and Amusement Games are irregular in a community the size of Poulsbo. They tend to be minimal and an unstable source. Their receipts are, therefore, forecasted conservatively.

LICENSE & PERMIT REVENUE:

This category makes up 6% of revenue in the General Fund. License and Permit Revenues are user fees derived from various regulatory activities of the City.

The largest source of the revenue is derived from building permit activities. Since this activity is dependent on new construction, it can be an unstable source of income. The 2021-2022 projections are lower when compared to prior year budgets. While, the City still anticipates growth, the long-term impacts of COVID19 have still not been fully seen. Therefore, this source has been conservatively estimated.

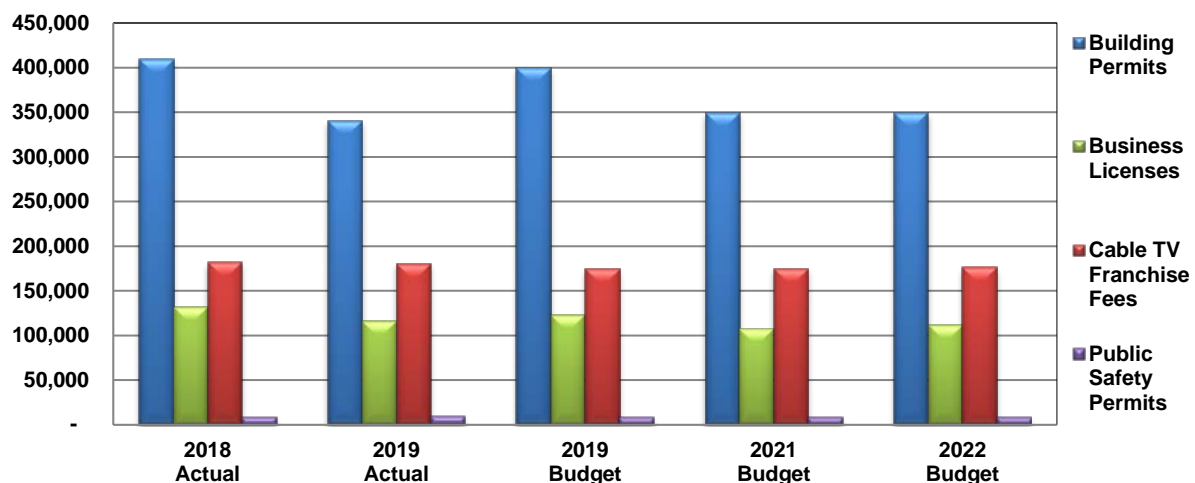
Cable TV Franchise Fee is 5% of gross revenue to the cable company providing service within the City of Poulsbo limits. The 2021-2022 projections have been estimated in comparison to actual revenue collected in prior years.

Also recorded in this category are the City's business license fees. The City contracts with the Washington State Department of Revenue to administer the City licensing program under their Master License Program. The state charges their fees directly to the license holder, which pays for the program, creating little, if any, cost to the City for the services. In combination with a strong business community and the ease of using the new system to renew or apply for a City license at the same time as obtaining their state license, the number of license holders continues to grow. The projection for 2021-2022 is in keeping with prior year numbers with COVID19 implications kept in mind.

The remaining revenue is derived from those permits issued for Public Safety purposes; those being the City's alarm registration fees along with the City's portion of processing concealed pistol licenses and background checks through the Washington State Patrol.

Type of License/Permit	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Building Permits	\$ 409,710	\$ 341,312	\$ 400,000	\$ 350,000	\$ 350,000
Business Licenses	\$ 131,290	\$ 115,932	\$ 123,000	\$ 107,818	\$ 111,100
Cable TV Franchise Fees	\$ 181,683	\$ 181,245	\$ 175,200	\$ 175,500	\$ 176,000
Public Safety Permits	\$ 8,578	\$ 9,175	\$ 8,080	\$ 8,080	\$ 8,080

**License and Permit Revenue
(2018 - 2022)**



INTERGOVERNMENTAL REVENUE:

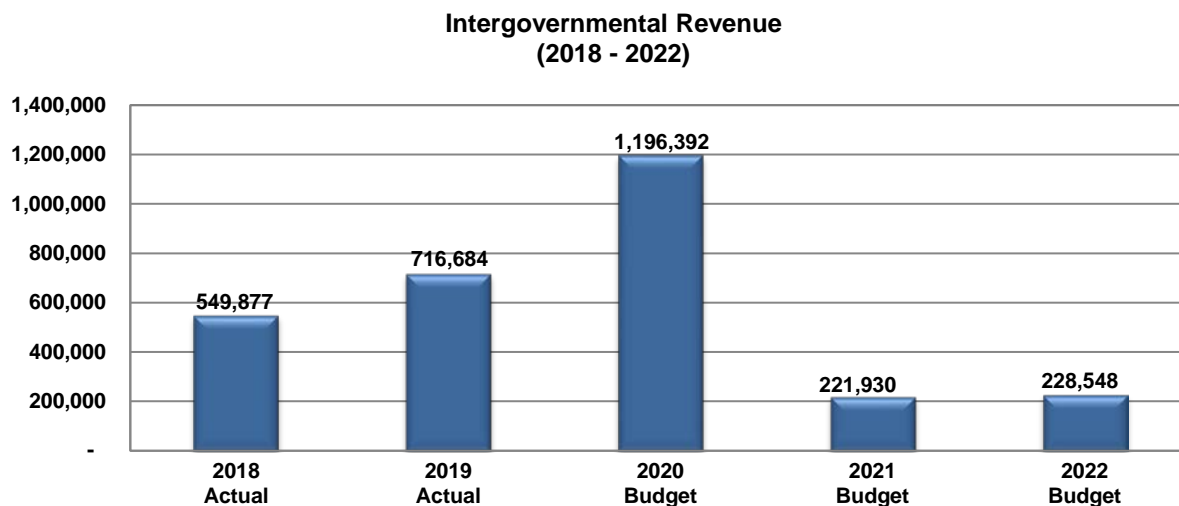
For 2021-2022 this category makes up 2% of total General Fund resources.

The state-shared revenues are provided on a state-prescribed formula based on population. Liquor Excise Taxes are generated from a state tax to consumers and restaurant licenses, and Liquor Board Profits are generated from permits, licenses, and liquor store sales. Usually these revenues tend to be rather predictable. The anticipated per capita amounts are published by Municipal Research and Services Center (MRSC) and have been used to calculate the revenue projections.

State Shared Revenues are the largest consistent revenue in this category. Cities have received the shared revenues since the 1930's when prohibition was eliminated. A portion of the distribution to agencies is for support of criminal justice funding. State shared revenue, Criminal Justice by Population, is accounted for in the General Fund. This state distributed excise tax is to be used for criminal justice purposes only and distribution is based on population. (RCW.82.14.330 (1). Related expenditures are accounted for in the General Fund using the funds as required.

The source of tax continues to be a tug of war between the state and local entities. The Cities will continue to lobby for a fair share formula in hopes of continued funding.

Grants are also included in this category and can vary significantly from year to year. The largest funding source since 2016 in the category is a grant from Kitsap County to utilize the additional sales tax of 1% implemented in 2016 to support Mental Health programs. The City has developed a Behavioral Health program supporting and providing direct to resources for both law enforcement and court systems. An interlocal agreement with the North Kitsap School District to support funding of a School Resource Officer is accounted for in this category.



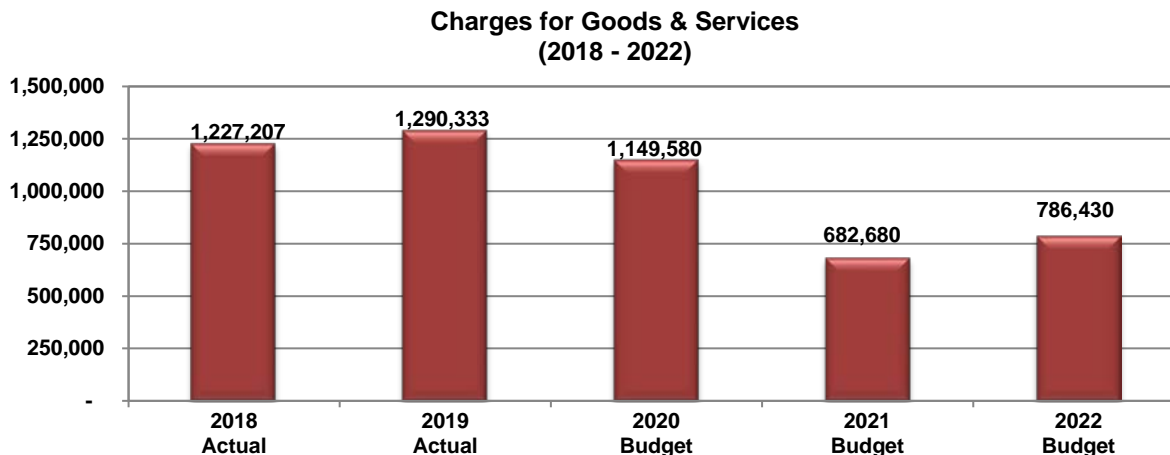
CHARGES FOR GOODS AND SERVICES REVENUE:

The Charges for Goods and Services revenue category makes up 6.6% of General Fund revenue and is the second largest revenue category. It consists of a wide variety of user fees derived from various activities and services.

Typically, Parks and Recreation fees are the largest fee generators in the category. These are user fees supporting the City's numerous recreation programs offered to citizens of all ages. Due to COVID19, the revenue collections from this source has been severely impacted and is reflected as such in the 2021-2022 budget cycle. Expenditures have also been reviewed and lowered due to the impact on provided services. This category will continue to be reviewed throughout the budget cycle. If received revenues are less/more than anticipated, expenditures will be adjusted accordingly to allow for a reasonable level of provided services.

Engineering services, plan-checking and zoning fees are included in this category. These revenues can fluctuate based on current development activity. The 2021-2022 projections have been built on the collection history and is estimated at the same level as prior years.

The category also includes adult probation service charges, passport fees and other charges for miscellaneous services the City provides.



FINES and FORFEITURES REVENUE:

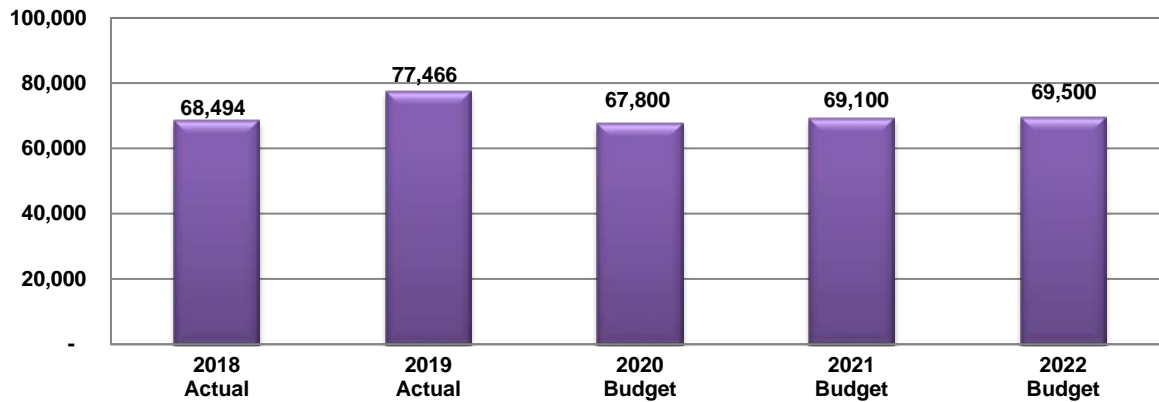
Fines and Forfeitures consist of fines from law enforcement related activities. The category accounts for 1% of total General Fund revenue. The largest source is penalties for traffic infractions. Although this has been a fairly consistent source of revenue, various programs do affect this revenue.

Revenue in this category can fluctuate for many different reasons such as defendants electing to perform Community Work Program, defendants choosing to participate in alternative sentencing methods in lieu of paying their fines or staffing levels of the police department promoting safety and citing less infractions.

A standard traffic infraction ticket amount of \$136 is set by the state. Many assume all revenue remains with the City of Poulsbo, however, only 35% remains with the local jurisdiction. To follow is a breakdown of how a \$136 ticket is distributed:

Breakdown of \$136 Traffic Ticket		
Local Government	34.63%	\$47.10
Local Crime Victims Account	0.62%	\$0.84
State Public Safety & Education Account	35.34%	\$48.06
Judicial Information Systems Account	16.91%	\$23.00
Emergency Medical Services & Trauma Care Account	3.68%	\$5.00
Auto Theft Account	7.35%	\$10.00
Traumatic Brain Injury Account	1.47%	\$2.00
Total	100.00%	\$136.00

**Fines and Forfeitures
(2018 - 2022)**

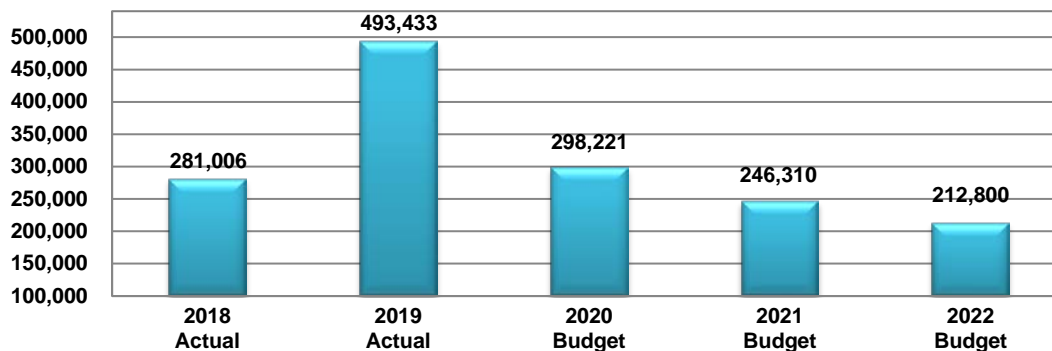


MISCELLANEOUS REVENUE:

This revenue category generates 2% of all General Fund revenue. In the past, rental income and investment income were the major revenues in this category.

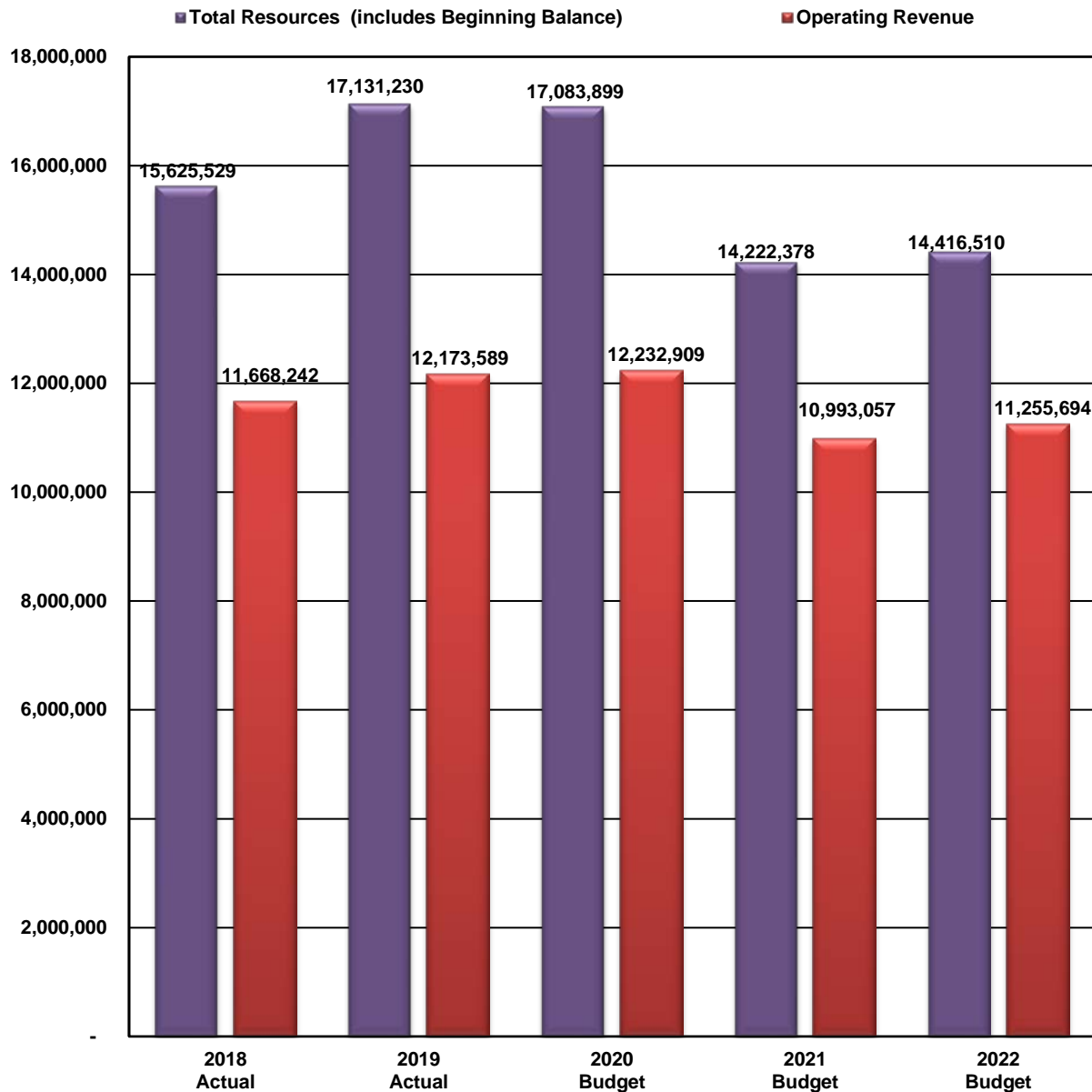
Other sources include donations and rental income for City space. The City Hall has additional rooms available for rent and usage continues to increase. The City also rents the additional space in the City's Park and Recreation building. Investment income is estimated to see a decrease due to falling interest rates.

**Miscellaneous Revenue
(2018 - 2022)**



OTHER FINANCING SOURCES REVENUE:

Other Financing Sources consists primarily of proceeds from the sale of property and operating transfers; funds transferred to the General Fund from other funds for expenditures expensed out of the General Fund. There are minimal projected revenues in 2021-2022.

**Total General Fund Resources
(2018 - 2022)**

2021-2022 Preliminary Budget

Budget Unit	Revenue Account Code	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
BEGINNING BALANCE															
001-142-000-399-99	30851000	BEG BAL - ASSGN - REV STBLZ	1,294,110	1,949,924	2,099,574	3,395,848	3,395,848	3,395,848	4,072,426	676,578	19.9%	4,072,426	-	0.0%	4,072,426
001-142-000-399-99	30852000	BEG BAL - ASSGN - LEGAL RESV	224,494	225,000	225,000	225,000	225,000	225,000	225,000	-	0.0%	225,000	-	0.0%	225,000
001-142-000-399-99	30853000	BEG BAL - ASSGN - FUTURE CASH OUTS				150,000	150,000	150,000	150,000	-	0.0%	150,000	-	0.0%	150,000
001-142-000-399-99	30890000	BEG BAL - UNASSIGNED	1,643,946	1,106,077	1,589,957	1,126,288	999,167	999,167	(1,299,080)	(2,298,247)	-230.0%	(1,383,085)	(84,005)	6.1%	(1,299,080)
001-142-000-399-99	30836000	BEG BAL - RSTRC PEG FEES	-	-	39,793	54,714	72,200	72,200	72,200	-	0.0%	87,700	15,500	17.7%	72,200
001-142-000-399-99	30837000	BEG BAL - RSTRC SBSTNC ABS	-	-	2,963	5,791	8,775	8,775	8,775	-	0.0%	8,775	-	0.0%	8,775
TOTAL BEGINNING BALANCE			3,162,550	3,281,001	3,957,287	4,957,641	4,850,990	4,850,990	3,229,321	(1,621,669)	-33.4%	3,160,816	(68,505)	-2.2%	3,229,321
TAXES															
001-142-000-300-11	31110000	REAL & PERS PROP TAX	2,262,269	2,346,725	2,509,862	2,570,088	2,650,000	1,446,826	2,730,500	80,500	3.0%	2,783,000	52,500	1.9%	5,513,500
001-142-000-300-12	31311000	LOC RET SALES & USE TAX	3,437,443	3,694,558	4,191,420	4,280,772	4,050,000	2,334,405	3,900,000	(150,000)	-3.7%	4,000,000	100,000	2.5%	7,900,000
001-200-000-300-12	31371000	CRIMINAL JUSTICE TAX	147,583	161,219	187,320	198,355	179,950	112,389	175,000	(4,950)	-2.8%	185,000	10,000	5.4%	360,000
001-142-000-300-13	31641000	ELECTRIC UTIL TAX	511,671	573,745	571,254	563,040	560,000	299,500	555,000	(5,000)	-0.9%	560,000	5,000	0.9%	1,115,000
001-142-000-300-13	31642000	WATER UTIL TAX	171,899	120,691	122,647	123,880	135,222	94,749	243,560	108,338	80.1%	245,916	2,356	1.0%	489,476
001-142-000-300-13	31643000	GAS UTIL TAX	123,264	158,892	130,344	132,837	130,000	97,364	130,000	-	0.0%	130,000	-	0.0%	260,000
001-142-000-300-13	31644000	SEWER UTIL TAX	315,807	215,490	233,554	251,749	247,483	196,233	521,280	273,797	110.6%	526,493	5,213	1.0%	1,047,773
001-142-000-300-13	31645000	SOLID WASTE UTIL TAX	125,439	142,985	157,240	173,124	149,624	125,989	164,000	14,376	9.6%	165,800	1,800	1.1%	329,800
001-142-000-300-13	31646000	CABLE UTILITY TAX	210,734	220,204	211,967	208,730	210,000	104,122	210,000	-	0.0%	210,000	-	0.0%	420,000
001-142-000-300-13	31647000	TELEPHONE TAX	271,428	290,410	249,210	222,574	270,000	131,624	220,000	(50,000)	-18.5%	222,000	2,000	0.9%	442,000
001-142-000-300-13	31649000	STORM DRAIN UTIL TAX	96,363	101,366	103,781	107,689	110,517	82,042	222,799	112,282	101.6%	225,027	2,228	1.0%	447,826
001-142-000-300-13	31681000	PUNCH BOARD & PULL TAB TAX	1,945	3,533	2,085	4,454	2,000	770	1,000	(1,000)	-50.0%	1,500	500	33.3%	2,500
001-142-000-300-13	31682000	BINGO & RAFFLES TAX	30	42	12	15	50	6	(50)	(50)	-100.0%	-	-	0.0%	-
001-142-000-300-13	31683000	AMUSEMENT GAMES TAX	216	42	-	-	50	-	(50)	(50)	-100.0%	-	-	0.0%	-
001-142-000-300-14	31720000	LEASHLD EXCISE TAX	25,854	26,475	28,218	30,274	25,000	15,961	25,000	-	0.0%	25,000	-	0.0%	50,000
001-142-000-300-14	31811000	ADMISSIONS TAX	94,942	97,564	85,592	74,803	90,000	12,314	30,000	(60,000)	-66.7%	30,000	-	0.0%	60,000
TOTAL TAXES			7,796,888	8,153,941	8,784,504	8,942,385	8,809,896	5,054,294	9,128,139	318,243	3.6%	9,309,736	181,597	2.0%	18,437,875
LICENSES & PERMITS															
001-200-000-330-20	32130000	POLICE & PROTCTV	8,057	8,513	8,513	9,105	8,240	8,258	8,000	(240)	-2.9%	8,000	-	0.0%	16,000
001-143-000-310-20	32130000	POLICE & PROTCTV	50	50	50	50	50	50	50	-	0.0%	50	-	0.0%	100
001-143-000-310-20	32160000	PROF & OCCUPTNS	45	-	15	20	30	-	30	-	0.0%	30	-	0.0%	60
001-142-000-310-20	32191000	CABLE TV FRANCHISE	163,723	217,714	164,266	163,759	160,000	82,360	160,000	-	0.0%	160,000	-	0.0%	320,000
001-142-030-310-20	32191000	CABLE TV FRANCHISE - PEG FEES	16,349	16,817	17,417	17,486	15,200	8,554	15,500	300	2.0%	16,000	500	3.1%	31,500
001-143-000-310-20	32199000	OTHR BUS LICENSES	126,671	134,958	131,290	115,932	123,000	82,566	107,818	(15,182)	-12.3%	111,100	3,282	3.0%	218,918
001-540-000-360-20	32210000	BLDG, STRCTR & EQUIP	570,110	595,383	409,710	341,312	400,000	214,902	350,000	(50,000)	-12.5%	350,000	-	0.0%	700,000
001-143-000-340-20	32230000	ANIMAL LICENSES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL LICENSES & PERMITS			885,005	973,435	731,261	647,664	706,520	396,690	641,398	(65,122)	-9.2%	645,180	3,782	0.6%	1,286,578

2021-2022 Preliminary Budget

Budget Unit	Revenue Account Code	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
INTERGOVERNMENTAL															
001-740-000-380-30	33310664	FED-COOP FORESTRY ASSIST	-	-	-	3,135	1,915	1,692		(1,915)	-100.0%		-	0.0%	-
001-130-000-370-30	33316745	FED-MENTAL HEALTH DOJ JUV	-	-	2,216					-	0.0%		-	0.0%	-
001-540-000-350-30	33320205	FED HWY PLAN & CONSTR	-	-	-					-	0.0%		-	0.0%	-
001-200-000-330-30	33320600	FED-HWY SAFETY	10,272	2,303	1,439	385		799		-	0.0%		-	0.0%	-
001-200-000-330-30	33320601	FED-ALCOHOL TRAFF SAFETY	-	-	-					-	0.0%		-	0.0%	-
001-200-000-330-30	33320602	FED-OCCU PROTECT	-	-	-					-	0.0%		-	0.0%	-
001-200-000-330-30	33320603	FED-SPEEDING TRAFFIC SAFETY	-	-	-					-	0.0%		-	0.0%	-
001-200-000-330-30	33320616	FED-PRIORITY SAFETY PROGRAM	1,666	-	740	1,283				-	0.0%		-	0.0%	-
001-200-000-330-30	33397012	FED-BOATING SAFETY PROGRAM	-	-	-					-	0.0%		-	0.0%	-
001-143-000-310-30	33400300	ST-RECORDS GRANTS	-	-	-	38,970				-	0.0%		-	0.0%	-
001-120-000-320-30	33401200	ADMIN OFFICE OF COURTS	378	211	3,692	276	250	265	300	50	20.0%	350	50	14.3%	650
001-580-000-360-30	33403100	ST-DEPT OF ECOLOGY GRANT	-	-	-	1,450	15,350	2,467		(15,350)	-100.0%		-	0.0%	-
001-200-000-330-30	33400300	ST-RECORDS GRANTS	-	-	-	4,455				-	0.0%		-	0.0%	-
001-200-000-330-30	33403500	ST-TRAFFIC SAFECOM GRT	-	2,364	1,611	1,541	799			(799)	-100.0%		-	0.0%	-
001-540-000-330-30	33403500	ST-TRAFFIC SAFECOM GRT	-	-	-					-	0.0%		-	0.0%	-
001-580-000-360-30	33404200	ST-DEPT OF COMMERCE GRANT	-	-	-		255,000			(255,000)	-100.0%		-	0.0%	-
001-142-000-310-30	33502330	DNR TIMBER TRUST 2	94	1,151						-	0.0%		-	0.0%	-
001-200-000-330-30	33606210	CRMNL JSTC-VLNT CRM/POPUL	2,741	2,925	3,094	3,309	3,466	1,751	3,812	346	10.0%	4,044	232	5.7%	7,856
001-142-000-310-30	33606510	DUI & OTHER CRMNL JSTC ASS	1,551	1,546	1,560	1,484		812	1,200	1,200	0.0%	1,200	-	0.0%	2,400
001-142-000-310-30	33606940	LIQUOR/BEER EXCISE TAX	46,423	49,980	54,316	60,739	61,378	35,964	65,373	3,995	6.5%	68,988	3,615	5.2%	134,361
001-142-000-310-30	33606950	LIQUOR CONTRL BOARD PROFITS	85,712	86,202	87,085	88,446	89,664	67,307	91,245	1,581	1.8%	93,966	2,721	2.9%	185,211
001-300-000-350-30	33704000	KITSAP TRANSIT	-	-	-					-	0.0%		-	0.0%	-
001-200-027-330-30	33705000	SUQUAMISH TRIBE	-	28,000	-					-	0.0%		-	0.0%	-
001-200-000-330-30	33706000	NK SCHOOL DISTRICT	35,981	52,720	56,272	85,278	100,812	40,019	60,000	(40,812)	-40.5%	60,000	-	0.0%	120,000
001-185-000-370-30	33710000	KITSAP CO - HUM SVCS	120,227	235,624	337,844	355,342	363,858	252,322		(363,858)	-100.0%		-	0.0%	-
001-740-000-380-30	33711000	NW MARINE TRADE	2,500	-	-					-	0.0%		-	0.0%	-
001-142-000-380-10	33712000	KITSAP CO - PLS LIB CAP FAC	-	119,514	8					-	0.0%		-	0.0%	-
001-185-000-370-30	33713000	CITIES - HUM SVCS	-	-	-	60,590	60,000	86,404		(60,000)	-100.0%		-	0.0%	-
001-580-000-360-30	33714000	KITSAP CO PFD					243,900	15,286		(243,900)	-100.0%		-	0.0%	-
001-200-000-330-30	33720000	LOCAL DEPT OF L&I				10,000				-	0.0%		-	0.0%	-
TOTAL INTERGOVERNMENTAL			307,546	582,540	549,877	716,684	1,196,392	505,090	221,930	(974,462)	-81.5%	228,548	6,618	2.9%	450,478

2021-2022 Preliminary Budget

Budget Unit	Revenue Account Code	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
<u>CHARGE FOR SERVICES</u>															
001-120-000-320-20	34122000	MUNI CT CIVIL FILINGS	196	369	217	87	350	43	350	-	0.0%	400	50	12.5%	750
001-120-000-320-20	34132000	MUNI CT ADMIN FEES	-	-	53	420	-	102	400	-	0.0%	500	100	20.0%	900
001-120-000-320-20	34133000	MUNI CT ADMIN FEES	7,749	5,002	5,133	3,889	5,000	2,302	4,000	(1,000)	-20.0%	4,500	500	11.1%	8,500
001-142-000-310-20	34143000	BUDGETING & ACCTG SRVCS	21,477	22,538	19,779	17,545	19,000	10,767	17,000	(2,000)	-10.5%	17,000	-	0.0%	34,000
001-120-000-320-20	34162000	MUNI CT WORD PROC COPY SV	238	131	74	191	30	-	30	-	0.0%	30	-	0.0%	60
001-142-000-310-20	34181000	PUBLIC, PRINTING & OTHER	178	136	148	32	150	-	(150)	-100.0%	-	-	-	0.0%	-
001-143-000-310-20	34181000	PUBLIC, PRINTING & OTHER	1,095	1,170	1,315	1,155	1,000	220	600	(400)	-40.0%	1,000	400	40.0%	1,600
001-580-000-310-20	34181000	PUBLIC, PRINTING & OTHER	493	183	184	79	150	26	150	-	0.0%	150	-	0.0%	300
001-540-000-350-20	34182000	ENGINEERING SERVICES	68,392	127,944	141,231	98,757	90,000	77,122	90,000	-	0.0%	90,000	-	0.0%	180,000
001-540-000-350-20	34182100	OTHER ENGINEERING SERVICES	-	-	-	-	-	26,612	-	-	0.0%	-	-	0.0%	-
001-120-000-320-20	34195000	LEGAL SERVICES	8,541	5,715	2,514	3,983	2,500	2,243	2,000	(500)	-20.0%	4,000	2,000	50.0%	6,000
001-120-000-310-20	34199000	PASSPORT FEES	18,600	17,300	18,115	19,565	20,000	5,407	6,000	(14,000)	-70.0%	19,000	13,000	68.4%	25,000
001-200-000-330-20	34210000	LAW ENFORCEMENT SVC	8,488	7,396	4,060	6,917	3,500	788	2,000	(1,500)	-42.9%	2,200	200	9.1%	4,200
001-120-000-330-20	34230000	CFS DETENTION & CORR	112,774	101,717	127,338	118,922	115,000	76,157	100,000	(15,000)	-13.0%	110,000	10,000	9.1%	210,000
001-540-000-360-20	34240000	PROTECTIVE INSPECTION FEE	8,514	14,916	19,041	12,672	15,000	7,656	12,000	(3,000)	-20.0%	12,000	-	0.0%	24,000
001-120-000-330-20	34250000	EMERGENCY SVC FEE	2,349	2,023	1,767	3,851	2,000	3,757	2,500	500	25.0%	3,000	500	16.7%	5,500
001-580-000-360-20	34581000	ZONING & SUBDIVISION	152,795	91,925	61,427	203,252	75,000	112,808	75,000	-	0.0%	75,000	-	0.0%	150,000
001-540-000-360-20	34583000	PLAN CHECKING	354,622	245,322	282,922	218,697	250,000	75,981	150,000	(100,000)	-40.0%	150,000	-	0.0%	300,000
001-580-000-360-20	34589000	OTHER PLANNING/DEVEL SRVC	-	-	-	-	-	11,815	-	-	0.0%	-	-	0.0%	-
001-740-000-380-20	34710000	COOPERATIVE EXTENSION SER	61,408	72,438	89,384	82,641	68,000	18,073	-	(68,000)	-100.0%	-	-	0.0%	-
001-740-003-380-20	34760000	ADULT PROGRAM FEES	18,225	18,353	24,691	28,150	24,000	15,424	10,000	(14,000)	-58.3%	14,000	4,000	28.6%	24,000
001-740-013-380-20	34760000	TXBL-ADULT PROGRAM FEES	307	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-740-002-380-20	34760000	ADVENTURE PROGRAM FEES	22,491	21,079	24,049	21,498	25,000	18,528	25,000	-	0.0%	27,000	2,000	7.4%	52,000
001-740-012-380-20	34760000	TXBL-ADVENTURE PROGRAM FEES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-740-001-380-20	34760000	ARTS & CRAFT PROG FEES	12,778	16,492	24,941	20,299	19,000	3,079	6,000	(13,000)	-68.4%	9,000	3,000	33.3%	15,000
001-740-005-380-20	34760000	BODY & MIND PROGRAM FEES	2,338	2,304	345	2,906	800	975	1,800	1,000	125.0%	1,800	-	0.0%	3,600
001-740-004-380-20	34760000	BUS & COMPTN PROGRAM FEES	1,269	664	454	1,287	500	100	600	100	20.0%	600	-	0.0%	1,200
001-740-006-380-20	34760000	DANCE PROGRAM FEES	22,130	26,776	23,694	29,527	24,000	12,207	11,000	(13,000)	-54.2%	16,000	5,000	31.3%	27,000
001-740-016-380-20	34760000	TXBL-DANCE PROGRAM FEES	360	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-740-007-380-20	34760000	MUSIC PROGRAM FEES	61,787	45,994	41,383	67,242	41,000	30,299	24,000	(17,000)	-41.5%	27,000	3,000	11.1%	51,000
001-740-017-380-20	34760000	TXBL-MUSIC PROGRAM FEES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-740-009-380-20	34760000	SENIOR PROGRAM FEES	305	4	720	782	500	108	250	(250)	-50.0%	250	-	0.0%	500
001-740-019-380-20	34760000	TXBL-SENIOR PROGRAM	30,718	37,801	29,464	23,370	31,000	2,599	8,000	(23,000)	-74.2%	10,000	2,000	20.0%	18,000
001-740-008-380-20	34730000	SPORT & FITNESS ACTIVITY	15,128	11,944	10,896	13,839	11,000	3,256	-	(11,000)	-100.0%	-	-	0.0%	-
001-740-018-380-20	34730000	TXBL-SPORT & FITNESS ACTIVITY	2,537	3,661	3,263	2,640	3,100	458	1,000	(2,100)	-67.7%	2,000	1,000	50.0%	3,000
001-740-008-380-20	34760000	SPORT & FITNESS PROGRAM	199,639	214,519	225,547	238,538	252,000	93,025	115,000	(137,000)	-54.4%	160,000	45,000	28.1%	275,000
001-740-018-380-20	34760000	TXBL-SPORT & FITNESS PROGRAM	7,424	7,035	7,000	5,419	8,000	930	3,000	(5,000)	-62.5%	5,000	2,000	40.0%	8,000
001-740-010-380-20	34760000	YOUTH PROGRAM FEES	25,083	46,003	47,458	54,472	43,000	6,084	15,000	(28,000)	-65.1%	25,000	10,000	40.0%	40,000
001-740-110-380-20	34760000	TXBL-YOUTH PROGRAM FEES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-740-000-380-20	34799999	RESIDENTIAL FEE DISCOUNT	(8,872)	(9,705)	(11,400)	(12,290)	-	(3,894)	-	-	0.0%	-	-	0.0%	-
TOTAL CHARGE FOR SERVICES			1,241,557	1,159,148	1,227,207	1,290,333	1,149,580	615,057	682,680	(467,300)	-40.6%	786,430	103,750	13.2%	1,469,110

2021-2022 Preliminary Budget

Budget Unit	Revenue Account Code	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
<i>FINES & FORFEITURES</i>															
001-120-000-320-20	35230000	PROOF OF MV INSURANCE	305	419	313	699	350	382	700	350	100.0%	600	(100)	-16.7%	1,300
001-200-000-320-20	35310000	TRAFFIC INFRACTION PNLTYS	45,768	37,194	50,969	54,942	50,000	22,241	50,000	-	0.0%	50,000	-	0.0%	100,000
001-200-000-320-20	35370000	NON-TRAF INFR PENALTIES	638	868	528	546	650	39	500	(150)	-23.1%	500	-	0.0%	1,000
001-200-000-320-20	35400000	CIVIL PARKING INFR PENALT	12,944	9,087	5,129	8,410	7,000	3,283	7,000	-	0.0%	7,000	-	0.0%	14,000
001-200-000-320-20	35520000	DUI FINES	525	675	343	1,927	750	2,911	2,000	1,250	166.7%	2,500	500	20.0%	4,500
001-200-000-320-20	35580000	OTHER CRM TRF MSMNR FINES	3,479	3,208	4,262	3,900	3,750	2,414	3,750	-	0.0%	3,750	-	0.0%	7,500
001-200-000-320-20	35640000	BOATING SAFETY FINES	2,838	2,527	1,598	643	1,000	-	1,000	-	0.0%	1,000	-	0.0%	2,000
001-200-000-320-20	35650000	INVSTGTVE FD ASSESSMNTS	1,706	1,878	2,552	1,537	1,700	1,824	1,700	-	0.0%	1,700	-	0.0%	3,400
001-200-000-320-20	35690000	OTHER CRM NON-TRF MSMNR FINES	2,344	1,836	2,343	3,702	2,200	1,125	2,200	-	0.0%	2,200	-	0.0%	4,400
001-120-000-320-20	35733000	PUB DFNSE COST RECOUP	226	712	277	952	400	345	250	(150)	-37.5%	250	-	0.0%	500
001-142-000-310-20	35900000	NON-COURT FINES FORF PEN	-	186	180	210	-	75	-	-	0.0%	-	-	0.0%	-
TOTAL FINES & FORFEITURES			70,774	58,589	68,494	77,466	67,800	34,637	69,100	1,300	1.9%	69,500	400	0.6%	138,600
<i>MISCELLANEOUS</i>															
001-142-000-300-16	36110000	INVESTMENT INTEREST	19,928	34,764	50,367	76,103	60,000	47,324	50,000	(10,000)	-16.7%	50,000	-	0.0%	100,000
001-142-000-300-16	36119000	INVESTMENT SERVICE FEES	41,110	77,117	110,057	173,291	135,000	128,559	140,000	5,000	3.7%	140,000	-	0.0%	280,000
001-142-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	(6,925)	(43,000)	24,519	90,639	-	(44,310)	-	-	0.0%	-	-	0.0%	-
001-142-000-300-16	36140000	INTEREST ON RECEIVABLES	9,684	10,603	13,200	14,477	10,000	8,538	12,000	2,000	20.0%	12,000	-	0.0%	24,000
001-142-000-300-16	36140010	INTEREST ACCT REC MUNI CT	7,095	7,484	6,805	4,630	8,500	1,407	5,000	(3,500)	-41.2%	5,000	-	0.0%	10,000
001-142-000-310-20	36200000	RENTALS LEASES & CONCESSION	-	8	1	1	1	1	-	(1)	-100.0%	-	-	0.0%	-
001-143-000-310-20	36200000	RENTALS LEASES & CONCESSION	-	1,250	2,780	485	1,400	90	90	(1,310)	-93.6%	200	110	55.0%	290
001-740-000-380-20	36200000	RENTALS LEASES & CONCESSION	-	54,032	53,408	53,774	58,620	32,778	34,620	(24,000)	-40.9%	-	(34,620)	0.0%	34,620
001-740-000-380-20	36210000	EQUIPMT & VEH RENTAL ST	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-740-000-380-20	36250000	L/T SPC & FACILITY RENTAL	28,468	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-142-000-310-20	36260000	HOUSING RENTAL/SPECS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-142-000-310-20	36290000	OTR RNTL LEASE CHARGES	1	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-142-000-310-30	36700000	CONTRIB & DONATIONS	4,875	11,000	-	1,500	-	-	-	-	0.0%	-	-	0.0%	-
001-200-000-330-30	36700000	CONTRIB & DONATIONS	2,000	2,000	2,000	1,000	-	-	-	-	0.0%	-	-	0.0%	-
001-300-000-380-30	36700000	CONTRIB & DONATIONS	-	-	-	-	4,200	1,400	-	(4,200)	-100.0%	-	-	0.0%	-
001-540-000-380-30	36700000	CONTRIB & DONATIONS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-740-000-380-30	36700000	CONTRIB & DONATIONS	4,967	6,602	5,997	6,029	5,000	6,117	1,500	(3,500)	-70.0%	2,500	1,000	40.0%	4,000
001-142-000-310-20	36910000	SALES OF SURPLUS	3,187	6,759	1,581	1,727	2,500	872	2,000	(500)	-20.0%	2,000	-	0.0%	4,000
001-300-000-340-00	36910000	SALES OF SURPLUS	-	-	-	-	-	85	-	-	0.0%	-	-	0.0%	-
001-300-000-538-10	36910000	SALES OF SURPLUS	-	-	-	-	-	145	-	-	0.0%	-	-	0.0%	-
001-142-000-310-20	36940000	JDGMENTS & STTLMENTS	7,587	-	-	-	-	15	-	-	0.0%	-	-	0.0%	-
001-142-000-310-20	36980000	CASHIER OVRGE/SHRTAGE	966	6	(10)	3	-	1	-	-	0.0%	-	-	0.0%	-
001-740-000-380-20	36980000	CASHIER OVRGE/SHRTAGE	1	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-120-000-320-20	36991000	OTHR MISC REVENUE	5,824	6,616	4,587	153	8,000	61	100	(7,900)	-98.8%	100	-	0.0%	200
001-300-000-340-00	36991000	OTHR MISC REVENUE	-	-	-	-	-	951	-	-	0.0%	-	-	0.0%	-
001-142-000-310-20	36991000	OTHR MISC REVENUE	1,292	291	723	61,871	-	-	-	-	0.0%	-	-	0.0%	-
001-740-000-380-20	36991000	OTHR MISC REVENUE	5,324	5,840	4,990	7,750	5,000	4,979	1,000	(4,000)	-80.0%	1,000	-	0.0%	2,000
TOTAL MISCELLANEOUS			135,382	181,372	281,006	493,433	298,221	189,011	246,310	(51,911)	-17.4%	212,800	(33,510)	-15.7%	459,110

2021-2022 Preliminary Budget

Budget Unit	Revenue Account Code	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
<u>OTHER FINANCING SOURCES</u>															
001-142-000-306-06	39510000	PROC SALES OF CAPITAL AST	7,649	5,113	23,394	5,624	4,500	4,896	3,500	(1,000)	-22.2%	3,500	-	0.0%	7,000
001-142-000-310-30	39520000	COMP FOR LSS INS RECOVERY	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-142-000-305-18	39700000	TRANSFERS IN	5,000	27,025	2,500	-	-	-	-	-	0.0%	-	-	0.0%	-
001-142-000-310-30	39850000	INSURANCE RECOVERIES	2,784	770	-	-	-	-	-	-	0.0%	-	-	0.0%	-
<u>TOTAL OTHER FINANCING SOURCES</u>			15,433	32,908	25,894	5,624	4,500	4,896	3,500	(1,000)	-22.2%	3,500	-	0.0%	7,000
001-142-000-306-06	38810000	PRIOR PERIOD ADJUSTMENT	-	856,912	-	-	-	-	-	-	0%	-	-	0.0%	-
<u>TOTAL GENERAL FUND REVENUE</u>			13,615,135	15,279,846	15,625,529	17,131,230	17,083,899	11,650,665	14,222,378	(2,861,921)	-16.7%	14,416,510	194,132	1.3%	25,478,072

BASELINE BUDGET

INTRODUCTION

This section of the budget presents the details of the City's baseline budget or, in other words, what is necessary to maintain existing services and programs at the current level. Data is presented by fund, with the General Fund presented in more detail by departments. The financial data includes a narrative describing the program funded. The narrative explains, in general terms, the character of the program and the activity highlights of the upcoming budget year. The proposed work program for 2021 & 2022 is summarized, providing an overview of how the funds will be expended.

The proprietary funds are displayed differently. The financial data for these funds is outlined in a working capital format, which not only describes the use of the funds but also examines the fiscal status of the fund itself. This format also summarizes the income associated with the fund.

The data is presented in a line item format, categorized at the expenditure object level. This is based on the Washington State BARS (Budgeting, Accounting and Reporting System), which governs the City's accounting procedures. Object level summarizes the expenditure into the following categories:

- **Salaries & Wages**
- **Personnel Benefits**
- **Supplies**
- **Other Services & Charges**
- **Intergovernmental/Interfund Services and Taxes**
- **Capital Outlay**
- **Debt Service: Principal**
- **Debt Service: Interest and Related Costs**
- **Interfund Payments for Services**

CITY OF POULSBO DEPARTMENT HEAD ORGANIZATION CHART



PROGRAM DESCRIPTION:

The General Fund is the City's largest component of the baseline budget, accounting for approximately 30% of the total City budget. It provides funding for most of the operating services, programs, and employees of the City. The combined 2021-2022 Projected Budget for the General Fund totals \$22,530,225. In 2021, the projected total is \$11,061,562 and in 2022 the projected total is \$11,468,663. The General Fund Budget is divided into nine categories or functions. Those functions are: General Government, Public Safety, Utilities, Transportation, Natural & Economic Environment, Social Services, Culture and Recreation, Capital Outlay, and Debt Service. The category function of General Government is one of the largest and includes services provided by the Mayor, Council, Municipal Court, as well as the Finance and Clerk Departments. These services are generally administrative in nature and include expenditures associated with Personnel, Information Services, and legal services, accounting for 29% of the General Fund. The Public Safety category includes Police and Detention and makes up approximately 35%.

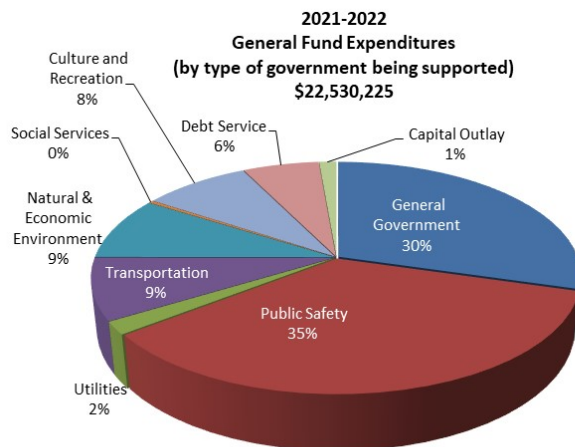
2021 & 2022 PROGRAM HIGHLIGHTS:

In year's past, the City's General Fund baseline budget has not significantly changed from one year to the next in terms of mix and levels of service provided. Departments submitted their 2021 and 2022 budgets at 2020 levels except for wages and benefits, and other contractual obligations. Several additional funding requests were made in the form of Baseline Adjustment Requests (BARs) and New Program Requests (NPRs). City Council reviews the requests during the budget process and items approved are incorporated into the final budget. The requests and funding summary are located in Section 8 and 9.

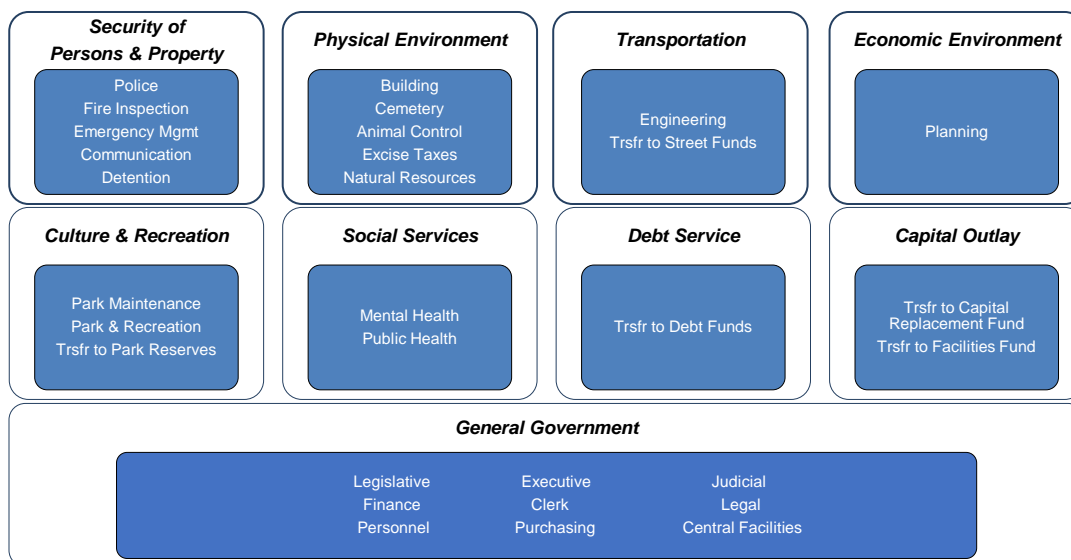
Wages and benefits have been projected with anticipated benefit rates and increases as established in current Bargaining Unit contracts. Retirement rates, administered by Washington State Retirement System, are established by state legislature. The rates have been increased per the recommended increase from Office of Financial Management. These increases have been built into the 2021 and 2022 budget.

To create a balanced budget, it is necessary to project use of City reserves in 2021 and 2022. While the budget is adopted with the most conservative projections, it is anticipated that reserves will be utilized in

the upcoming budget cycle due to economic fluctuations associated with COVID-19. The City has done it's best to minimize the use of reserves as much as possible by reducing staffing, provided services, and contractual obligations.



Function	2021 Amount	2022 Amount	Combined Percent
General Government	3,248,947	3,378,230	29%
Public Safety	3,848,236	3,886,685	35%
Utilities	189,351	215,217	2%
Transportation	878,251	1,074,951	9%
Natural & Economic Environment	989,184	1,012,905	9%
Social Services	36,063	37,150	0%
Culture and Recreation	948,999	935,325	8%
Debt Service	776,421	769,950	6%
Capital Outlay	146,110	158,250	1%
Total General Fund	11,061,562	11,468,663	100%



LEGISLATIVE AND EXECUTIVE DEPARTMENTS

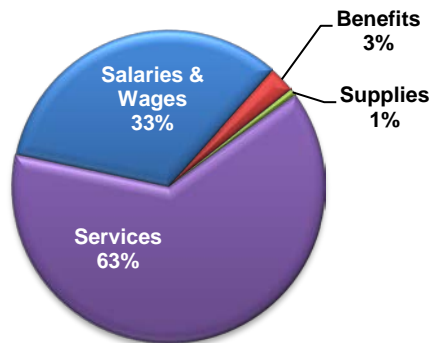
Legislative Mission:

Our City's Council endeavors to balance residents' concerns and opinions with the law. The Council establishes the priorities of the City along with setting policies and a budget to allow the Mayor and Department Heads to run day-to-day business effectively and efficiently.

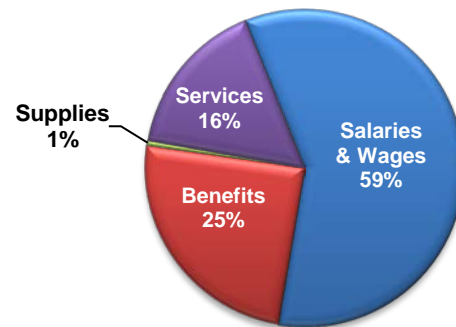
Executive Mission:

To protect the citizens' best interests by fairly and faithfully administering the City's day-to-day business, carrying out the policies set by Council and ensuring all laws and ordinances are equally enforced.

Legislative Department Uses



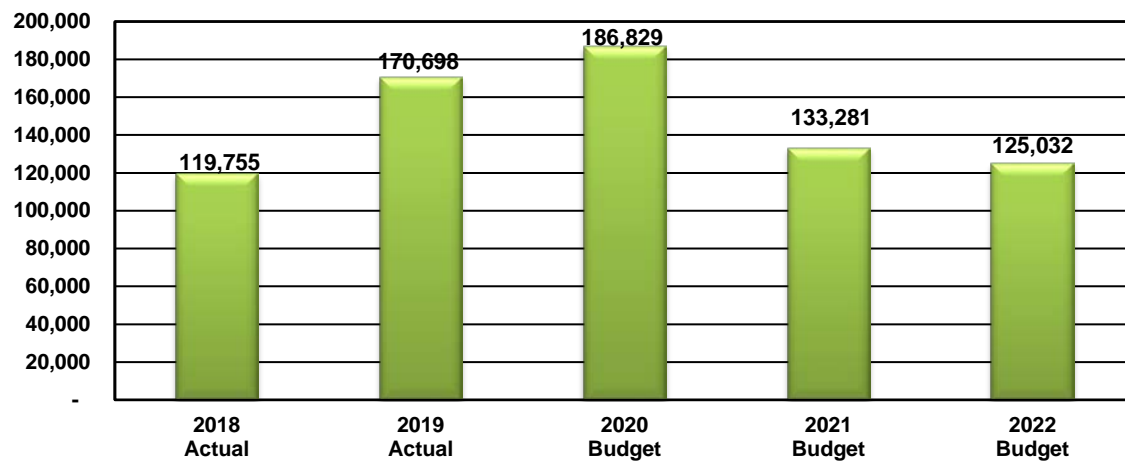
Executive Department Uses



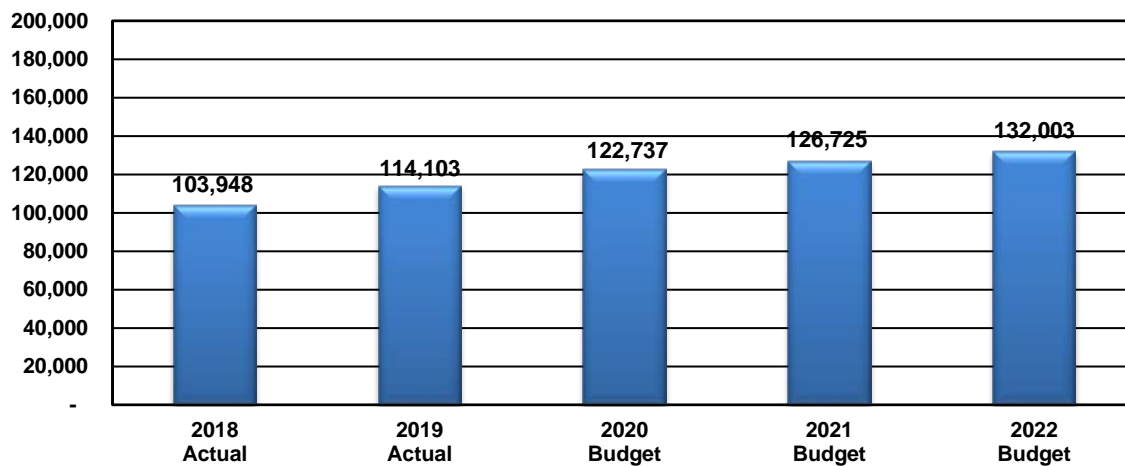
ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
LEGISLATIVE						
SALARIES	47,847	48,372	48,328	48,328	48,328	96,656
BENEFITS	3,738	3,841	3,963	3,836	3,867	7,703
SUPPLIES	134	723	1,030	1,030	1,030	2,060
OTHER SERVICES & CHARGES	68,037	117,761	133,508	80,087	71,807	151,894
TOTAL LEGISLATIVE	119,755	170,698	186,829	133,281	125,032	258,313

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
EXECUTIVE						
SALARIES	50,856	69,747	72,041	74,574	77,170	151,744
BENEFITS	22,981	28,422	29,569	31,024	33,706	64,730
SUPPLIES	2,017	83	700	700	700	1,400
OTHER SERVICES & CHARGES	28,094	15,851	20,427	20,427	20,427	40,854
TOTAL EXECUTIVE	103,948	114,103	122,737	126,725	132,003	258,728

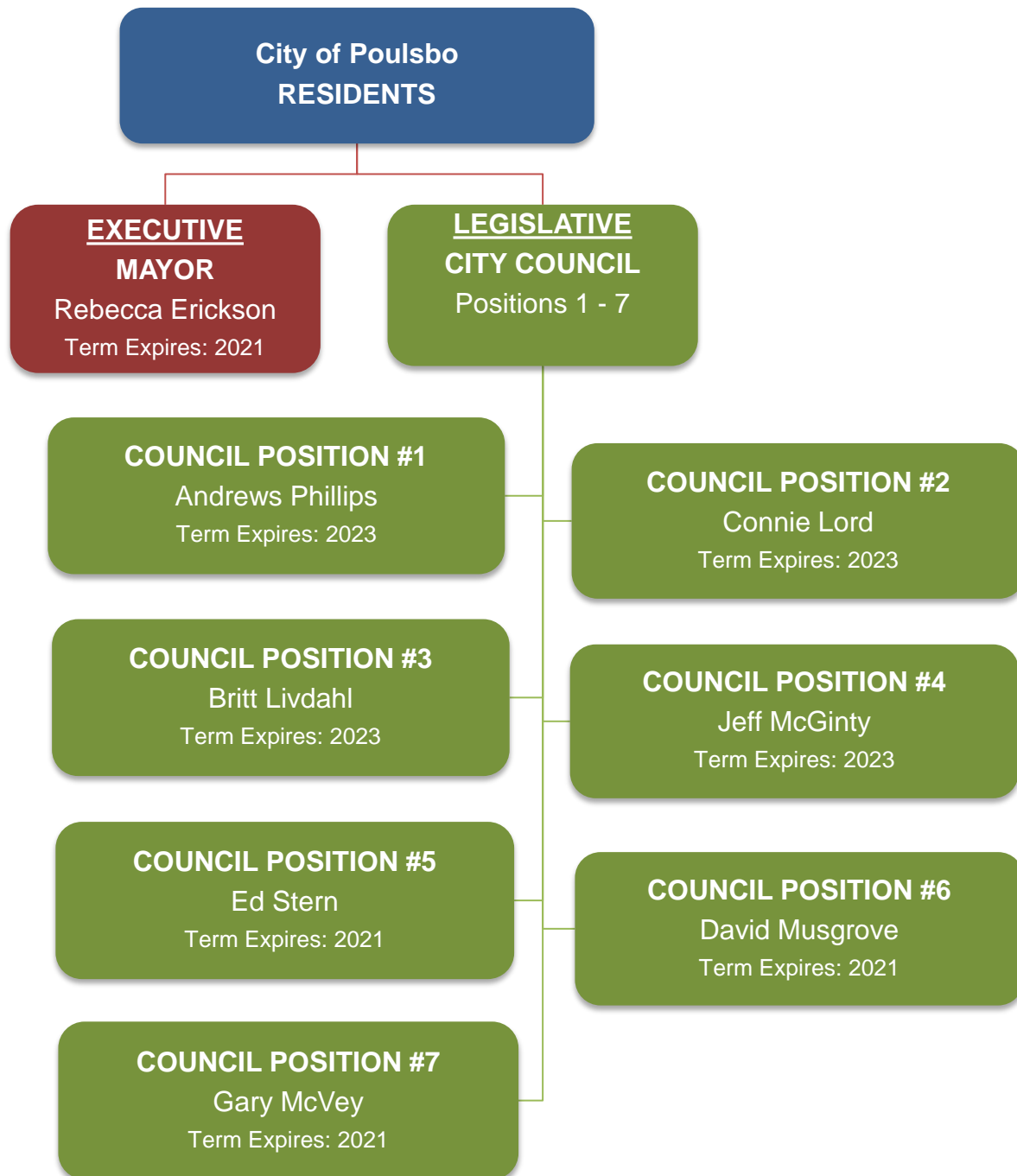
Legislative Department Budget (2018 - 2022)



Executive Department Budget (2018 - 2022)









THE ORGANIZATION OF THE LEGISLATIVE AND EXECUTIVE DEPARTMENTS



CITY COUNCIL COMMITTEES

In order to provide for the more efficient conduct of the City Council's business, the City Council Advisory Committees described below were created. Committee members serve a two-year term and elect a committee chair every six months.

	Community Services Committee:		
	Meets 2nd Wednesday of the month at 4:00pm		
	Councilmembers:	Britt Livdahl	Connie Lord Andrew Phillips
Considers matters related to the City's Park and Recreation Department, Poulsbo Library, and other community services and makes recommendations regarding Special Event permits; reviews use of the City's lodging tax revenue as recommended to City Council by the Lodging Tax Advisory Committee.			
	Economic Development Committee:		
	Meets 4th Wednesday of the month at 3:30pm		
	Councilmembers:	Britt Livdahl	Connie Lord David Musgrove
Considers matters relating to the City's Planning Department, business development, economic vitality and promotion of Poulsbo as a healthy city with a diverse business foundation.			
	Finance and Administration Committee:		
	Meets 1st and 3rd Wednesdays of the month at 5:00pm		
	Councilmembers:	Jeff McGinty	Gary McVey Ed Stern
Considers matters related to the City's Departments for Clerk, Finance, Human Resources, Information Services, along with city audits, personnel issues and salaries and wages.			
	Housing, Health, and Human Services Committee		
	Meets the 1st Wednesday of the month at 4:00pm		
	Councilmembers:	Britt Livdahl	Connie Lord David Musgrove
Considers matters related to the health and well being of Poulsbo residents, with an emphasis on affordable housing, public health, and behavioral health care issues (mental health, substance use disorders).			
	Public Safety and Legal Committee:		
	Meets 3rd Wednesday of the month at 4:00pm		
	Councilmembers:	Jeff McGinty	Andrew Phillips Ed Stern
Considers matters related to the City's Departments for Police, Municipal Court, Prosecutor and Risk Management, along with claims against the City, reports from the City Attorney, review of draft ordinances and other legal matters.			
	Public Works Committee:		
	Meets 2nd and 4th Wednesday of the month at 5:00pm		
	Councilmembers:	Britt Livdahl	Connie Lord David Musgrove
Considers matters related to the City's Departments for Engineering, Building and Public Works, along with facilities and utilities development, maintenance and repair and operations.			

City Council Liaison Assignments:

- **City/Suquamish Tribe Intergovernmental Committee:** Councilmembers Stern and McGinty
- **Historical Downtown Poulsbo Association:** Councilmember Lord
- **Kitsap Regional Coordinating Council (KRCC):** Councilmember Stern
- **Lodging Tax Advisory Committee:** Councilmember Stern

- | | |
|---------------------------------------|------------------------|
| • NKSD School Board: | Councilmember Phillips |
| • Port of Poulsbo: | Councilmember Musgrove |
| • Poulsbo Chamber of Commerce: | Councilmember Livdahl |
| • Poulsbo Historical Society: | Councilmember Lord |

LEGISLATIVE AND EXECUTIVE DEPARTMENTS

PROGRAM DESCRIPTIONS:

The Legislative and Executive Department budgets consist of those expenses incurred by the City's elected officials in the operation of the day-to-day business of the City.

The City Council has all the powers delegated by the State Constitution which are not specifically denied by state law. Poulsbo operates as a "Non-Charter" code city. The primary responsibility of the City Council is to act as elected representatives of the citizens of the City and to legislate and set policies for the effective and efficient functioning of City government. Powers are delegated by the State Constitution. To that end, City Council's goal is to be open and available to the citizens so that fair and equitable legislation will be adopted, and realistic policies approved. The City Council meetings are held at 7:00 PM on the first, second, and third Wednesdays of each month. Each of the seven Councilmembers also serve on committees providing liaisons to all City departments, boards, and various organizations throughout the City.

The Mayor is the Chief Executive and Administrative officer of the City who oversees all departments and employees and ensures applicable ordinances and regulations are enforced, and law and order are maintained in the City. The Mayor presides over all meetings of the City Council, reports to the City Council concerning financial and other needs of the City and makes recommendations for City Council consideration and action. The Mayor is the official and ceremonial head of the City.

During the budget process, the Mayor reviews the total financial program developed by the department heads and Finance Department and submits a proposed preliminary budget for City Council action.

Election costs are also accounted for in the Legislative budget. These costs vary from year to year depending on the number and size of elections.

STAFFING LEVEL:

The Executive Department consists of one full-time Mayor.

The Legislative Department City Council consists of seven council members.

2019-2020 PROGRAM ACCOMPLISHMENTS:

Executive

- Presented a balanced work program, created and implemented by city staff, for approval and adoption of the City Council. See legislative accomplishments.
- Achieved a balanced budget while supporting increased revenue flows and reduced taxes.
- Maintained public outreach through social media and weekly open office hours.
- Promoted private investment with increased housing starts with Mountain Aire, Antonson Place, Languanet, Westwood Crossing, Whitford Cottages, Crystal View, Poulsbo Meadows, Blue Heron and Caldart Heights subdivisions.
- Viking Avenue revitalization continued with increased sales taxes generated; Sumner RV, Integrity Roofing and Sound Brewery relocated, Olmsted Nursery and Fishline were newly constructed, along with the Arendahl Apartment construction on north Viking.
- Supported new commercial investment with Vibe Co-Works and the new 8th Avenue building.
- Supported and fostered an active commercial rental market with a vibrant downtown Poulsbo.
- Supported involvement with the Kitsap Public Facilities District and the creation of the Poulsbo Events and Recreation Center, securing initial funding for development.
- Employment recruitment of a new Chief of Police.
- Created and recruited the City Lobbyist position.

- Governor appointment to Legislative Task Force to establish protocols and usage of body cameras.
- Developed and implemented COVID recovery planning, including creation of the Summer Fair program for business stabilization and creating safe walking pathways with street improvement on Fjord.
- Economic Champion for 2019 Kitsap Economic Development Alliance.
- Involved regionally in Housing Kitsap to help promote affordable housing and established Affordable Housing Ad Hoc Committee.
- Worked with the SR-305 multi-jurisdictional team to create policy for improvements to the state highway, Johnson Road roundabout funded, and Noll Road corridor project started.
- Worked with multijurisdictional groups to clean Liberty Bay, restore commercial shellfish harvesting, and re-introduce native oyster populations.
- Held regional board positions for Kitsap Transit, Kitsap County Health District, CENCOM - Kitsap 911 (Board Chair 2020), Department of Emergency Management (Board Chair 2020), Kitsap Regional Coordinating Council (including Executive Committee), Puget Sound Regional Council (including Chair, Transportation Policy Board 2019-2020, Executive Committee, Operations Committee, and Project Selection Task Force), Housing Kitsap (Board Chair 2019) and the Kitsap Economic Development Alliance (Executive Committee and Board).
- Worked with community service organizations in support of domestic violence (DV) victims and extending a social safety net to our most needy; breaking ground for Morrow Manor (supportive housing for victims of DV); creation of the Nelson House in partnership with Coffee Oasis; and partnered with Kitsap Homes of Compassion to create supportive permanent housing.
- Created Behavioral Health Specialist Program with Kitsap County 1/10 of 1% Mental Health grant funding, hired three mental health specialists to work with the City's court and police department, and provided mental health services throughout Kitsap County.

Legislative

- Adopted the Welcoming and Inclusive City Reaffirmation Resolution
- Adopted the Plastic Bag Ban Ordinance
- Created the Council Housing, Health, and Human Services Committee
- Cemetery Ordinance Update
- Approved the PERC Feasibility Study
- Adopted Sales and Use Tax for Affordable and Supportive Housing
- Approved the Forest Rock Lane Preservation Project Acceptance
- Adopted the Cascade Natural Gas Franchise Agreement
- Adopted regulations for High Risk Secured Facilities
- Approved funding for the Small Business Development Center
- Approved the Finn Hill Road Project
- Approved the South Fork Dogfish Creek Restoration Project
- Continued review process of the Comprehensive Plan Update
- Continued extensive Intergovernmental Relationship work with Suquamish Tribe

2020 LEGISLATIVE ELECTIONS:

December 2019, Councilmember Gary McVey was sworn into office for the unfinished term of Council Position #7. January 2020, Councilmembers Connie Lord and Jeff McGinty were sworn into office after re-election to their respective Council Positions (#2 and #4). Councilmembers Andrew Phillips and Britt Livdahl were sworn into office after election into their respective Council Position (#1 and #3). Councilmember Gary McVey was sworn into office after election of the unfinished term of Council Position #7.

2021 LEGISLATIVE AND EXECUTIVE ELECTIONS:

At the end of 2021, the term for the Mayor and Councilmembers in Council Position #'s 5,6, and 7 will expire. The elections for these four positions will take place November 2021, with those elected being sworn-in in January 2022.

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-110-000-511-60	50000110	SALARIES	53,500	62,250	63,000	63,000	42,000	63,000	-	0.0%	63,000	-	0.0%	126,000
	50000117	INDIRECT SALARIES	(13,020)	(14,403)	(14,628)	(14,672)	(10,937)	(14,672)	-	0.0%	(14,672)	-	0.0%	(29,344)
	50000210	BENEFITS	4,178	4,863	5,002	5,152	3,333	5,025	(127)	-2.5%	5,056	31	0.6%	10,081
	50000217	INDIRECT BENEFITS	(1,038)	(1,125)	(1,161)	(1,189)	(887)	(1,189)	-	0.0%	(1,189)	-	0.0%	(2,378)
	50000310	OFFICE & OPERATING SUPPLY	206	97	723	665	13	665	-	0.0%	665	-	0.0%	1,330
	50000350	SMALL TOOLS & MINOR EQUIP	-	37	-	365	-	365	-	0.0%	365	-	0.0%	730
	50000410	PROFESSIONAL SERVICES	1,386	1,390	46,512	52,595	32,960	2,900	(49,695)	-94.5%	2,900	-	0.0%	5,800
	50000420	COMMUNICATION	22,204	22,355	23,093	23,786	17,718	24,000	214	0.9%	24,720	720	3.0%	48,720
	50000430	TRAVEL	5,408	5,295	5,440	7,395	223	7,395	-	0.0%	7,395	-	0.0%	14,790
	50000490	MISCELLANEOUS	275	499	11,278	11,390	8,099	11,390	-	0.0%	11,390	-	0.0%	22,780
	50000491	DUES & SUBSCRIPTIONS	29,454	31,619	32,461	34,366	26,644	23,166	(11,200)	-32.6%	23,166	-	0.0%	46,332
	50000492	TRAINING	3,296	3,520	2,763	6,615	381	6,615	-	0.0%	6,615	-	0.0%	13,230
	50000497	INDIRECT MISCELLANEOUS	(22,618)	(20,522)	(35,828)	(32,157)	(28,946)	(32,157)	-	0.0%	(32,157)	-	0.0%	(64,314)
001-110-000-511-30	50000411	ADVERTISING	597	404	321	778	710	778	-	0.0%	778	-	0.0%	1,556
		TOTAL LEGISLATIVE	83,828	96,278	138,975	158,089	91,313	97,281	(60,808)	-38.5%	98,032	751	0.8%	195,313
001-110-000-514-40	50000495	INTRGOV PROF SVCS-ELECTION	4,658	-	6,933	-	-	10,000	10,000	0.0%	-	(10,000)	-100.0%	10,000
001-110-000-514-90	50000495	INTRGOV PROF SVCS-VOTER REGS	18,071	23,478	24,789	28,740	-	26,000	(2,740)	-9.5%	27,000	1,000	3.8%	53,000
		TOTAL ELECTION SERVICES	22,728	23,478	31,722	28,740	-	36,000	7,260	25.3%	27,000	(9,000)	-25.0%	63,000
		TOTAL LEGISLATIVE DEPARTMENT:	106,556	119,755	170,698	186,829	91,313	133,281	(53,548)	-28.7%	125,032	(8,249)	-6.2%	258,313
001-130-000-513-10	50000110	SALARIES	74,678	76,172	98,373	101,324	71,771	103,857	2,533	2.5%	106,453	2,596	2.5%	210,310
	50000117	INDIRECT SALARIES	(19,617)	(25,316)	(28,627)	(29,283)	(21,279)	(29,283)	-	0.0%	(29,283)	-	0.0%	(58,566)
	50000130	CASUAL LABOR	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000210	BENEFITS	33,447	34,421	40,088	41,074	29,003	42,529	1,455	3.5%	45,211	2,682	6.3%	87,740
	50000217	INDIRECT BENEFITS	(8,768)	(11,440)	(11,666)	(12,105)	(8,797)	(12,105)	-	0.0%	(12,105)	-	0.0%	(24,210)
	50000229	TAXABLE BENEFIT	-	-	-	600	-	600	-	0.0%	600	-	0.0%	1,200
	50000310	OFFICE & OPERATING SUPPLY	64	90	-	450	658	450	-	0.0%	450	-	0.0%	900
	50000350	SMALL TOOLS & MINOR EQUIP	389	1,927	83	250	1,565	250	-	0.0%	250	-	0.0%	500
	50000410	PROFESSIONAL SERVICES	22,000	20,000	930	10,000	3,888	10,000	-	0.0%	10,000	-	0.0%	20,000
	50000411	ADVERTISING	555	625	937	2,000	-	2,000	-	0.0%	2,000	-	0.0%	4,000
	50000420	COMMUNICATION	691	609	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000421	POSTAGE	13	6	4	200	3	200	-	0.0%	200	-	0.0%	400
	50000430	TRAVEL	882	1,758	1,129	3,000	147	3,000	-	0.0%	3,000	-	0.0%	6,000
	50000439	TRAVEL-TAXABLE	6,067	6,151	6,000	6,200	4,250	6,200	-	0.0%	6,200	-	0.0%	12,400
	50000490	MISCELLANEOUS	3,063	4,519	12,062	6,500	346	6,500	-	0.0%	6,500	-	0.0%	13,000
	50000491	DUES & SUBSCRIPTIONS	1,056	1,158	779	800	-	800	-	0.0%	800	-	0.0%	1,600
	50000492	TRAINING	752	874	551	1,000	104	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000497	INDIRECT MISCELLANEOUS	(14,681)	(7,606)	(6,540)	(9,273)	(11,802)	(9,273)	-	0.0%	(9,273)	-	0.0%	(18,546)
		TOTAL EXECUTIVE	100,591	103,948	114,103	122,737	69,857	126,725	3,988	3.2%	132,003	5,278	4.2%	258,728

ADMINISTRATIVE SERVICES

City Clerk Personnel Information Services Risk Management / City Prosecutor

CHIEF EXECUTIVE OFFICER (Mayor)

1 FTE

Official and Ceremonial Head of City
Over all departments and all employees
Enforcement of all Ordinances and regulations
Presides over all City Council Meetings

City Clerk (City Clerk) 2 FTE

Council Support

Records Management

Business Licensing

City Hall Room Rental

Public Records Requests

Personnel (Human Resources Manager) 1 FTE

Employee Recruitment

Benefits, Compensation and Training Coordination

Labor relations

Labor and Industries Liaison

Information Services (Information Technology Manager) 2 FTE

Information services

Hardware and Software Management

Wide Area Network

Risk Management/ City Prosecutor (Risk Manager/City Prosecutor) 2 FTE

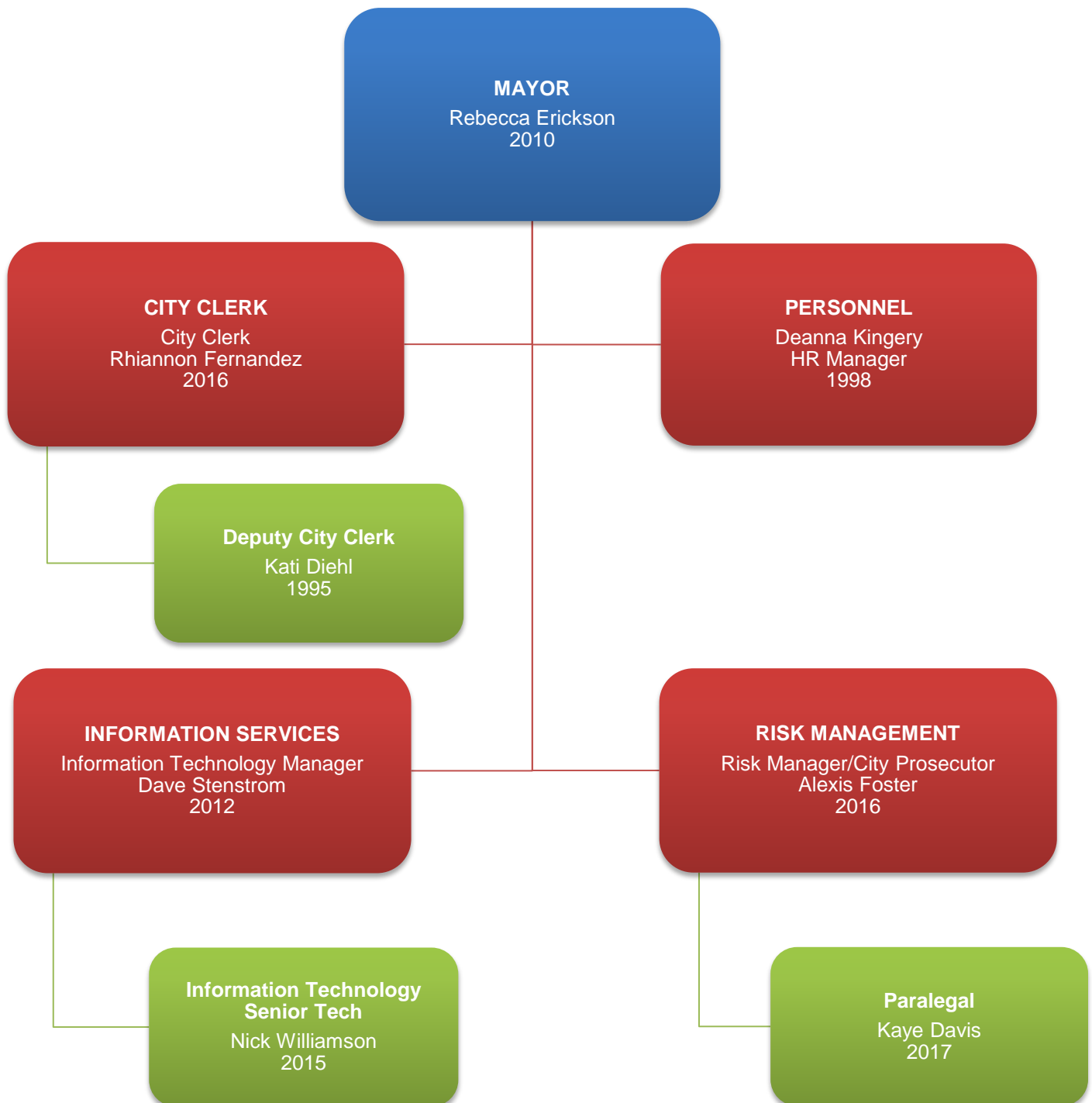
Assessment of Risk Exposure

WCIA Delegate

Prosecute infractions, misdemeanors and gross misdemeanors

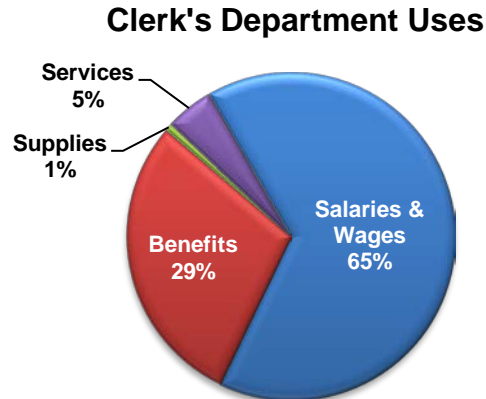
Contracts

THE ORGANIZATION OF ADMINISTRATIVE SERVICES

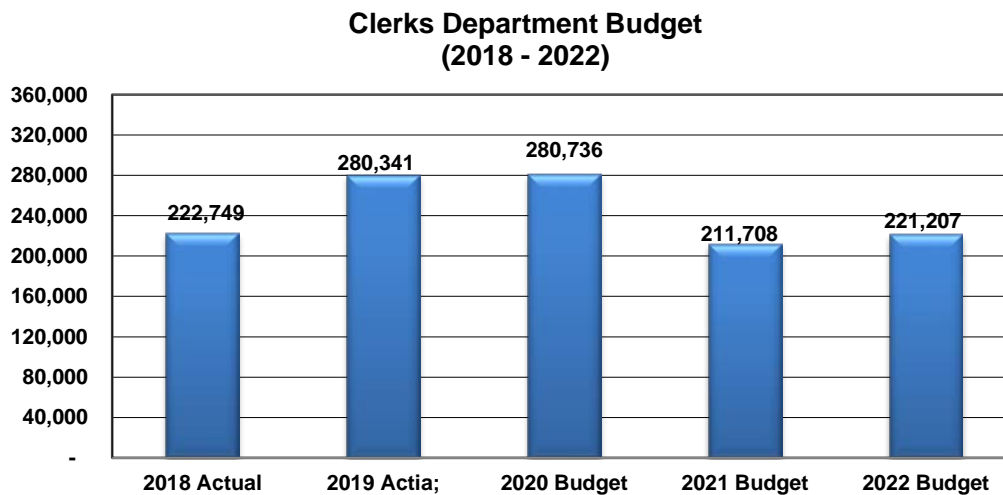


ADMINISTRATIVE SERVICES **CLERK'S DEPARTMENT**

Mission Statement: *We, the members of the Clerk's Department, are committed to rendering neutral, impartial, considerate and equal service to all citizens as well as recording the truth and preserving all records entrusted to us.*



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
CLERKS						
SALARIES	143,005	163,146	182,106	139,506	143,811	283,317
BENEFITS	70,596	80,942	86,872	60,444	65,638	126,082
SUPPLIES	8,429	349	1,650	1,650	1,650	3,300
OTHER SERVICES & CHARGES	720	35,904	10,108	10,108	10,108	20,216
TOTAL CLERKS	222,749	280,341	280,736	211,708	221,207	432,915



CLERKS DEPARTMENT

PROGRAM DESCRIPTION:

The Clerk's Department is the main information center for city government. In addition to providing information, the department maintains and updates the Poulsbo Municipal Code; has responsibility for all ordinances, resolutions, proclamations, and policies; provides records maintenance and retention for most City departments; and responsible for public records requests.

Staff responsibilities include:

- Providing support to the Mayor and City Council
- Preparing City Council agendas; and electronic agenda packets for placement on the City's web site
- Attending meetings, recording, and transcribing Council meetings, Finance/Administration Committee meetings, special meetings, retreats, and workshop minutes
- Coordinating with Bremerton Kitsap Access Television for the televising of Council meetings
- Issuing and reviewing business, occupational licenses; and issuing miscellaneous licenses and permits
- Processing ordinances, resolutions, and contracts/agreements
- Processing real property documents and lawsuits
- Telephone answering; and city mail processing and distribution
- Manage and oversee municipal website; and managing information for the Executive, Legislative and Clerk Department portions of the City's web page
- Create and publish monthly City E-newsletter
- Coordinating special events applications and city services requested
- Handling City Hall meeting room rentals and reservations
- Coordinating and processing public records requests
- Records retention instruction, storage, microfilming, access, and notary services

STAFFING LEVEL:

The Clerk's Department consists of 2 full-time equivalent (FTE) positions. One full-time City Clerk, and one full-time Deputy City Clerk.

The Office Clerk 1 position was newly approved beginning in 2018 as a New Program Request. This position recognized the functions necessary to fulfill the needs of the department: focusing on records management initiatives along with support of the increasing workload due to the growing number of customers, public records requests, and administrative support to the Mayor. However, the Office Clerk 1 was removed in October 2020 in the Voluntary Separation Program which was utilized to reduce expenditures in response to reduced revenues resulting from the coronavirus pandemic.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Awarded and managed \$45,000 records management grant to digitize building department records in the city's archives.
- Laserfiche implemented with Clerks Office records scanned and stored in the software.
- Laserfiche web portal implemented and live on City's website.
- Automated the business license approval process with Laserfiche workflow.
- Added Municipal Court as a user of Laserfiche and created document import workflows for the department.
- Provided support to the Police Department with their public records requests.
- Updated the Special Event Ordinance and created a new application and guide for applicants.
- Supported Municipal Court by processing 50% of the intake of passports and scheduling all passport appointments.
- Supported IT and HR with processing their account payables.
- Implemented DocuSign for electronic signatures in response to COVID-19 and the Governor's Stay Home, Stay Healthy order.
- The City Clerk and Deputy City Clerk participated in the City's Emergency Operations Center and partnered with the Kitsap County Joint Information Center in response to COVID-19.

- Implemented the Summer Fair permit approval process.

PROGRAM USES:

In 2019, a New Program Request was requested for one-time expenditure to digitize the City's archives. A Washington State Archives grant was awarded to the City for \$45,000, which covered half of the cost of the digitization project. The Clerk's Office is almost complete in reviewing the scans to mass upload the building permit files into Laserfiche and the document web portal.

In 2021-2022, with the reduction of 1 FTE, the department's focus will be on its core function.

CLERKS DEPARTMENT WORKLOAD MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
ADMINISTRATIVE SERVICES					
Active Business Licenses	1,944	1,814	1,770	1,800	1,850
City Hall Conference Room Reservations	800	972	550	600	800
Complaints Received	147	119	110	115	120
E-Newsletters Distributed	6,210	9,727	10,305	10,900	11,500
Notary Revenue	1,095	1,155	220	600	1,000
Signatures Notarized	141	244	157	200	250
Web Page Updates	185	200	330	215	230
LEGISLATIVE SUPPORT SERVICES					
Council Meetings Staffed	40	34	36	38	38
Finance Committee Meetings Staffed	27	24	32	24	24
Ordinances Processed	23	22	20	20	20
Pages of Meeting Minutes Processed	342	303	331	325	325
Pages of Ordinances Codified	254	278	250	260	270
Resolutions Processed	25	14	24	26	28
RECORDS MANAGEMENT					
Archives - Record Retrievals	60	13	12	10	5
Archives - Total Boxes Received & Transferred	75	49	50	35	30
Total Destruction Logs Received	43	247	165	180	200
Boxes Destroyed/Non-Boxed Items/E-records	38/5/3	48/199/5	49/60/1	50/80/10	50/70/20
Boxes Transferred to Reg Archivist	15	22	0	5	15
Public Records Requests	275	709	650	675	700

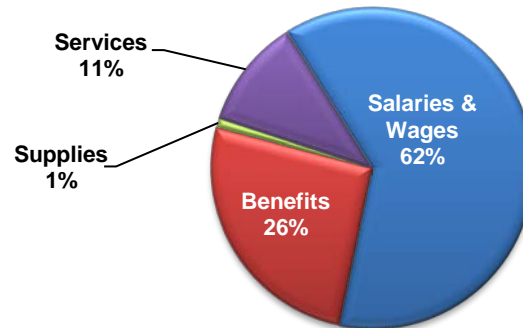
Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-143-000-514-21	50000110	SALARIES	106,544	145,479	169,060	180,748	125,850	138,173	(42,575)	-23.6%	141,730	3,557	2.6%	279,903
	50000117	INDIRECT SALARIES	(34,752)	(33,480)	(38,792)	(38,284)	(28,617)	(38,284)	-	0.0%	(38,284)	-	0.0%	(76,568)
	50000120	OVERTIME	400	324	529	1,000		1,000	-	0.0%	1,000	-	0.0%	2,000
	50000130	CASUAL LABOR	2,895	160	-	3,100		3,100	-	0.0%	3,100	-	0.0%	6,200
	50000210	BENEFITS	48,989	71,491	83,701	88,340	61,573	60,782	(27,558)	-31.2%	64,745	3,963	6.5%	125,527
	50000215	BENEFITS/CAS LAB & OT	-	-	-	663		663	-	0.0%	663	-	0.0%	1,326
	50000217	INDIRECT BENEFITS	(17,262)	(16,398)	(19,146)	(19,594)	(14,646)	(19,594)	-	0.0%	(19,594)	-	0.0%	(39,188)
	50000310	OFFICE & OPERATING SUPPLY	742	640	179	1,200	306	1,200	-	0.0%	1,200	-	0.0%	2,400
	50000350	SMALL TOOLS & MINOR EQUIP	1,292	1,961	170	450	1,281	450	-	0.0%	450	-	0.0%	900
	50000410	PROFESSIONAL SERVICES	3,933	5,778	41,994	7,551	5,394	7,551	-	0.0%	7,551	-	0.0%	15,102
	50000421	POSTAGE	395	127	196	500	287	500	-	0.0%	500	-	0.0%	1,000
	50000430	TRAVEL	867	836	2,535	2,600	66	2,600	-	0.0%	2,600	-	0.0%	5,200
	50000480	REPAIRS & MAINTENANCE	-	-	-	85		85	-	0.0%	85	-	0.0%	170
	50000490	MISCELLANEOUS	10	90		200		200	-	0.0%	200	-	0.0%	400
	50000491	DUES & SUBSCRIPTIONS	535	884	862	725	815	725	-	0.0%	725	-	0.0%	1,450
	50000492	TRAINING	955	1,390	865	2,467	150	2,467	-	0.0%	2,467	-	0.0%	4,934
	50000493	PRINTING & DUPLICATION	-	-	-	-		-	-	0.0%	-	-	0.0%	-
	50000497	INDIRECT MISCELLANEOUS	(4,484)	(2,685)	(10,752)	(4,675)	(6,086)	(4,675)	-	0.0%	(4,675)	-	0.0%	(9,350)
		TOTAL CLERKS - ADMIN	111,060	176,595	231,402	227,076	146,372	156,943	(70,133)	-30.9%	164,463	7,520	9.1%	321,406
001-143-000-514-30	50000490	MISCELLANEOUS	311	79	204	455	448	455	-	0.0%	455	-	0.0%	910
		TOTAL CLERKS - RECORDING	311	79	204	455	448	455	-	0.0%	455	-	0.0%	910
001-143-000-514-81	50000110	SALARIES	28,819	30,375	32,348	35,542	23,391	35,517	(25)	-0.1%	36,265	748	2.1%	71,782
	50000120	OVERTIME	400	147		-		-	-	0.0%	-	-	0.0%	-
	50000210	BENEFITS	14,999	15,503	16,386	17,463	12,037	18,593	1,130	6.5%	19,824	1,231	6.6%	38,417
	50000310	OFFICE & OPERATING SUPPLY	-	50		-	17	-	-	0.0%	-	-	0.0%	-
	50000410	PROFESSIONAL SERVICES	-	-		200		200	-	0.0%	200	-	0.0%	400
		TOTAL CLERKS - LICENSING	44,218	46,074	48,735	53,205	35,445	54,310	1,105	2.1%	56,289	1,979	8.7%	110,599
		TOTAL CLERKS DEPARTMENT:	155,589	222,749	280,341	280,736	182,265	211,708	(69,028)	-24.6%	221,207	9,499	17.8%	432,915

PERSONNEL DEPARTMENT

Mission Statement:

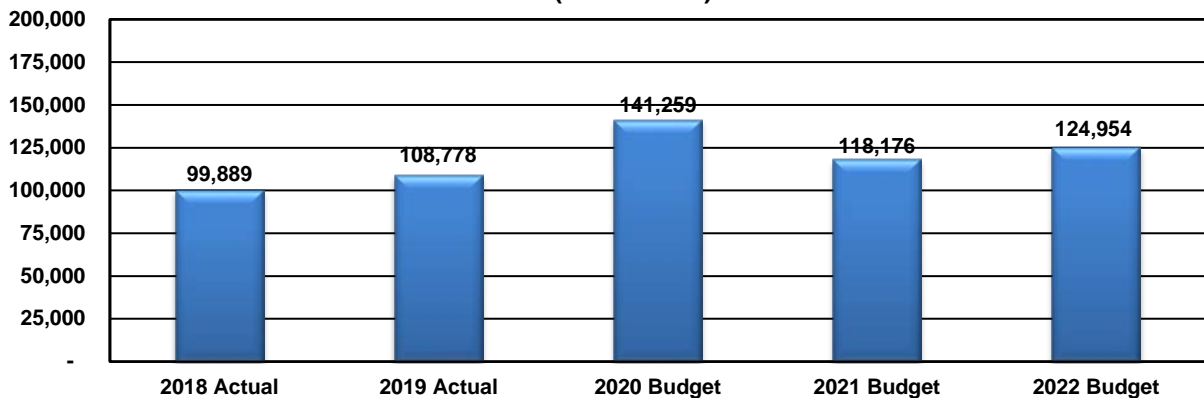
The Personnel Section serves the interests of the City by supporting, developing, and protecting its most valuable resource-people. Personnel will provide guidance in the development, implementation, and equitable administration of policies and procedures, thus fostering a positive work environment.

Personnel Department Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
PERSONNEL						
SALARIES	64,103	67,056	70,295	73,674	77,503	151,177
BENEFITS	25,445	27,045	28,141	29,849	32,798	62,647
SUPPLIES	433	358	1,250	1,200	1,200	2,400
OTHER SERVICES & CHARGES	9,907	14,319	41,573	13,453	13,453	26,906
TOTAL PERSONNEL	99,889	108,778	141,259	118,176	124,954	243,130

Personnel Department Budget (2018 - 2022)



PERSONNEL DEPARTMENT

PROGRAM DESCRIPTION:

The Personnel Department coordinates services and programs which assist City departments in developing and maintaining a qualified, effective and diverse workforce and provides employment-related services to the City's employees and to job applicants.

Functions include:

- Employee recruitment, testing, and selection
- Classification and compensation, including development and maintenance of job descriptions and compensation plans
- Benefits coordination, including administration of the employee health insurance and retirement benefit programs
- Employee relations, including labor negotiations and dispute resolution
- Employee development, including coordination of the City-wide employee training requirements
- Civil Service Secretary/Examiner
- Labor and Industries Coordinator
- Equal Employment Opportunity, including the investigation of harassment and discrimination complaints

STAFFING LEVEL:

The Personnel Department consists of 1 FTE position, Human Resources Manager.

2019-2020 PROGRAM ACCOMPLISHMENTS:

Assisted the following departments with filling open positions:

- **Finance:** Accounting Manager, Accounting Clerk, Accounting Technician, Senior Budget Accountant
- **Planning:** Administrative Assistant
- **Police:** Police Chief, Police Officers (4)
- **Public Works:** Maintenance Technician, Mechanic Assistant

2021-2022 PROGRAM USES:

The budget includes costs associated with the hiring of personnel, including police civil service costs. Some training for City employees is partially paid out of this budget. To stay current with the legal mandates for hiring, maintaining, disciplining, and terminating employees, the Human Resources Manager attends the Association of Washington Cities (AWC) Labor Relations Institute and other pertinent personnel-related seminars.

PERSONNEL DEPARTMENT PERFORMANCE MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of approved L&I claims	13	9	8	6	6

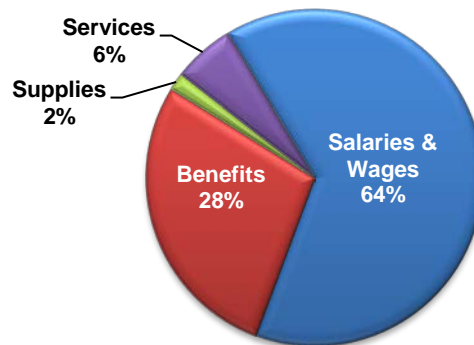
Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-186-000-518-10	50000110	SALARIES	92,112	95,284	99,097	102,071	69,519	105,780	3,709	3.6%	109,609	3,829	3.6%	215,389
	50000117	INDIRECT SALARIES	(30,294)	(31,911)	(32,042)	(32,776)	(23,817)	(32,776)	-	0.0%	(32,776)	-	0.0%	(65,552)
	50000130	CASUAL LABOR	53	730	-	1,000		670	(330)	-33.0%	670	-	0.0%	1,340
	50000210	BENEFITS	36,620	38,111	39,968	41,585	28,346	43,293	1,708	4.1%	46,242	2,949	6.8%	89,535
	50000215	BENEFITS/CAS LAB & OT	-	-		170		170	-	0.0%	170	-	0.0%	340
	50000217	INDIRECT BENEFITS	(12,097)	(12,667)	(12,923)	(13,614)	(9,893)	(13,614)	-	0.0%	(13,614)	-	0.0%	(27,228)
	50000310	OFFICE & OPERATING SUPPLY	373	433	358	750	375	700	(50)	-6.7%	700	-	0.0%	1,400
	50000350	SMALL TOOLS & MINOR EQUIP	-	-		500	164	500	-	0.0%	500	-	0.0%	1,000
	50000410	PROFESSIONAL SERVICES	13,417	11,538	17,448	43,600	20,067	15,100	(28,500)	-65.4%	15,100	-	0.0%	30,200
	50000411	ADVERTISING	885	1,585	1,635	1,500	45	1,500	-	0.0%	1,500	-	0.0%	3,000
	50000421	POSTAGE	36	26	31	120	10	50	(70)	-58.3%	50	-	0.0%	100
	50000430	TRAVEL	1,913	356	509	2,000	3,565	2,250	250	12.5%	2,250	-	0.0%	4,500
	50000490	MISCELLANEOUS	223	854	490	1,016		1,016	-	0.0%	1,016	-	0.0%	2,032
	50000491	DUES & SUBSCRIPTIONS	200	350	225	200		225	25	12.5%	225	-	0.0%	450
	50000492	TRAINING	1,027	345	994	850	110	1,025	175	20.6%	1,025	-	0.0%	2,050
	50000497	INDIRECT MISCELLANEOUS	(7,343)	(5,147)	(7,013)	(7,713)	(6,589)	(7,713)	-	0.0%	(7,713)	-	0.0%	(15,426)
		TOTAL PERSONNEL	97,125	99,889	108,778	141,259	81,902	118,176	(23,083)	-16.3%	124,954	6,778	5.7%	243,130

INFORMATION SERVICES DEPARTMENT

Mission Statement:

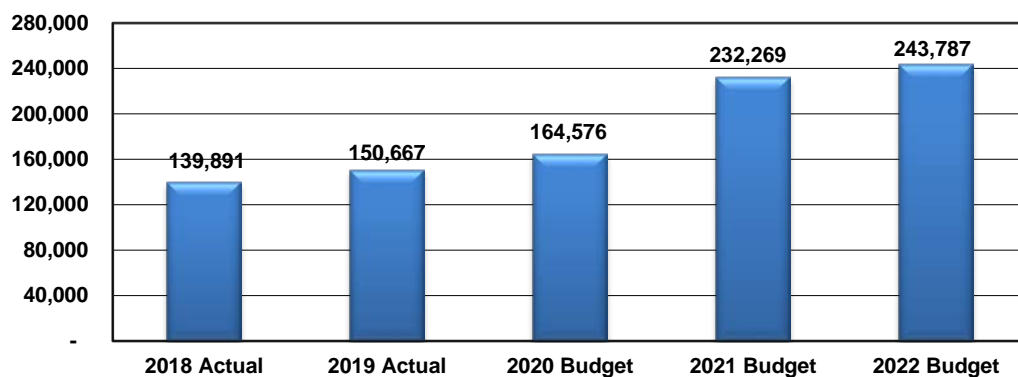
The Information Services Department is committed to providing a stable computing environment, reliable and responsive information technology support services, technological leadership, and vision in support of the City's business requirements.

Information Services Department Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
INFORMATION SERVICES						
SALARIES	95,326	100,127	103,992	150,059	156,032	306,091
BENEFITS	38,025	41,528	42,554	64,180	69,725	133,905
SUPPLIES	9,049	8,693	4,000	4,000	4,000	8,000
OTHER SERVICES & CHARGES	(2,509)	319	14,030	14,030	14,030	28,060
TOTAL INFORMATION SVCS	139,891	150,667	164,576	232,269	243,787	476,056

Information Services Department Budget (2018 - 2022)



INFORMATION SERVICES DEPARTMENT

PROGRAM DESCRIPTION:

The Information Services (IS) Department selects, implements, maintains, and supports all things technology related including:

- Telephone systems
- Software and database systems
- Website
- Network security
- Computers and server systems
- Wired and wireless network infrastructure
- Security cameras

Staff responsibilities include:

- Delivering timely and effective responses to customer requirements and requests
- Providing vision, leadership, and a framework for evaluating emerging technologies and implementing proven information technology solutions
- Providing citizens, the business community, and City staff with convenient access to appropriate information and services through technology
- Developing and maintaining technically skilled staff that will be competent in current and emerging information technology so they can employ modern technologies to maximize benefits
- Providing a reliable communication and secure computer infrastructure on which to efficiently conduct City business operations today and in the future
- Increasing electronic communications internally and externally to promote a paperless environment
- Control City Hall building security, lights, and climate control

The program budgeted herein recognizes and addresses the importance of the Information Services Department to meet the ever-increasing citizen expectation for a more open and digitally accessible government, and to meet the objectives of all departments, boards and committees.

STAFFING LEVEL:

The IT Department consists of 2 FTE positions; one full-time Manager and one full-time Senior Technician that also supports the telemetry program for the water and sewer system. The telemetry function needs technology support as the program is computer based. The IS Department carries a time and materials agreement with Right! Systems Inc to augment the City's IS Department and to provide additional services including network and phone assistance.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Installed secure wireless network in City Hall to be used with new door locks
- Implemented 2 new Domain Controllers and CJIS server
- In processes of replacing all network switches/routers throughout city wide Local Area Network
- Implemented RingCentral realizing high cost savings. Includes built in video/audio conferencing
- Purchased and replaced computers for City Council members
- Completed implementation of Windows 10 on all City computers
- Implemented Microsoft SharePoint/OneDrive as phase 2 of MS Office 365 rollout
- Replaced Anti-Virus Guard (AVG) virus protection
- KPUD fiber internet to 1gb
- Implemented KnowBe4 online security training/monitoring.
- Implemented Active Directory Audit Plus to monitor and log all activities in Active Directory

- Identified/contracted a new server maintenance option that provides better service for a lower price allowing us to delay the purchasing of two new File Servers until 2023. This also includes real time hardware monitoring for early alerts of failing hardware

2021-2022 WORK PLAN:

- Implement Dual-Factor authentication for computer access city-wide
- Install security camera in elevator
- Update aging audio/video (A/V) equipment used for recording City Council meetings and other events in Council Chambers
- No major Capital projects planned for 2021-2022 Budget cycle

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-188-000-518-81	50000110	SALARIES	123,671	132,150	139,847	147,570	103,187	193,637	46,067	31.2%	199,610	5,973	3.1%	393,247
	50000117	INDIRECT SALARIES	(38,535)	(36,824)	(39,720)	(43,578)	(32,130)	(43,578)	-	0.0%	(43,578)	-	0.0%	(87,156)
	50000130	CASUAL LABOR	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000210	BENEFITS	52,018	54,859	58,112	61,222	42,254	82,848	21,626	35.3%	88,393	5,545	6.7%	171,241
	50000215	BENEFITS/CAS LAB & OT	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000217	INDIRECT BENEFITS	(16,026)	(16,834)	(16,584)	(18,668)	(13,764)	(18,668)	-	0.0%	(18,668)	-	0.0%	(37,336)
	50000310	OFFICE & OPERATING SUPPLY	-	1,376	175	500	360	500	-	0.0%	500	-	0.0%	1,000
	50000350	SMALL TOOLS & MINOR EQUIP	7,112	7,673	8,518	3,500	4,068	3,500	-	0.0%	3,500	-	0.0%	7,000
	50000410	PROFESSIONAL SERVICES	7,209	1,570	905	10,000	592	10,000	-	0.0%	10,000	-	0.0%	20,000
	50000420	COMMUNICATION	-	-	-	750	-	750	-	0.0%	750	-	0.0%	1,500
	50000421	POSTAGE	-	-	25	-	22	-	-	0.0%	-	-	0.0%	-
	50000430	TRAVEL	-	40	-	200	-	200	-	0.0%	200	-	0.0%	400
	50000480	REPAIRS & MAINTENANCE	330	439	98	2,700	-	2,700	-	0.0%	2,700	-	0.0%	5,400
	50000490	MISCELLANEOUS	125	150	254	2,000	-	2,000	-	0.0%	2,000	-	0.0%	4,000
	50000491	DUES & SUBSCRIPTIONS	514	65	923	3,000	1,061	3,000	-	0.0%	3,000	-	0.0%	6,000
	50000492	TRAINING	-	3,259	1,979	3,599	-	3,599	-	0.0%	3,599	-	0.0%	7,198
	50000497	INDIRECT MISCELLANEOUS	(7,652)	(8,033)	(3,865)	(8,219)	(8,366)	(8,219)	-	0.0%	(8,219)	-	0.0%	(16,438)
TOTAL INFORMATION SERVICES			128,766	139,891	150,667	164,576	97,284	232,269	67,693	41.1%	243,787	11,518	5.0%	476,056

RISK MANAGEMENT AND CITY PROSECUTOR DEPARTMENTS

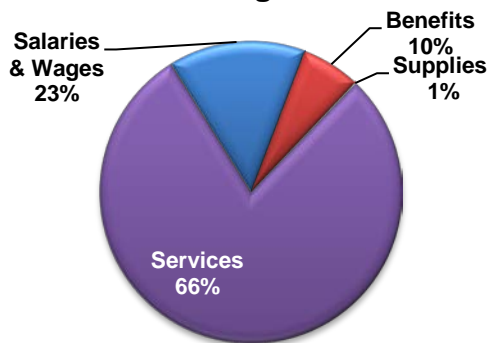
Risk Management Mission Statement:

The mission of the Risk Management Department is to protect the City of Poulsbo's assets and resources and to collaborate with staff to help them meet their goals thereby minimizing the probability, occurrence and impact of losses to the City of Poulsbo.

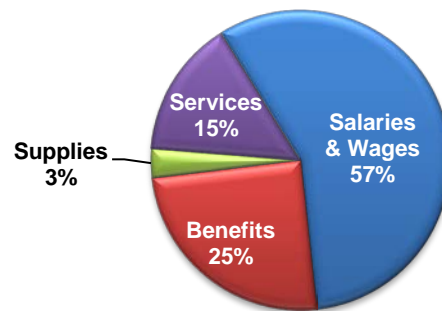
City Prosecutor Mission Statement:

The mission of the City Prosecutor is to ethically, effectively and justly prosecute all adult misdemeanor and infraction violations of state and local laws occurring within the City; protect the rights of crime victims and create and preserve an environment of safety and security for the citizens of Poulsbo.

Risk Management Uses



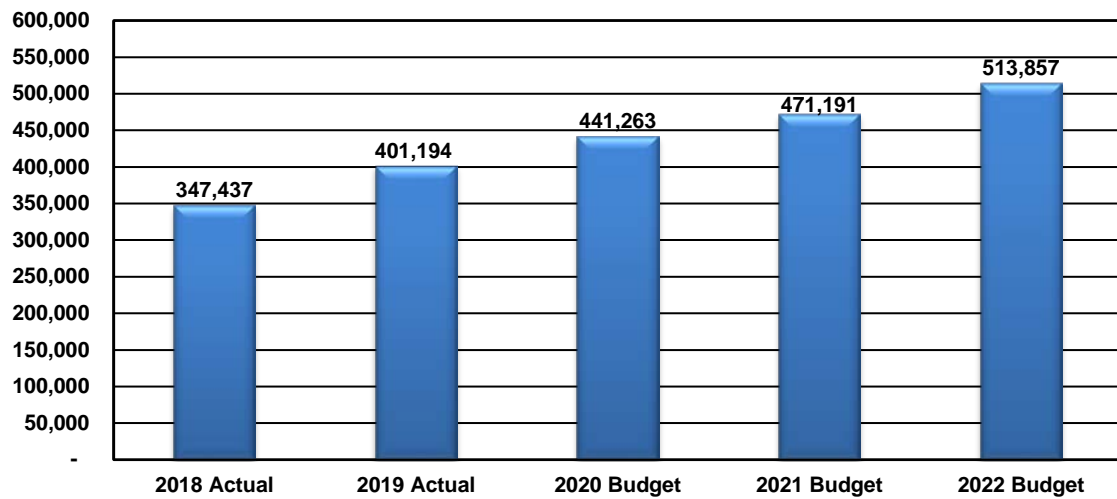
City Prosecutor Uses



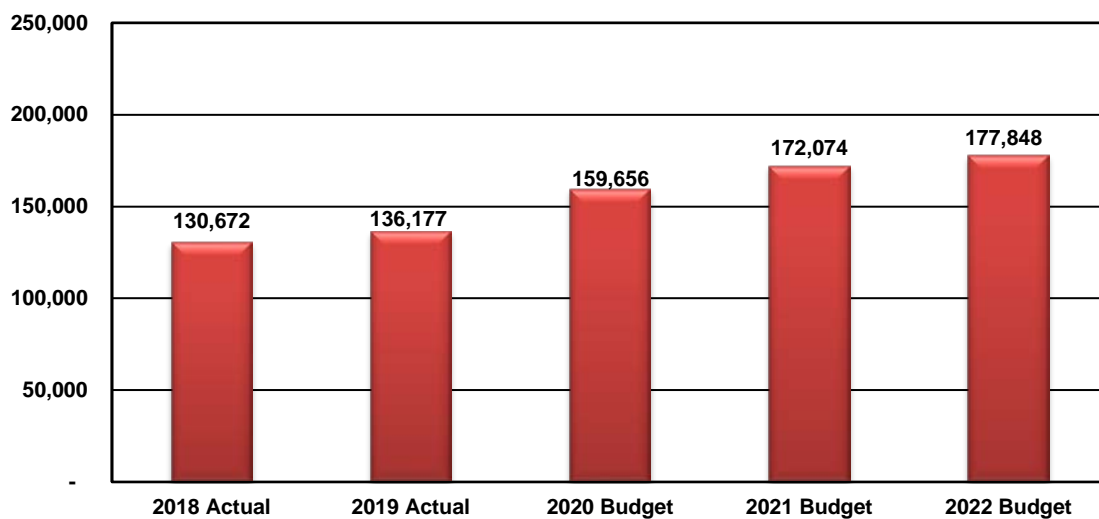
ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
RISK MANAGEMENT						
SALARIES	52,631	56,879	61,442	70,708	73,707	144,415
BENEFITS	23,081	24,857	26,331	29,483	32,258	61,741
SUPPLIES	1,880	792	876	876	876	1,752
OTHER SERVICES & CHARGES	269,844	318,665	352,614	370,124	407,016	777,140
TOTAL RISK MANAGEMENT	347,437	401,194	441,263	471,191	513,857	985,048

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
PROSECUTOR						
SALARIES	78,830	84,058	89,246	98,512	101,511	200,023
BENEFITS	34,570	36,735	38,910	42,062	44,837	86,899
SUPPLIES	2,741	3,310	6,500	5,500	5,500	11,000
OTHER SERVICES & CHARGES	14,530	12,074	25,000	26,000	26,000	52,000
TOTAL PROSECUTOR	130,672	136,177	159,656	172,074	177,848	349,922

**Risk Management Department Budget
(2018 - 2022)**



**City Prosecutor Department Budget
(2018 - 2022)**



RISK MANAGEMENT DEPARTMENT

PROGRAM DESCRIPTION:

The Risk Management Department serves to identify, manage, and minimize the probability, occurrence, and impact of losses to the City.

Risk Management Functions include:

- Identify and quantify areas of risk to the City
- Implement safety programs and provide training to reduce or eliminate risks to the City
- Investigate, submit, and coordinate tort claims and claim management, both against the City and on the City's behalf as the claimant
- Provide litigation management
- Plan, organize and manage the City's insured programs for municipal, automotive, property and liability claims
- Serve as the City delegate to the Washington Cities Insurance Authority (WCIA)
- Assist City departments in minimizing the probability, occurrence and impact of loss to the City
- Manage updates to the PMC to ensure consistency, including drafting and/or assisting with creation of ordinances
- Review City contracts and assist with ensuring contract compliance
- Serve as American with Disabilities Act coordinator
- Assist with special projects, as requested

The budget includes costs associated with training, travel and dues to ensure compliance with WCIA delegate responsibilities and to stay current on legal requirements and best practices for City operations.

This budget also includes expenditures related to liability and property insurance costs. Government functions are charged to the General Fund. Amounts related to the utility funds are charged directly to those funds.

STAFFING LEVEL:

The Risk Management/City Prosecutor Department was created in 2015 and until 2017 was staffed by one full-time Risk Manager/City Prosecutor and one 0.5 FTE support staff person.

A New Program Request was approved authorizing for the hire of 1 FTE Paralegal in 2017. This full-time Paralegal allows the department to provide the required level of service necessary both internally and externally due to ever increasing workloads. The previous 0.5 FTE providing this support was shared by the Police department and has returned to their department full-time.

The Department is renewing its New Program Request from the previous biennial budget for a new position of Assistant City Prosecutor. The renewal of this request is based upon the critical issues facing both departments as described below.

2018-2020 PROGRAM ACCOMPLISHMENTS:

Risk Management

- City completed all 2018 and 2019 WCIA COMPACT requirements, including successful completion of risk audits.
- Continued review and adjustment of process for handling, tracking, and maintaining incoming tort claims and litigation
- Successfully managed claims and pending litigation filed against the City, including coordination with appointed counsel, staff and WCIA claims adjusters.
- Identified and managed any potential claims and suits against the City advising key personnel.
- Made additional progress towards ongoing PMC review project
- Trained all City employees and Elected Officials to ensure City compliance with the Open Government Trainings Act
- Increased participation in loss reduction programming throughout the City
- Increased City's usage of available trainings and services offered by WCIA
- Served on the City's Emergency Management Team upon activation as a result of the COVID-19

- pandemic
- Worked with the Mayor and other City Departments drafting risk mitigation and emergency management plans, including those specific to the COVID-19 pandemic.

2021-2022 WORK PLAN:**Risk Management**

Effectively identify, manage, and limit the liability exposure to the City by:

- Establishing processes to ensure indemnification and insurance contract provisions are appropriately and regularly reviewed by the Risk Management Department
- Establishing processes for centralized maintenance of contractually required certificates of insurance
- Developing and implementing additional accident and loss reduction programs, including ADA compliance and safety best practices
- Reviewing and updating identified City Code provisions for consistency and compliance with our risk pool recommendations
- Communicating effectively with City leadership and departments regarding claims, litigation, and exposures, as well as options for mitigation
- Maintaining compliance with the obligations of membership in the City's Risk Pool
- Ensuring policies, procedures, and processes are consistent with existing law and are effective in the reduction or elimination of potential liability

CRITICAL ISSUES:

- New and evolving risks and subsequent implications for local governments, requiring more time to become educated, stay up to date, and work to keep the City in compliance and reduce its risk through proactive measures.
- Increasing levels of litigation requiring more involvement by the Risk Department.
- Changes and increased community expectations of the City's obligations, requiring more involvement to help manage those expectations.
- Constantly changing caselaw, statutes, and best practices, requiring review and revisions of the City Code, City policies and procedures, along with any necessary internal training.
- Meeting these obligations with limited staffing

CITY PROSECUTOR DEPARTMENT

PROGRAM DESCRIPTION:

The City Prosecutor Department is entrusted with the prosecution of all adult misdemeanor and infraction violations of state and local law. After the investigating agency presents a case for potential prosecution, the City Prosecutor must independently review the facts and law to determine if the matter is appropriate for criminal prosecution. The City Prosecutor reviews over 400 cases per year for criminal charging from the Poulsbo Police Department alone. While the Kitsap County Prosecutor's Office prosecutes all felonies and juvenile cases, cases prosecuted by the City Prosecutor range from relatively minor offenses to those involving acts of violence and sex offenses.

A small sampling of the offenses prosecuted by the City Prosecutor include:

- DUI of Alcohol and/or Drugs
- Acts of DV, including Assault 4th Degree
- Violation of a Protection Orders
- Certain Sex Offenses, including Assault 4th Degree with Sexual Motivation
- Communication with a Minor for Immoral Purposes
- Indecent Exposure
- Cyberstalking
- Certain Drug Offenses, including Use of Drug Paraphernalia
- Harassment
- Reckless Endangerment
- Malicious Mischief
- Criminal Trespass
- Theft

In addition to prosecution, City Prosecutor Functions include:

- Serving as the City's legal advisor on all criminal matters, civil and traffic infractions, and crime-related property forfeitures
- Protecting and ensuring the rights of crime victims through successful prosecution, and necessary communication from the City Prosecutor
- Providing regular legal updates and training related to criminal matters to local law enforcement
- Promoting and fostering education of the public about the criminal justice system, crime prevention, and victims' rights
- Working in cooperation with other agencies, public officials, and community business leaders to create successful partnerships to improve the quality of life for the people of Poulsbo

2018-2020 PROGRAM ACCOMPLISHMENTS:

City Prosecutor

- Continued the successful transition of prosecution services in house, resulting in an increase number of case referrals and local point of contact for victims of crime in Poulsbo
- Reduced the time between receipt of referral to charging decision to 60 days or less on average for 2018.
- Began implementation of a web-based case management system
- Supported the continued coordination of efforts between the YWCA of Kitsap County, and the Suquamish Tribe Victim Advocate, to ensure the regular presence of a victim advocate from either or both agencies during weekly court hearings
- Implemented processes to maintain and increase communication with crime victims and witnesses
- Assisted the Cities of Bremerton and Port Townsend, pursuant to Interlocal Agreements, for back-up and conflict prosecution services
- Established a training schedule and provided said training to members of the Poulsbo Police Department to provide necessary legal updates, advice, and recommendations
- Worked with the court to establish a new process relating to issuance of pre-charging domestic violence no contact orders, upon arrest of a suspect by law enforcement.
- Served as the on-call prosecutor 24/7 for any questions for law enforcement, weekend probable cause matters, and domestic violence arrests requiring a pre-charging domestic violence no contact order.

- Represented the City in over 4,600 criminal hearings in both 2018 and 2019, 2 jury trials, and 3 appeals to Kitsap County Superior Court.
- Represented the Poulsbo Police Department in 19 civil asset forfeiture matters, resulting in forfeiture to the Police Department of over \$18,000 in cash and 4 vehicles.

2020-2022 WORK PLAN:**City Prosecutor**

Ensure effective, timely, and just criminal prosecution by:

- Timely reviewing referrals for charging decisions
- Timely communicating with referring agency as to disposition, or required additional information
- Establishing and maintaining communication with crime victims, witnesses, and community advocacy agencies
- Appropriately and consistently managing case information and capture case data
- Establishing policies and procedures for the Prosecutor's Office
- Developing alternative strategies to address pressing issues facing the criminal justice system and the City
- Creating and implementing a "Citizen's Academy" to assist the community in learning and understanding the justice system.
- Provide clear, concise, and accurate information relating to criminal justice to ensure fairness, transparency, and a better understanding of the criminal justice system by:
 - Reviewing and updating the PMC to ensure compliance with legislative changes, case law, and to address any other pressing concerns from the public
 - Expanding outreach to the citizens of Poulsbo to assist in understanding the criminal justice systems and the tools available to them
 - Providing consistent legal advice, training, and updates related to criminal law matters to the Poulsbo Police Department

CRITICAL ISSUES:

- Increasing number of case referrals for charging review, going from over 300 a year in 2017 to over 400 per year in 2018 and 2019. Each referral requires a review consistent with the Department's standards for determination of whether charges will be filed by the Prosecutor and depending on the case there is also a requirement to advise any victims of charging decisions made. There has also been a change anecdotally in the seriousness of cases being submitted to the Department for review, resulting in an increase in charges filed and time spent to prosecute such cases. Additionally, the Prosecutor is required to prepare and provide upfront plea offers on each case, and respond to any discovery requests from defense counsel on cases, which includes requesting, reviewing and providing police body camera footage upon defense counsel's request, the number of requests having increased significantly in the past year. Finally, the Prosecutor is also required to schedule and participate in any defense interviews of law enforcement and victims, upon the request of victims, with such requests increasing in the past year.
- Enlarged need for victim services and family support.
- Changing caselaw, statutes, regulations, and best practices requiring additional review and revision of the City Code, the Department's policies and procedures, and training both in the Prosecutor's Department as well as in the Police Department to keep abreast of the consistent changes. An example is the requirement to offer, assist, and track the number of victims who seek U-Visas, and reporting that information to the State.
- The impacts on prosecution and the criminal justice system resulting from the opioid epidemic, other drug use, and mental illness.
- Changing landscape requiring new and innovative tools to best effect justice and meet community needs.
- Increased need and expectation for community outreach.
- Lack of redundancy in the department, particularly at the attorney level, creates a significant risk of an inability for immediate continuity of operations should there be a need.

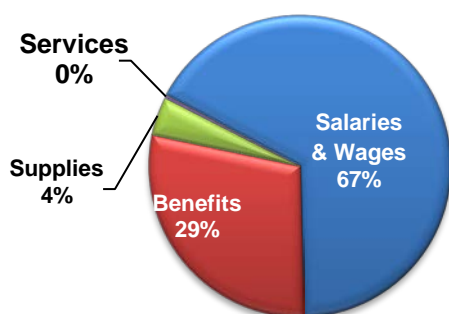
Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-182-000-515-30	50000110	SALARIES	67,669	78,830	84,058	89,246	64,701	98,512	9,266	10.4%	101,511	2,999	3.0%	200,023
	50000120	OVERTIME	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000130	CASUAL LABOR	1,919	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000210	BENEFITS	29,558	34,571	36,735	38,910	27,479	42,062	3,152	8.1%	44,837	2,775	6.6%	86,899
	50000310	OFFICE & OPERATING SUPPLY	4,342	1,976	3,145	6,500	282	5,000	(1,500)	-23.1%	5,000	-	0.0%	10,000
	50000350	SMALL TOOLS & MINOR EQUIP	4,006	765	165	-	-	500	500	0.0%	500	-	0.0%	1,000
	50000410	PROFESSIONAL SERVICES	220	6,027	3,399	17,500	3,690	10,000	(7,500)	-42.9%	10,000	-	0.0%	20,000
	50000420	COMMUNICATION	769	1,397	1,042	-	755	1,500	1,500	0.0%	1,500	-	0.0%	3,000
	50000421	POSTAGE	194	167	216	-	101	500	500	0.0%	500	-	0.0%	1,000
	50000430	TRAVEL	-	262	242	-	-	500	500	0.0%	500	-	0.0%	1,000
	50000439	TRAVEL-TAXABLE	16	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	22	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	6,407	6,580	7,175	5,000	5,794	11,000	6,000	120.0%	11,000	-	0.0%	22,000
	50000492	TRAINING	342	98	-	2,500	-	2,500	-	0.0%	2,500	-	0.0%	5,000
		TOTAL LEGAL	115,464	130,672	136,177	159,656	102,802	172,074	12,418	7.8%	177,848	5,774	3.4%	349,922
001-182-000-519-60	50000110	SALARIES	67,669	78,830	84,058	89,246	64,701	98,512	9,266	10.4%	101,511	2,999	3.0%	200,023
	50000117	INDIRECT SALARIES	(24,914)	(26,200)	(27,179)	(27,804)	(20,204)	(27,804)	-	0.0%	(27,804)	-	0.0%	(55,608)
	50000130	CASUAL LABOR	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000210	BENEFITS	29,385	34,571	36,735	38,910	27,479	42,062	3,152	8.1%	44,837	2,775	6.6%	86,899
	50000217	INDIRECT BENEFITS	(10,989)	(11,490)	(11,878)	(12,579)	(9,140)	(12,579)	-	0.0%	(12,579)	-	0.0%	(25,158)
	50000310	OFFICE & OPERATING SUPPLY	136	565	792	626	345	626	-	0.0%	626	-	0.0%	1,252
	50000350	SMALL TOOLS & MINOR EQUIP	-	1,315	-	250	360	250	-	0.0%	250	-	0.0%	500
	50000410	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000421	POSTAGE	42	82	3	337	1	337	-	0.0%	337	-	0.0%	674
	50000430	TRAVEL	195	684	60	712	-	712	-	0.0%	712	-	0.0%	1,424
	50000439	TRAVEL - TAXABLE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	-	-	-	127	-	127	-	0.0%	127	-	0.0%	254
	50000491	DUES & SUBSCRIPTIONS	190	-	174	430	398	430	-	0.0%	430	-	0.0%	860
	50000492	TRAINING	255	280	-	632	35	632	-	0.0%	632	-	0.0%	1,264
	50000497	INDIRECT MISCELLANEOUS	(985)	(972)	(333)	(1,035)	(2,358)	(1,035)	-	0.0%	(1,035)	-	0.0%	(2,070)
		TOTAL RISK MANAGEMENT - ADMIN	60,984	77,666	82,433	89,852	61,614	102,270	12,418	13.8%	108,044	5,774	5.6%	210,314
001-142-000-519-60	50000460	INSURANCE	237,558	269,771	318,761	351,411	370,749	368,921	17,510	5.0%	405,813	36,892	10.0%	774,734
		TOTAL RISK MANAGEMENT - INSURANCE	237,558	269,771	318,761	351,411	370,749	368,921	17,510	5.0%	405,813	36,892	10.0%	774,734
		TOTAL RISK MANAGEMENT DEPARTMENT:	298,542	347,437	401,194	441,263	432,363	471,191	29,928	6.8%	513,857	42,666	9.1%	985,048

ENGINEERING AND BUILDING DEPARTMENT

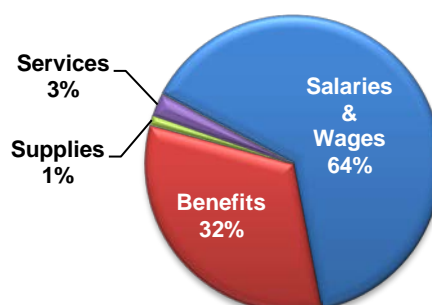
Mission Statement:

The City of Poulsbo Engineering and Building Department strives to support the City's Vision Statement and promotes public health, safety, and welfare by assisting in the development of the City's existing sewer, storm, water and street infrastructure; administering the City's transportation grant funding program; ensuring that new projects meet City standards; and, accomplishing our work in a professional, timely, and cost-effective manner.

**Engineering Department
Uses**



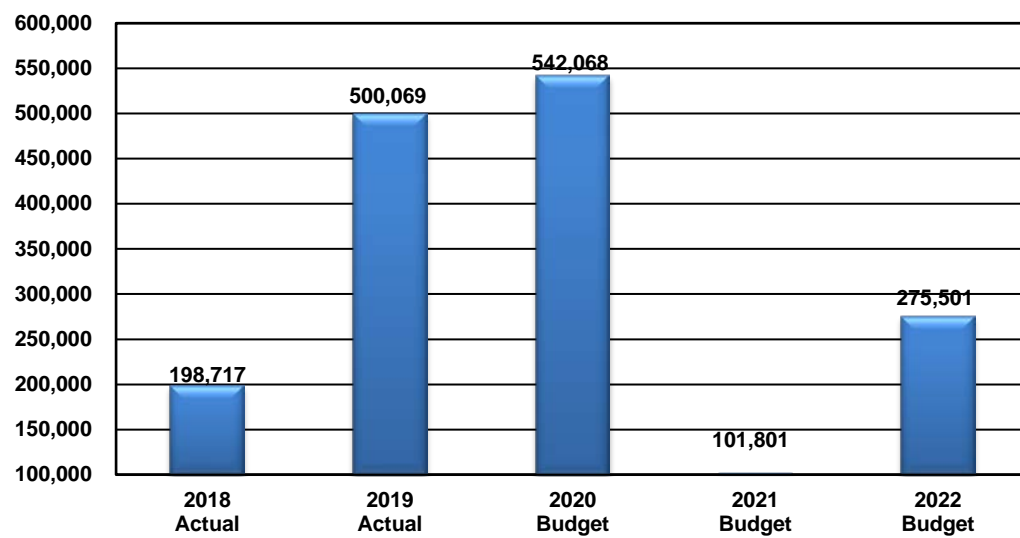
**Building Department
Uses**



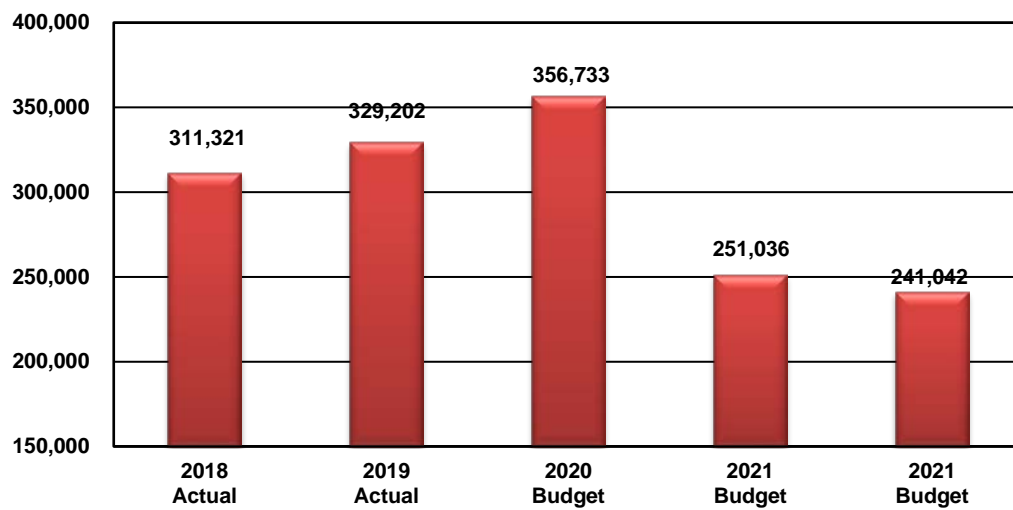
ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
ENGINEERING						
SALARIES	130,271	336,313	197,837	68,360	185,370	253,730
BENEFITS	56,297	146,938	60,321	26,113	82,803	108,916
SUPPLIES	8,173	7,391	7,883	7,883	7,883	15,766
OTHER SERVICES & CHARGES	3,976	9,427	276,027	(555)	(555)	(1,110)
TOTAL ENGINEERING	198,717	500,069	542,068	101,801	275,501	377,302

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
BUILDING						
SALARIES	203,809	215,088	227,681	163,915	151,871	315,786
BENEFITS	98,362	103,382	110,212	78,281	80,331	158,612
SUPPLIES	3,652	5,209	2,700	2,700	2,700	5,400
OTHER SERVICES & CHARGES	5,497	5,524	16,140	6,140	6,140	12,280
TOTAL BUILDING	311,321	329,202	356,733	251,036	241,042	492,078

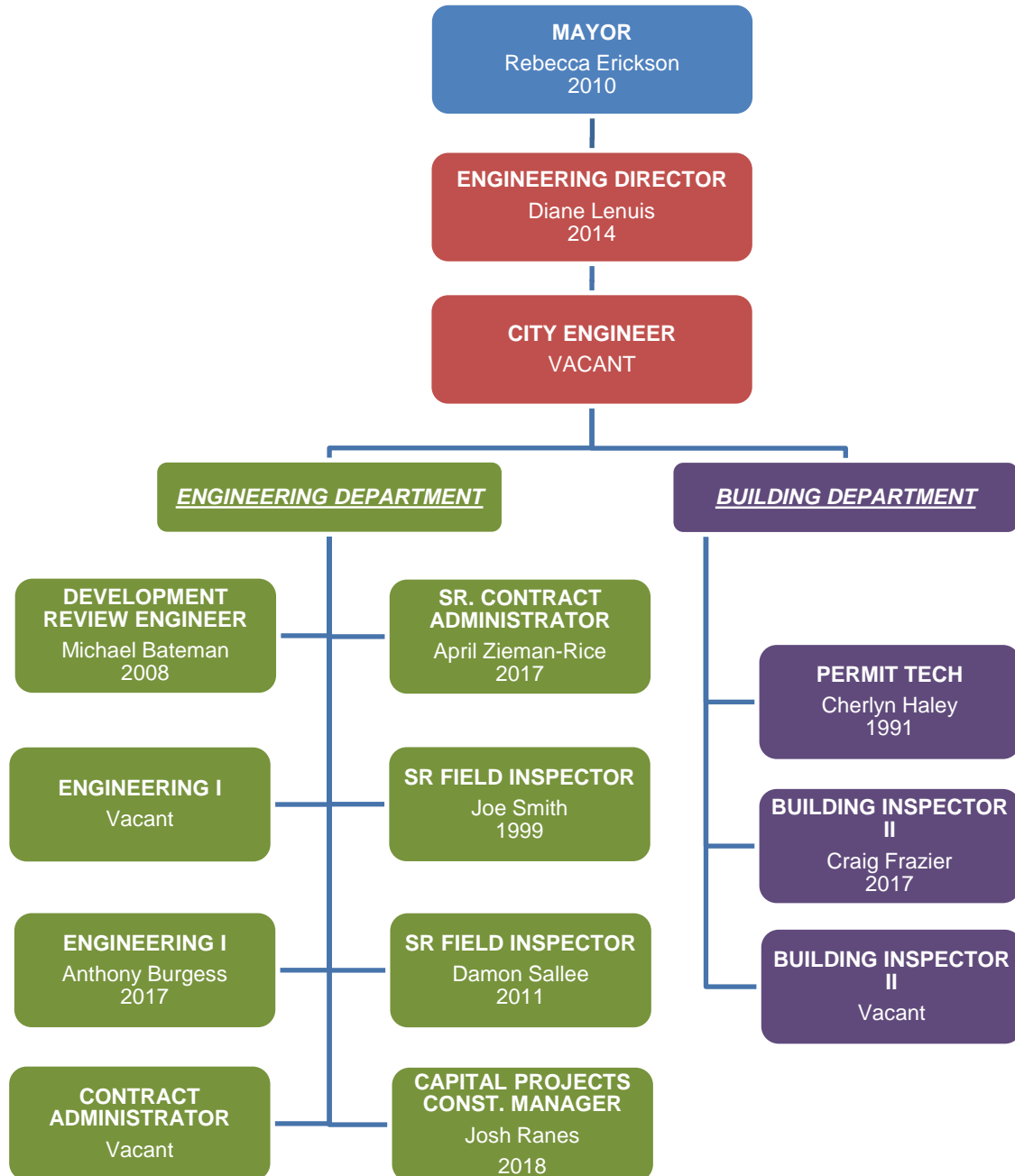
**Engineering Department Budget
(2018 - 2022)**



**Building Department Budget
(2018 - 2022)**



THE ORGANIZATION OF THE ENGINEERING AND BUILDING DEPARTMENT



ENGINEERING AND BUILDING DEPARTMENT

PROGRAM DESCRIPTION:

The Engineering and Building Departments provide services to the public and other City Departments in the following areas:

- Regional Transportation Planning
- City Long Range Planning
- Current Planning
- Contract Administration
- Construction of Public Facilities
- Construction of Private Facilities
- Building Code Enforcement
- Building Plan Review
- Construction Permitting

SERVICES PROVIDED:

The Engineering Department provides technical assistance to KRCC, develops the City comprehensive sanitary sewer, water, storm water, and transportation plans; provides contract management services to several City departments; implements the City's CIP; provides federal and state grant writing and administration services; reviews land use applications; performs field inspections and material testing; processes utility extension agreements, ROW and site construction permits, ROW vacation requests, and local improvement district applications.

The Building Department is responsible for and enforces the International Building Code; provides inspection services and plan review services, and issues permits.

The Engineering and Building Departments strive to build and maintain cooperative and productive relationships with both the private and the public sectors. Both departments take pride in providing courteous and professional service to customers by providing a timely turn-around of applications, inspections, plan reviews, and permits.

STAFFING LEVEL:

In 2021, the Engineering and Building Departments consist of 12.30 FTE positions: An Engineering Director (0.75 FTE), a City Engineer (0.55 FTE), one Contract Administrator, one Senior Engineering Technician, one Engineer 1, one Development Review Engineer, two Senior Field Inspectors, one Permit Technician, and two Building Inspectors. One Capital Projects Construction Manager and one Senior Contract Administrator are a part of the Engineering department; they are funded through the Noll Road Project. The Engineering Director and City Engineer positions are also shared with Public Works (0.25 and 0.45 FTE, respectively).

In 2020, the Engineering Technician position was elevated to an Engineer 1 position to better align the Engineering Department staff.

2019-2020 PROGRAM ACCOMPLISHMENTS:

Engineering

- Reviewed land use applications for conformance with City standards
- Updated Construction Standards
- Work Continued on the ADA Transition Plan
- Coordinated with Public Works to implement asset tracking and management system Cartegraph
- Coordinated and supported the Public Works Department to complete the telemetry upgrades and water meter replacements
- Completed multiple public works projects including SR305 Manhole Rehabilitation, Raab Park/11th Avenue Sewer Lining, Forest Rock Lane Pavement Restoration, Finn Hill Road Shared Use Path, Liberty Bay Bioretention, 2020 Pavement Maintenance (Chip Seal) and S. Fork Dogfish Creek Restoration

- Completed design on numerous projects; Johnson Parkway/SR305 Roundabout, Raab Park Tank Replacement, Westside Well Water Treatment Plant, 2020 Pavement Maintenance and Finn Hill Road Shared Use Path.
- Completed the ROW acquisition process for Johnson Parkway and began the ROW acquisition process for the North segment
- Awarded grant funding for capital projects including but not limited to; West Poulsbo Waterfront Stormwater Park, Noll Road Improvements, Finn Hill Reconstruction, Forest Rock Lane Pavement Restoration, Liberty Bay Bioretention, S. Fork Dogfish Creek Restoration, S. Fork Dogfish Creek Retrofit and Stormwater Program Support, Poulsbo Complete Streets and SR 305 Tunnel.
- Applied for multiple grant funding opportunities for capital projects including but not limited to; Noll Road North Segment STP funds, 8th Avenue Culvert and Noll Road North Segment TIB funds .
- Completed multiple training courses through Washington State Department of Transportation and other opportunities for the staff to ensure their ability to comply with state and federal regulations

2019-2020 PROGRAM ACCOMPLISHMENTS:**Building**

- Updated Poulsbo Municipal Code and Poulsbo Fire Code
- Staff completed various training courses to earn and/or maintain required certifications
- Maintained level of service to meet or exceed customer needs for residential and commercial plan reviews and building inspections as often as possible. Plan reviews: Residential – two weeks; Commercial – four weeks. Inspections: Residential – Monday, Wednesday and Friday with overflow Tuesday, and Thursday, as needed. Commercial – five days a week

Several New Program Requests were approved for the Building and Engineering Department for the 2019-2020 budget. The first request was to update the Building Code within the PMC and associated necessary funding. The second request was to purchase Building Code books as they are updated on a 3-year cycle. The third request was to provide funding for a formal ADA Transition Plan to provide guidance on ADA improvements. The final new program request created two new positions to support the Noll Road Project: a Capital Projects Construction Manager and a Senior Contract Administrator. These positions are 100% funded through project.

2021-2022 WORK PLAN:**Engineering and Building**

- Continue to review land use applications, ROW permits, right of way vacation requests, public information requests and other private land use actions for conformance with City standards
- Continue to support completion of permitting and construction of proposed plats and commercial distressed properties
- Maintain current turn-around time for private development projects
- Plan for and develop public works projects in the CIP, including projects for storm, sewer, and water utilities
- Complete the ADA Transition Plan
- Continue the sewer long range planning and strategy for the 2024 Sewer Comprehensive Plan
- Continue to inspect and monitor private construction projects
- Complete construction of the Johnson Parkway project – including a roundabout and tunnel at intersection of SR 305 and Johnson Rd
- Complete construction of Westside Well Water Treatment Plant
- Complete construction of Raab Park Tank Replacement
- Complete Systemic Safety Project
- Implement Local Road Safety Program
- Monitor and apply for grants for planning and infrastructure improvements throughout the City
- Support the City Council goal of improving traffic and pedestrian safety
- Continue to monitor storm system flooding, capacity issues and implement plans to resolve issues
- Continue to maintain the established level of service for plan reviews and inspections

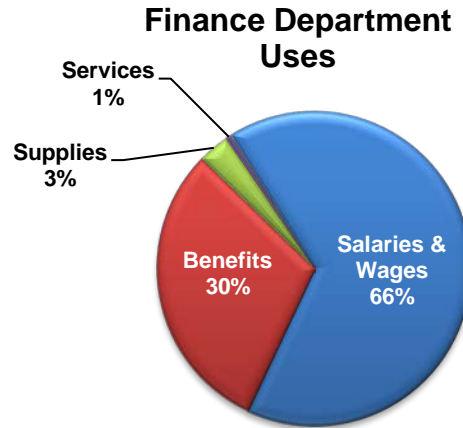
CONTRACTING WORKLOAD MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Awarded from Small Works Roster	1	1	0	1	1
Consultant Agreements	39	25	21	35	25
Formal Bids	2	2	5	3	3
LAND USE, PERMIT AND INSPECTION WORKLOAD MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Right of Way Permits	78	65	75	65	65
Land Use Applications - Reviewed, Conditions or Comments written	45	41	29	45	48
Grading-Site Construction Permit/Application	3	2	7	2	2
*Commerical Sites - Land Use Applications	4	5	4	4	4
*Residential Sites - Land Use Applications	7	6	7	3	3
Engineering Services Revenue	\$141,231	\$98,757	\$61,699	\$90,000	\$90,000
*Does not include storm detention ponds or storm vaults					
*Commercial and Residential site development inspections occur on a daily basis. Inspections for structures occur when scheduled					
BUILDING PERMITS					
Type of Measure	2018 Actual	2019 Actual	2020 Actual	2021 Projected	2022 Projected
Building Permits Issued	405	395	203		
Building Permit Revenue	\$409,710	\$341,312	\$186,739	\$350,000	\$350,000
Plan Checking	\$282,922	\$218,697	\$54,803	\$150,000	\$150,000
Protective Inspection Fee	\$19,041	\$12,672	\$7,260	\$12,000	\$12,000
Certificates of Occupancy Issued - Resid	83	62	11	50	50
Certificates of Occupancy Issued - Comm	7	11	1	1	1
Number of Inpsections	3,396	3,267	662	2,500	2,500

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-540-000-543-10	50000110	SALARIES	426,163	456,867	483,733	503,905	371,888	374,428	(129,477)	-25.7%	491,438	117,010	31.3%	865,866
	50000117	INDIRECT SALARIES	(265,494)	(334,500)	(149,979)	(308,068)	(113,143)	(308,068)	-	0.0%	(308,068)	-	0.0%	(616,136)
	50000120	OVERTIME	5,130	6,785	1,412	-	1,210	-	-	0.0%	-	-	0.0%	-
	50000130	CASUAL LABOR	3,280	1,118	1,147	2,000	4,670	2,000	-	0.0%	2,000	-	0.0%	4,000
	50000210	BENEFITS	186,837	199,691	210,951	198,626	150,207	164,418	(34,208)	-17.2%	221,108	56,690	34.5%	385,526
	50000215	BENEFITS/CAS LAB & OT	-	-	-	340	-	340	-	0.0%	340	-	0.0%	680
	50000217	INDIRECT BENEFITS	(117,722)	(143,719)	(65,060)	(139,245)	(51,140)	(139,245)	-	0.0%	(139,245)	-	0.0%	(278,490)
	50000220	UNIFORMS	124	144	606	150	-	150	-	0.0%	150	-	0.0%	300
	50000229	UNIFORMS - TAXABLE	434	181	441	450	-	450	-	0.0%	450	-	0.0%	900
	50000310	OFFICE & OPERATING SUPPLY	7,287	3,735	2,512	3,633	1,736	3,633	-	0.0%	3,633	-	0.0%	7,266
	50000320	FUEL FOR VEHICLE	2,866	3,187	2,613	3,250	1,585	3,250	-	0.0%	3,250	-	0.0%	6,500
	50000350	SMALL TOOLS & MINOR EQUIP	643	1,252	2,266	1,000	3,511	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000410	PROFESSIONAL SERVICES	4,345	9,281	4,682	282,082	10,335	5,500	(276,582)	-98.1%	5,500	-	0.0%	11,000
	50000415	PROCESSIONAL SERVICES - ESCROW	-	-	-	-	31,171	-	-	0.0%	-	-	0.0%	-
	50000420	COMMUNICATION	1,359	1,597	1,337	1,800	785	1,800	-	0.0%	1,800	-	0.0%	3,600
	50000421	POSTAGE	313	410	540	350	372	350	-	0.0%	350	-	0.0%	700
	50000430	TRAVEL	870	1,159	1,075	2,500	696	2,500	-	0.0%	2,500	-	0.0%	5,000
	50000480	REPAIRS & MAINTENANCE	685	2,088	462	2,500	550	2,500	-	0.0%	2,500	-	0.0%	5,000
	50000490	MISCELLANEOUS	571	1,576	321	1,500	210	1,500	-	0.0%	1,500	-	0.0%	3,000
	50000491	DUES & SUBSCRIPTIONS	2,212	2,342	3,878	3,300	2,140	3,300	-	0.0%	3,300	-	0.0%	6,600
	50000492	TRAINING	2,185	2,964	3,428	3,300	702	3,300	-	0.0%	3,300	-	0.0%	6,600
	50000493	PRINTING & DUPLICATION	-	249	1,672	-	1,346	-	-	0.0%	-	-	0.0%	-
	50000495	INTERGOVERNMENTAL	-	14,344	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000497	INDIRECT MISCELLANEOUS	(37,669)	(32,033)	(7,967)	(21,305)	(97,407)	(21,305)	-	0.0%	(21,305)	-	0.0%	(42,610)
	TOTAL TR-MGMT		224,417	198,717	500,069	542,068	321,425	101,801	(440,267)	-81.2%	275,501	173,700	170.6%	377,302
001-540-000-558-10	50000110	SALARIES	191,069	202,127	212,813	221,904	126,331	158,138	(63,766)	-28.7%	146,094	(12,044)	-7.6%	304,232
	50000117	INDIRECT SALARIES	(3,832)	(4,175)	(4,525)	(4,223)	(3,250)	(4,223)	-	0.0%	(4,223)	-	0.0%	(8,446)
	50000120	OVERTIME	1,514	1,152	1,424	5,000	113	5,000	-	0.0%	5,000	-	0.0%	10,000
	50000130	CASUAL LABOR	-	4,706	5,376	5,000	7,506	5,000	-	0.0%	5,000	-	0.0%	10,000
	50000210	BENEFITS	95,229	100,236	105,400	110,318	63,266	78,387	(31,931)	-28.9%	80,437	2,050	2.6%	158,824
	50000215	BENEFITS/CAS LAB & OT	-	-	-	1,700	-	1,700	-	0.0%	1,700	-	0.0%	3,400
	50000217	INDIRECT BENEFITS	(1,929)	(2,012)	(2,172)	(2,181)	(1,679)	(2,181)	-	0.0%	(2,181)	-	0.0%	(4,362)
	50000220	UNIFORMS	78	138	153	150	-	150	-	0.0%	150	-	0.0%	300
	50000229	UNIFORMS TAXABLE	-	-	-	225	-	225	-	0.0%	225	-	0.0%	450
	50000310	OFFICE & OPERATING SUPPLY	3,117	1,961	4,228	1,500	681	1,500	-	0.0%	1,500	-	0.0%	3,000
	50000320	FUEL FOR VEHICLE	1,127	1,112	969	1,000	236	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000350	SMALL TOOLS & MINOR EQUIP	229	578	11	200	-	200	-	0.0%	200	-	0.0%	400
	50000410	PROFESSIONAL SERVICES	-	-	-	10,000	-	-	(10,000)	-100.0%	-	-	0.0%	-
	50000420	COMMUNICATION	1,159	1,133	663	1,300	420	1,300	-	0.0%	1,300	-	0.0%	2,600
	50000430	TRAVEL	672	441	233	1,500	-	1,500	-	0.0%	1,500	-	0.0%	3,000
	50000480	REPAIRS & MAINTENANCE	182	717	128	1,000	10	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000490	MISCELLANEOUS	-	64	1,367	75	-	75	-	0.0%	75	-	0.0%	150
	50000491	DUES & SUBSCRIPTIONS	560	405	275	400	510	400	-	0.0%	400	-	0.0%	800
	50000492	TRAINING	877	2,678	1,448	2,300	250	2,300	-	0.0%	2,300	-	0.0%	4,600
	50000493	PRINTING & DUPLICATION	-	249	1,640	-	1,346	-	-	0.0%	-	-	0.0%	-
	50000497	INDIRECT MISCELLANEOUS	(387)	(190)	(229)	(435)	(667)	(435)	-	0.0%	(435)	-	0.0%	(870)
	TOTAL PERMIT & PLAN REV		289,666	311,321	329,202	356,733	195,073	251,036	(105,697)	-29.6%	241,042	(9,994)	-4.0%	492,078

FINANCE DEPARTMENT

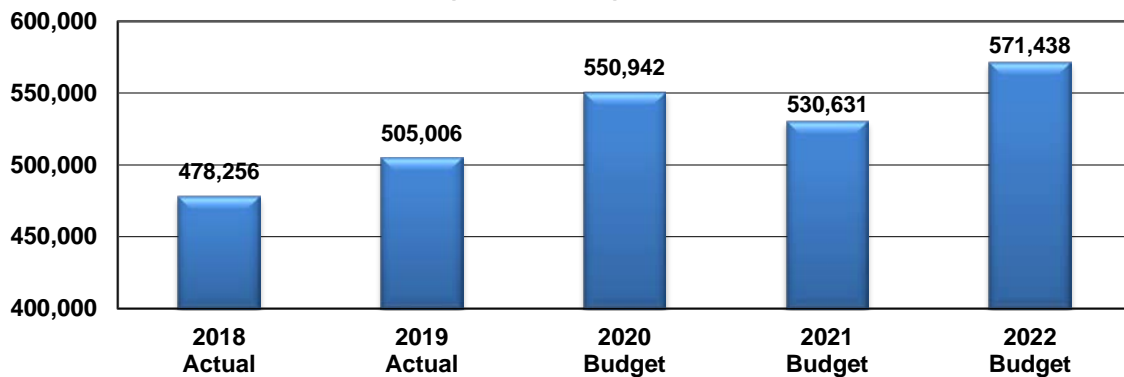
Mission Statement:

The Finance Department strives to provide exceptional service while safeguarding resources with integrity and efficiency.

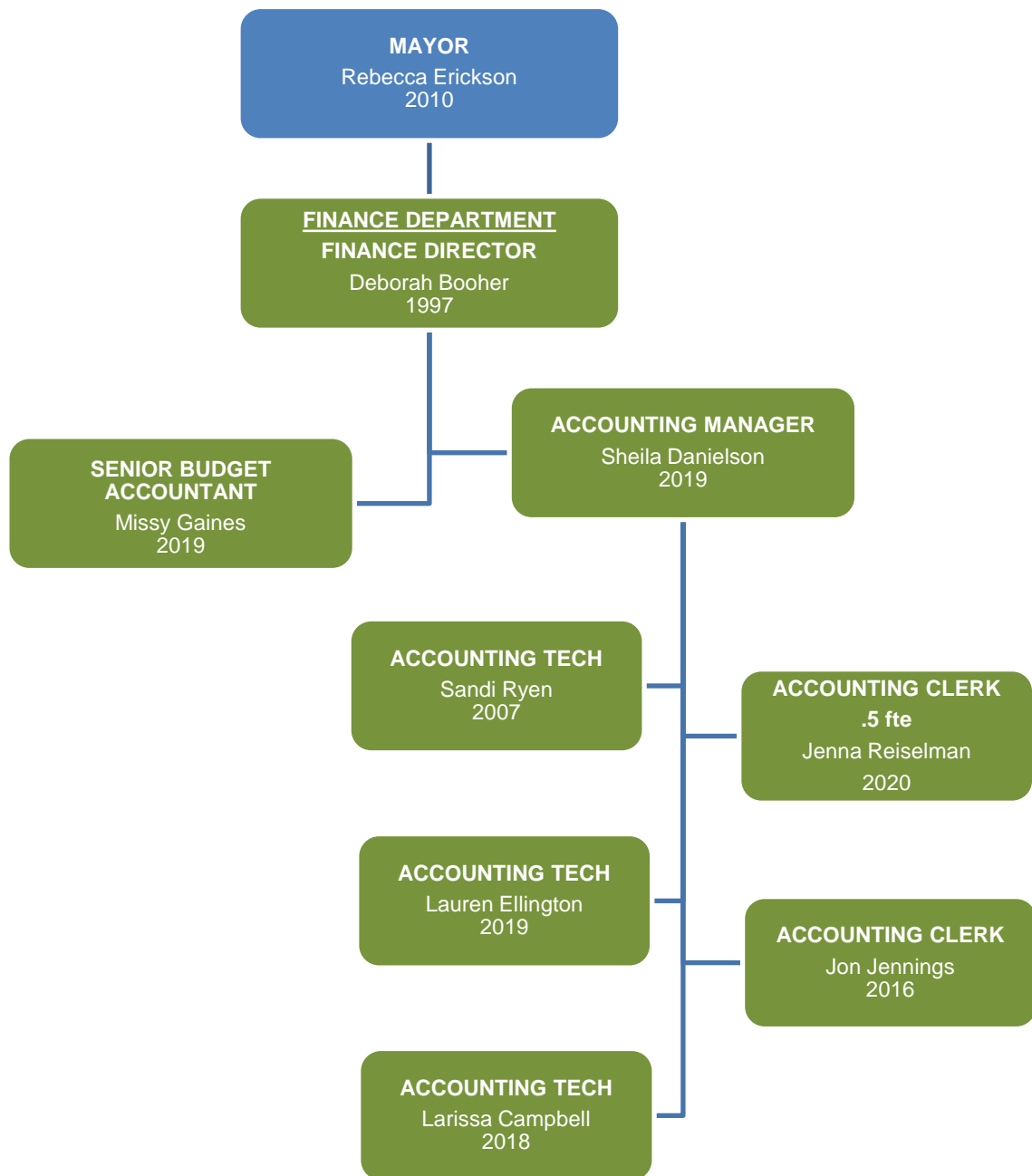


ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FINANCE						
SALARIES	316,831	339,038	361,343	352,260	373,554	725,814
BENEFITS	148,190	153,587	168,752	157,524	177,037	334,561
SUPPLIES	4,259	2,882	8,000	18,000	18,000	36,000
OTHER SERVICES & CHARGES	8,975	9,499	12,847	2,847	2,847	5,694
TOTAL FINANCE	478,256	505,006	550,942	530,631	571,438	1,102,069

Finance Department Budget (2018 - 2022)



THE ORGANIZATION OF THE FINANCE DEPARTMENT



FINANCE DEPARTMENT - ACCOUNTING and BUDGETING SECTIONS

PROGRAM DESCRIPTIONS:

The Accounting and Budgeting divisions analyze, record, and communicate the City's economic events. Financial records management and general financial administrative services are provided for the benefit of the public, other city departments, and the governmental body as a whole. High quality and low cost are its primary objectives by providing information to facilitate the decision-making process. Most department operations are mandated by federal, state and city laws along with various regulatory agencies, while simultaneously adhering to the established accounting and financial reporting standards as set by the GASB. State law guidelines are recorded and distributed in a manual published by the Washington Auditor's Office. This manual is referred to as the Budgeting Accounting and Reporting System.

Some responsibilities of the Accounting and Budgeting divisions are:

- Accounts Payable
- Accounts Receivable
- Payroll
- Project Accounting
- Preparation of the 6-year CIP
- Utility Billing
- Receipting all city funds
- Managing daily cash
- Managing City's Investment Portfolio
- Preparation of the CAFR
- Preparation of the Biennial Budget
- Monitoring and reporting comparisons of projections to actual dollars
- Long term financial forecasts
- Administering City debt

STAFFING LEVEL:

The Finance Department consists of 7.5 FTE positions. The staffing breakdown is as follows: 1 Finance Director, 1 Accounting Manager, 1 Senior Budget Accountant, 3 Accounting Technicians, and 1.5 Accounting Clerks. In 2020 due to a vacancy and revenue shortfalls experienced due to the pandemic the Accounting Clerk focusing on accounts payable was reduced to a .5 FTE. Levels of service have been reduced to reflect the reduction in staffing.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Received the GFOA Distinguished Budget Award for the 2019-2020 Budget; this is the 19th year receiving the award and the second for the biennial budget
- The City's Accounting Team earned the GFOA award for the 2019 CAFR
- Successfully implemented new GASB Standards
- Served on WFOA Board as co-chair of the Education Committee, members of the WFOA Education Committee, and as Past President and board members of the Washington Public Treasurers Association Board to help develop affordable educational and training opportunities for government employees
- Continued to scan and create attachments for Accounts Payable, Accounts Receivable, Payroll, Utility Billing and Budget Amendments to make attachments available electronically
- Increased the number of users for the online access portion of our software, allowing utility billing customers to access their account information and make payments online
- Worked with Public Works, Engineering, and Planning to assist in preparation of Comprehensive and Functional Plans
- Implemented software upgrade for Accounting Software include new web portal for Utility customers
- Participated in City's Emergency Operations Center and facilitated funds for recording, distribution, reimbursement, and administration of federal dollars due to the COVID-19 pandemic event
- Reduced staffing levels and implemented procedures to reflect the reduction.
 - Accounts Payable checks issued every other week instead of weekly.

- Closed front counter to customers during lunch
 - Reallocated duties to other personnel
- Issued official newspaper RFP and negotiated an agreement for related services

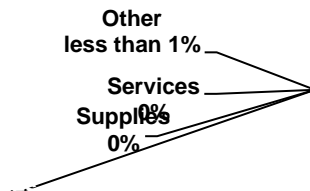
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Treasurers Receipts Issued	34,358	35,991	37,926	38,305	38,688
# of E-Gov Transactions	8,738	8,760	9,011		
Avg # of Utility Accounts billed monthly	4,285	4,338	4,375	4,450	4,550
Avg # of Misc Billing Accounts billed monthly	77	82	87	70	70
# of HDP A accounts billed quarterly	140	146	148	140	140
# of Change of Ownerships	353	316	225	325	325
# of New Connections	97	82	20	75	100
# of ACH Utility Bill payments monthly	637	679	714	792	831
# of Tenant Authorization Changes	170	202	145	150	150
# of Reduced Utility Rate Applications processed	45	40	35	40	45
# of Accounts Sent to Collections	51	71	71		
# of Payroll Checks processed	276	335	355	88	88
# of Payroll Direct Deposits processed	3,049	3,100	3,150	2,996	2,996
# of A/P Physical Checks processed	4,151	4,839	4,900	4,900	4,900
# of A/P Direct Deposits processed	540	619	600	600	600
# of Grants processed	23	13	23	22	22
# of NSF Checks processed	37	40	40		
Average dollars invested (millions)	\$27.1	\$25.0	\$25.0	\$24.0	\$23.0
% of Idle Cash Invested	92%	90%	90%	90%	90%

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-142-000-514-20	50000110	SALARIES	534,373	547,515	593,382	604,212	413,095	595,129	(9,083)	-1.5%	616,423	21,294	3.6%	1,211,552
	50000117	INDIRECT SALARIES	(227,910)	(230,770)	(258,802)	(245,169)	(188,659)	(245,169)	-	0.0%	(245,169)	-	0.0%	(490,338)
	50000120	OVERTIME	171	87	974	1,000	31	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000130	CASUAL LABOR	-	-	3,484	1,300	-	1,300	-	0.0%	1,300	-	0.0%	2,600
	50000210	BENEFITS	251,900	256,128	270,826	287,539	195,327	276,311	(11,228)	-3.9%	295,824	19,513	7.1%	572,135
	50000215	BENEFITS/CAS LAB & OT	-	-	-	391	-	391	-	0.0%	391	-	0.0%	782
	50000217	INDIRECT BENEFITS	(106,355)	(107,937)	(117,239)	(119,178)	(91,708)	(119,178)	-	0.0%	(119,178)	-	0.0%	(238,356)
	50000310	OFFICE & OPERATING SUPPLY	2,425	3,398	2,779	5,500	1,546	5,500	-	0.0%	5,500	-	0.0%	11,000
	50000350	SMALL TOOLS & MINOR EQUIP	1,786	861	104	2,500	1,465	2,500	-	0.0%	2,500	-	0.0%	5,000
	50000410	PROFESSIONAL SERVICES	7,004	7,000	7,000	10,000	5,127	10,000	-	0.0%	10,000	-	0.0%	20,000
	50000421	POSTAGE	2,047	1,985	2,316	2,200	1,347	2,200	-	0.0%	2,200	-	0.0%	4,400
	50000430	TRAVEL	7,453	4,605	3,629	8,500	(226)	8,000	(500)	-5.9%	8,000	-	0.0%	16,000
	50000439	TRAVEL-TAXABLE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	302	395	650	1,000	208	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000490	MISCELLANEOUS	910	543	882	836	-	836	-	0.0%	836	-	0.0%	1,672
	50000491	DUES & SUBSCRIPTIONS	1,193	850	1,320	1,500	1,885	2,000	500	33.3%	2,000	-	0.0%	4,000
	50000492	TRAINING	4,490	2,508	3,154	5,600	1,055	5,600	-	0.0%	5,600	-	0.0%	11,200
	50000493	PRINTING & DUPLICATION	29	-	-	100	-	100	-	0.0%	100	-	0.0%	200
	50000497	INDIRECT MISCELLANEOUS	(16,209)	(8,911)	(9,451)	(16,889)	(19,309)	(16,889)	-	0.0%	(16,889)	-	0.0%	(33,778)
	TOTAL FINANCE		463,609	478,256	505,006	550,942	321,184	530,631	(20,311)	-3.7%	571,438	40,807	7.7%	1,102,069

HOUSING, HEALTH AND HUMAN SERVICES DEPARTMENT

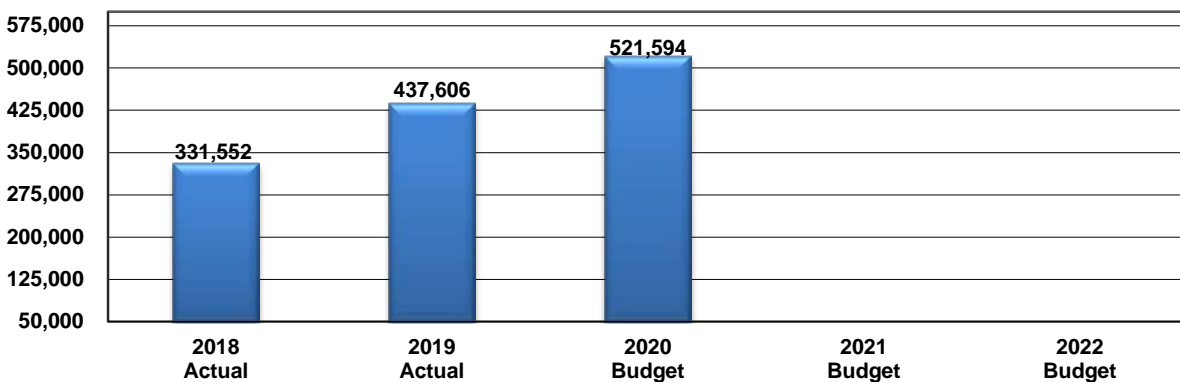
Mission Statement: The Housing, Health and Human Services Department considers matters related to the health and well-being of Poulsbo residents, with an emphasis on affordable housing, public health, and behavioral health related issues (mental health and substance use disorders). The Department works closely with City and County agencies and nonprofits to respond to COVID-19. It works with the Poulsbo Police Department to provide project management for the Police Navigator Program and works with Poulsbo Fire to coordinate response to behavioral health issues.

H3 Department Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
BEHAVIORAL HEALTH						
SALARIES	187,943	264,011	278,695	-	-	-
BENEFITS	92,450	132,325	144,033	-	-	-
SUPPLIES	2,289	3,682	-	-	-	-
OTHER SERVICES & CHARGES	48,870	37,588	98,866	-	-	-
TOTAL BEHAVIORAL HEALTH	331,552	437,606	521,594	-	-	-

Behavioral Health Budget (2018 - 2022)



2020 PROGRAM ACCOMPLISHMENTS:

City Council established a Housing, Health, and Human Services Committee in February 2020. The H3 Director has worked with the Committee to identify affordable housing ideas and opportunities. The Committee recommended the allocation of two parcels of City land for affordable housing, which was approved by the Council in September of 2020. This new land trust is the first step in the establishment of new affordable housing in Poulsbo.

The Housing, Health and Human Services Department has partnered with numerous government agencies and nonprofits to respond to COVID 19. We have provided free community meals at Gateway Fellowship, established a day shelter and public shower facilities, operated a 5-day a week help line for homebound residents needing assistance, and connected over 50 volunteers with individuals needing assistance. Personal protective equipment was delivered to over 70 local businesses and a public health poster campaign was worked on with the Poulsbo Chamber. A public, drive up flu vaccine clinic was held in October 2020.

The Housing, Health and Human Services Department provides project management to the Police Navigator program which assists individuals struggling with behavioral health issues. The Navigator program operates in four Kitsap jurisdictions (Poulsbo, Bremerton, Port Orchard, Bainbridge Island).

The H3 director worked closely with Poulsbo Fire, in 2020, to identify needs of Poulsbo residents with behavioral health related issues. A new program was developed, called Fire CARES, which we hope to begin in 2021.

SERVICES PROVIDED:

Services provided by the Housing, Health, and Human Services Department include but are not limited to:

- Coordinating City efforts to develop affordable housing
- Coordinating City efforts to improve the health of Poulsbo residents
- Coordinating City efforts to improve access to behavioral health services for Poulsbo residents
- Grantwriting and strategic partnerships
- Representing the City at local, regional, and national meetings.

2020 REVENUE SOURCES:

In 2020, the H3 Department did not receive dedicated funds from City Council.

The Police Navigator program was funded, in 2020, by the Kitsap County Treatment Tax (\$368,858), other City contributions (\$90,000), City of Poulsbo funding (\$60,000) and City of Poulsbo carry over funding from 2019 (\$37,736). Additional funds of approximately \$20,000 were received through Kim Hendrickson's consulting work with the National LEAD Bureau. Approximately \$30,000 is expected to be reimbursed, through CARES dollars, for work Director Hendrickson performed in 2020 related to COVID relief.

STAFFING LEVEL:

The 2020 Housing Health and Human Services Department was staffed by one full time employee.

2021-2022 REVENUE SOURCES:

The 2021 Housing Health and Human Services Department will receive \$20,000, subject to Council approval, from the 2020 Behavioral Health carry over budget and an estimated \$30,000 from Director Hendrickson's consulting fees. The Department may also receive a County grant in the amount of \$50,000 to create a Fire CARES program.

2021 EXPENDITURES:

The 2021 Housing, Health and Human Services budget will primarily consist of the cost of a full time Department Director. \$81,787 is estimated in salary costs, \$38,228 in benefits, and \$4500 in administrative and miscellaneous expenses. Total 2021 budget: \$124,575.

2021 GOALS:

The Housing, Health, and Human Services Department will continue to:

- Coordinate City efforts to develop affordable housing
- Coordinate City efforts to improve the health of Poulsbo residents
- Coordinate City efforts to improve access to behavioral health services for Poulsbo residents
- Advocate for County, state and federal funds for Poulsbo housing, health and human services.

BEHAVIORAL HEALTH DEPARTMENT (2019-2020)

PROGRAM DESCRIPTION:

The Behavioral Health Department, in 2019 and 2020, identified, pursued, and managed initiatives that assisted individuals struggling with behavioral health issues in Poulsbo and other cities in Kitsap County. Programs included the Police Navigator program and a Law Enforcement Assisted Diversion (LEAD) program. The Program Manager assisted the Mayor on numerous special projects relating to the housing and health needs of Poulsbo residents.

SERVICES PROVIDED:

Services provided by the Behavioral Health Department include but are not limited to:

- Brief intervention after police contact to navigate to needed services
- Care coordination on behalf of individuals
- Officer assistance and education related to behavioral health resources
- Community education
- Grantwriting and strategic partnerships
- Representing the City at regional and national meetings.

STAFFING LEVEL:

The 2019-2020 Police Navigator Program consisted of three Police Navigators and a Project Manager.

2019-2020 PROGRAM ACCOMPLISHMENTS:

From January to December of 2019, Navigators assisted 718 unduplicated individuals referred to police and responded to well over 1,000 police referrals. Annual survey respondents working with Navigators report 100% satisfaction with their work (83% "extremely satisfied, 17% somewhat satisfied). Respondents overwhelmingly believe that Navigators help coordinate the work of police, providers and agencies (90%). Respondents overwhelmingly believe that Navigators help divert and deflect people with behavioral health issues from the criminal justice system (85%).

2021-2022 REVENUE SOURCES:

The Police Navigator Program will be funded by \$60,000 in carry over funds from the 2020 Behavioral Health Program.

2021 EXPENDITURES:

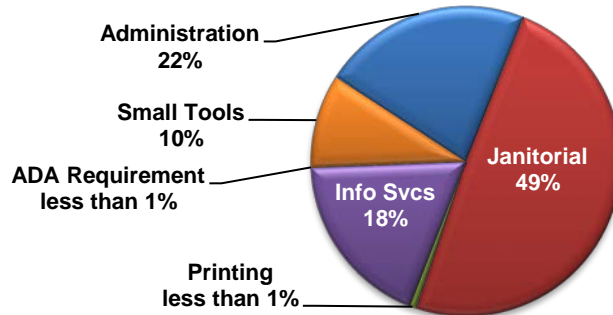
A .5 Police Navigator will be contracted through an outside agency. We estimate \$41,500 in wages, \$8,500 in benefits, and \$10,000 in administrative and other expenses. Total budget: \$60,000.

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-185-000-564-00	50000110	SALARIES	19,985	187,217	263,673	278,695	204,036		(278,695)	-100.0%		-	0.0%	-
	50000120	OVERTIME	984	726	339	-	-		-	0.0%		-	0.0%	-
	50000130	CASUAL LABOR	46,740	-	-	-	-		-	0.0%		-	0.0%	-
	50000210	BENEFITS	14,255	92,450	132,239	144,033	102,646		(144,033)	-100.0%		-	0.0%	-
	50000229	UNIFORMS TAXABLE			87	-	-		-	0.0%		-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	1,349	2,747	1,458	-	6,761		-	0.0%		-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	1,937	(458)	2,224	-	1,683		-	0.0%		-	0.0%	-
	50000410	PROFESSIONAL SERVICES	225	9,411	19,459	-	2,182		-	0.0%		-	0.0%	-
	50000411	ADVERTISING	-	-	-	-	-		-	0.0%		-	0.0%	-
	50000412	LEGAL EXPENSES	-	10,152	5,028	-	804		-	0.0%		-	0.0%	-
	50000420	COMMUNICATION	463	1,346	1,564	-	1,742		-	0.0%		-	0.0%	-
	50000421	POSTAGE			2	-	17		-	0.0%		-	0.0%	-
	50000430	TRAVEL	4,054	11,479	5,688	-	970		-	0.0%		-	0.0%	-
	50000460	INSURANCE	-	555	555	-	5,844		-	0.0%		-	0.0%	-
	50000490	MISCELLANEOUS	142,436	259	72	98,866	357		(98,866)	-100.0%		-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	-			-	75		-	0.0%		-	0.0%	-
	50000492	TRAINING	-	2,700	5,221	-	2,066		-	0.0%		-	0.0%	-
		TOTAL BEHAVIORAL HEALTH	232,428	318,585	437,606	521,594	329,182	-	(521,594)	-100.0%	-	-	0.0%	-

CENTRAL SERVICES

Central Services provides General Fund departments throughout the City with services and operating supplies which are not department specific

Central Services Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
CENTRAL SVC ADA						
SUPPLIES	-	-	-	-	-	-
OTHER SERVICES & CHARGES	97	(0)	250	250	250	500
TOTAL CNTRL SVC ADA	97	(0)	250	250	250	500
CENTRAL SVC ADMIN						
BAD DEBT EXPENSE	254	404	-	-	-	-
SUPPLIES	2,404	6,131	2,500	2,750	2,500	5,250
OTHER SERVICES & CHARGES	107,583	120,492	131,274	110,864	113,614	224,478
TOTAL CNTRL SVC ADMIN	110,242	127,028	133,774	113,614	116,114	229,728
CENTRAL SVC CUSTODIAL						
SALARIES	135,248	139,609	142,068	122,252	126,903	249,155
BENEFITS	64,659	67,389	70,586	68,726	74,569	143,295
SUPPLIES	19,256	10,015	10,700	21,300	21,300	42,600
OTHER SERVICES & CHARGES	48,346	40,709	50,736	40,253	40,253	80,506
TOTAL CNTRL SVC CUSTODIAL	267,509	257,722	274,090	252,531	263,025	515,556
CENTRAL SVC DATA						
SUPPLIES	762	3,866	3,750	3,750	3,750	7,500
OTHER SERVICES & CHARGES	84,305	113,733	95,501	103,486	82,101	185,587
TOTAL CNTRL SVC DATA	85,066	117,598	99,251	107,236	85,851	193,087
CENTRAL SVC PRINTING						
SUPPLIES	91	1,217	750	750	750	1,500
OTHER SERVICES & CHARGES	1,955	2,242	3,192	3,192	3,192	6,384
TOTAL CNTRL SVC PRINTING	2,046	3,459	3,942	3,942	3,942	7,884
CENTRAL SVC SMALL TOOLS						
SMALL TOOLS	45,832	49,845	51,250	35,950	35,950	71,900
OTHER SERVICES & CHARGES	-	-	-	15,300	15,300	30,600
TOTAL CNTRL SVC SM TOOLS	45,832	49,845	51,250	51,250	51,250	102,500
TOTAL CENTRAL SERVICES	510,792	555,652	562,557	528,823	520,432	1,049,255

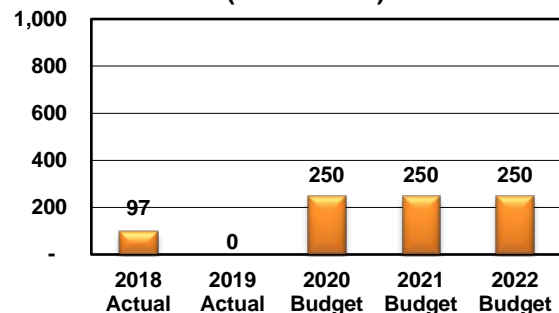
CENTRAL SERVICES - ADA REQUIREMENTS

PROGRAM DESCRIPTION:

In order to meet the federally mandated ADA, the City, in cooperation with Public Works staff, identifies items that must be improved to meet ADA requirements. Implementation of those items continues on an on-going basis.

The City's goal is to continue to make City facilities and services accessible to all people and allow staff to attend pertinent training.

**Central Services
ADA Requirement Budget
(2018 - 2022)**



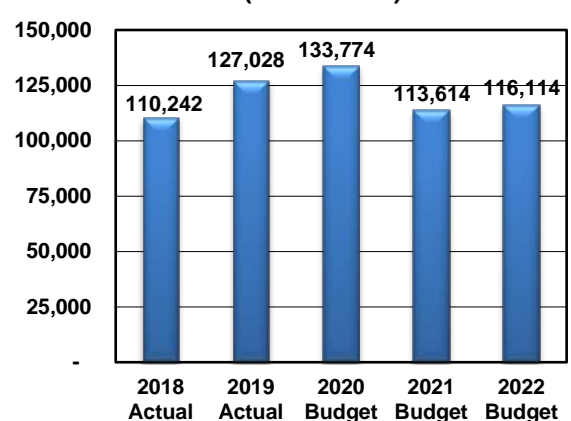
CENTRAL SERVICES - ADMINISTRATION

PROGRAM DESCRIPTION:

The administration-central budget includes items used by City departments that cannot be specifically allocated to an individual department. Central administration items include:

- Paper, envelopes, and miscellaneous forms
- Administrative postage
- City and power utilities
- Internet fees and content filter
- Repairs and maintenance
- General governmental credit card discount fees
- Courier Fee's
- Bank Charges
- Postage Machine Lease
- Telephone Charges

**Central Services
Administrative Section Budget
(2018 - 2022)**



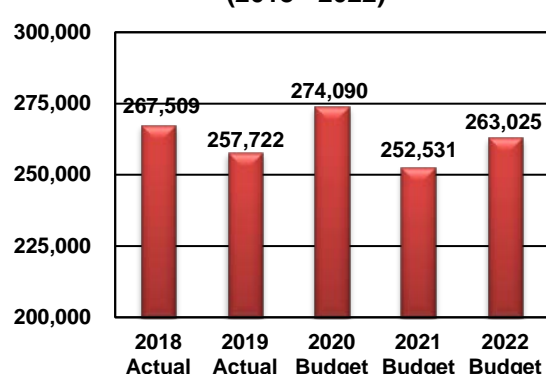
CENTRAL SERVICES - CUSTODIAL and BUILDING MAINTENANCE

PROGRAM DESCRIPTION:

The mission of the Custodial/Building section of the Central Services Department is to provide for the routine maintenance and repair of City owned buildings to protect and maintain the value of the General Fund assets.

The Custodial/Building Maintenance section of the General Fund is under the direction of Public Works. Responsibilities include janitorial services and the repair and maintenance of City owned or leased facilities and equipment. Facilities include: City Hall, Recreational Center, Rentals of Caretakers houses, Parks Buildings and Facilities, the Public Works Complex and Public Works installations including pump houses and other utility structures.

**Central Services
Custodial/Building Maintenance
(2018 - 2022)**



STAFFING LEVEL:

Staffing associated with Central Service includes 2.52 FTE's under the supervision of the Superintendent of Public Works.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Continued to provide routine maintenance and janitorial services to City-owned buildings, as required
- Assisted various Public Works projects
- Repaired miscellaneous vandalism in the City Parks and trails
- Repaired and provided continued support for City Hall
- Updated and repaired the current Public Works buildings
- Updated and repaired the Police Department and upper garage

2021-2022 PROGRAM OBJECTIVES:

- Continuing to support various Public Works projects
- Continuation of routine maintenance projects, as required, throughout the city
- Continuing janitorial support for all City occupied buildings
- Repairing and maintaining City Hall

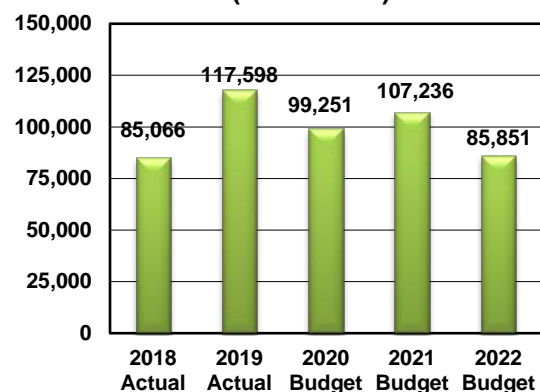
CENTRAL SERVICES - INFORMATION SERVICES**PROGRAM DESCRIPTION:**

Central Services Data Processing includes:

- Administrative computer system repairs
- Maintenance agreements and service for software programs, backup systems, and mail servers.
- Forms and supplies for the administrative computer system, such as payroll and claim checks and billing forms.

The City's financial software is hosted and accessed via the internet. This provides emergency back-up redundancy offsite. This has also allowed some modules to be internet accessible for users. The City implemented on-line utility billing system for customers to view and pay their bills.

**Central Services
Information Services Budget
(2018 - 2022)**

**2019-2020 PROGRAM ACCOMPLISHMENTS:**

- Implemented online security training/monitoring.
- Implementation of Windows 10 on all City computers
- Secure Wireless network in City Hall to be used with new door locks
- Implemented new phone system

2021-2022 PROGRAM PROJECTS:

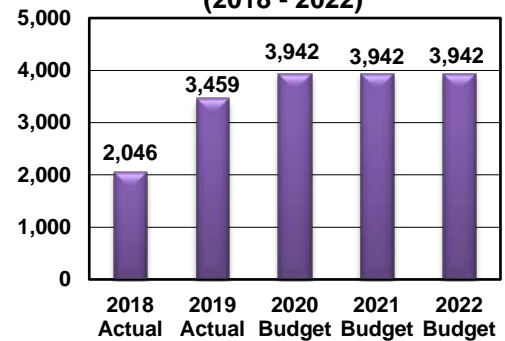
- Implement Dual-Factor authentication for computer access city-wide
- Install security camera in elevator
- Update aging audio/video (A/V) equipment used for recording City Council meetings and other events in Council Chambers

CENTRAL SERVICES - PRINTING and DUPLICATION**PROGRAM DESCRIPTION:**

Central Services Printing and Duplication includes:

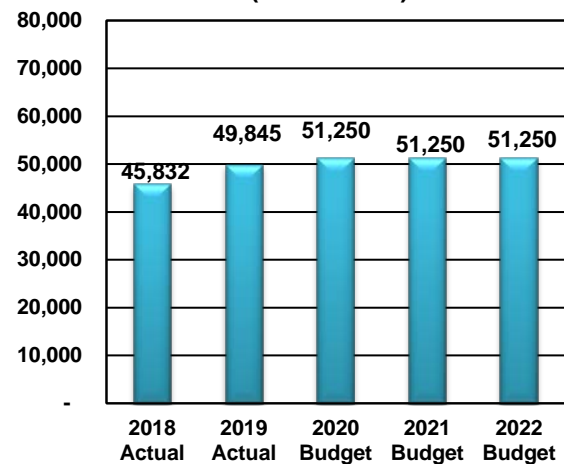
- Administrative copy machine repair
- Maintenance contracts
- Printing of Annual Budget
- Printing of Comprehensive Annual Financial Report

**Central Services
Printing & Duplication Budget
(2018 - 2022)**

***CENTRAL SERVICES - SMALL TOOLS AND MINOR EQUIPMENT*****PROGRAM DESCRIPTION:**

The City's capitalization policy has a threshold of \$5,000. Computers, printers, software, and items of "small tools" in nature which are on a replacement rotation and/or not part of departmental operating budgets is considered for funding and allocated to these funds.

**Central Services
Small Tools and Minor Equipment
(2018 - 2022)**



Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-142-000-518-50	50000020	BAD DEBT EXPENSE	332	254	404	-	-	-	-	0.0%	-	-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	2,176	2,404	6,131	2,500	1,684	2,750	250	10.0%	2,500	(250)	-9.1%	5,250
	50000410	PROFESSIONAL SERVICES	3,069	3,965	4,792	3,800	1,079	4,500	700	18.4%	4,500	-	0.0%	9,000
	50000420	COMMUNICATION	55,203	47,187	56,404	67,000	37,970	45,000	(22,000)	-32.8%	47,250	2,250	5.0%	92,250
	50000440	TAXES & OPERATING ASSMNTS	11	39	10	25	-	15	(10)	-40.0%	15	-	0.0%	30
	50000450	OPERATING RENTAL & LEASES	3,097	3,135	3,246	3,300	2,361	3,300	-	0.0%	3,300	-	0.0%	6,600
	50000470	UTILITY SRVCS - CITY	9,661	10,522	11,336	11,000	7,721	12,000	1,000	9.1%	12,500	500	4.2%	24,500
	50000471	UTILITY SERVICES	56,162	53,594	53,693	57,000	40,485	57,000	-	0.0%	57,000	-	0.0%	114,000
	50000480	REPAIRS & MAINTENANCE	-	-	-	500	-	500	-	0.0%	500	-	0.0%	1,000
	50000490	MISCELLANEOUS	2,585	460	1,179	1,100	91	1,100	-	0.0%	1,100	-	0.0%	2,200
	50000495	INTRGOV PROF SVCS	44	44	-	100	-	-	(100)	-100.0%	-	-	0.0%	-
	50000497	INDIRECT MISCELLANEOUS	(12,004)	(11,363)	(10,169)	(12,551)	(8,101)	(12,551)	-	0.0%	(12,551)	-	0.0%	(25,102)
		TOTAL CENTRAL SVC - ADMIN	120,335	110,242	127,028	133,774	83,290	113,614	(20,160)	-15.1%	116,114	2,500	2.2%	229,728
001-142-000-518-61	50000490	MISCELLANEOUS	-	-	2,261	-	-	-	-	0.0%	-	-	0.0%	-
		TOTAL JDGMNTS & STTLMNTS	-	-	2,261	-	-	-	-	0.0%	-	-	0.0%	-
001-142-000-518-70	50000310	OFFICE & OPERATING SUPPLY	579	91	1,217	750	-	750	-	0.0%	750	-	0.0%	1,500
	50000480	REPAIRS & MAINTENANCE	5,670	5,388	4,871	6,000	3,633	6,000	-	0.0%	6,000	-	0.0%	12,000
	50000497	INDIRECT MISCELLANEOUS	(2,728)	(3,433)	(2,629)	(2,808)	(2,533)	(2,808)	-	0.0%	(2,808)	-	0.0%	(5,616)
		TOTAL CENTRAL SVC - PRINTING	3,522	2,046	3,459	3,942	1,099	3,942	-	0.0%	3,942	-	0.0%	7,884
001-142-000-518-81	50000310	OFFICE & OPERATING SUPPLY	2,507	755	2,776	2,750	550	2,750	-	0.0%	2,750	-	0.0%	5,500
	50000350	SMALL TOOLS & MINOR EQUIP	855	7	1,090	1,000	2,562	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000410	PROFESSIONAL SERVICES	16,495	23,746	23,196	10,500	31,508	29,385	18,885	179.9%	5,500	(23,885)	-81.3%	34,885
	50000420	COMMUNICATIONS	417	804	804	810	-	810	-	0.0%	810	-	0.0%	1,620
	50000480	REPAIRS & MAINTENANCE	86,470	78,440	109,992	119,750	78,693	109,500	(10,250)	-8.6%	112,000	2,500	2.3%	221,500
	50000490	MISCELLANEOUS	-	-	-	1,000	-	500	(500)	-50.0%	500	-	0.0%	1,000
	50000491	DUES & SUBSCRIPTIONS	20,338	22,259	24,627	25,750	-	25,600	(150)	-0.6%	25,600	-	0.0%	51,200
	50000497	INDIRECT MISCELLANEOUS	(44,886)	(40,945)	(44,887)	(62,309)	(33,244)	(62,309)	-	0.0%	(62,309)	-	0.0%	(124,618)
		TOTAL CENTRAL SVC - INFO SRVS	82,197	85,066	117,598	99,251	80,069	107,236	7,985	8.0%	85,851	(21,385)	-19.9%	193,087
001-300-000-518-90	50000310	OFFICE & OPERATING SUPPLY	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000430	TRAVEL	-	46	-	75	-	75	-	0.0%	75	-	0.0%	150
	50000439	TRAVEL-TAXABLE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	-	(69)	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000492	TRAINING	300	120	-	175	-	175	-	0.0%	175	-	0.0%	350
	50000497	INDIRECT MISCELLANEOUS	-	-	(0)	-	(94)	-	-	0.0%	-	-	0.0%	-
		TOTAL CENTRAL SVC - ADA RQMNT	300	97	(0)	250	(94)	250	-	0.0%	250	-	0.0%	500

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-184-000-511-60	50000350	SMALL TOOLS - LEGISLATIVE	-	2,598	4,318	-			-	0.0%		-	0.0%	-
001-184-000-512-50	50000350	SMALL TOOLS - MUNI COURT	5,334	7,075	1,703	1,750	280		(1,750)	-100.0%		-	0.0%	-
001-184-000-512-50	50000450	OPERATING RENTAL & LEASES - MUNI COURT					997	1,750	1,750	0.0%	1,750	-	0.0%	3,500
001-184-000-513-10	50000350	SMALL TOOLS - EXECUTIVE	-	-		-			-	0.0%		-	0.0%	-
001-184-000-514-20	50000350	SMALL TOOLS - FINANCE	5,131	-	5,178	-	1,194		-	0.0%		-	0.0%	-
001-184-000-514-21	50000350	SMALL TOOLS - CLERK	2,760	-	1,294	-	2,387		-	0.0%		-	0.0%	-
001-184-000-518-10	50000350	SMALL TOOLS - PERSONNEL	-	-		-			-	0.0%		-	0.0%	-
001-184-000-518-30	50000350	SMALL TOOLS - CENTRAL SVCS - BLDG	-	-		-			-	0.0%		-	0.0%	-
001-184-000-518-50	50000350	SMALL TOOLS - CENTRAL SVCS	-	-	3,883	3,400			(3,400)	-100.0%		-	0.0%	-
001-184-000-518-80	50000350	SMALL TOOLS - DATA PROCESSING	3,445	8,182	12,175	34,200	6,244	34,200	-	0.0%	34,200	-	0.0%	68,400
001-184-000-518-80	50000450	OPERATING RENTAL & LEASES - DATA PROCESSING					2,308	3,400	3,400	0.0%	3,400	-	0.0%	6,800
001-184-000-521-20	50000350	SMALL TOOLS - POLICE	-	8,931	3,623	2,500	194		(2,500)	-100.0%		-	0.0%	-
001-184-000-521-20	50000450	OPERATING RENTAL & LEASES - POLICE					1,624	2,500	2,500	0.0%	2,500	-	0.0%	5,000
001-184-000-538-10	50000350	SMALL TOOLS - PW ADMIN	-	-	7,766	-	1,194		-	0.0%		-	0.0%	-
001-184-000-543-10	50000350	SMALL TOOLS - TR MGMT	3,914	10,253	3,080	3,450	6,462		(3,450)	-100.0%		-	0.0%	-
001-184-000-543-10	50000450	OPERATING RENTAL & LEASES - TR MGMT					1,985	3,450	3,450	0.0%	3,450	-	0.0%	6,900
001-184-000-558-50	50000340	SMALL TOOLS - BLDG PRMT & PLN RV	-	1,167		-			-	0.0%		-	0.0%	-
001-184-000-558-60	50000350	SMALL TOOLS - PLANNING	1,540	2,740	4,374	3,450	494		(3,450)	-100.0%		-	0.0%	-
001-184-000-558-60	50000450	OPERATING RENTAL & LEASES - PLANNING					1,985	3,450	3,450	0.0%	3,450	-	0.0%	6,900
001-184-000-571-20	50000350	SMALL TOOLS - RECREATION	3,570	2,390	2,451	2,500	414		(2,500)	-100.0%		-	0.0%	-
001-184-000-571-20	50000450	OPERATING RENTAL & LEASES -RECREATION					1,525	2,500	2,500	0.0%	2,500	-	0.0%	5,000
001-184-000-576-10	50000350	SMALL TOOLS - PARKS	-	-		-	4,774		-	0.0%		-	0.0%	-
001-184-030-511-60	50000350	SMALL TOOLS - PEG FEES	-	2,496		-			-	0.0%		-	0.0%	-
		TOTAL CENTRAL SVC - SMALL TOOLS	25,694	45,832	49,845	51,250	34,059	51,250	-	0.0%	51,250	-	0.0%	102,500

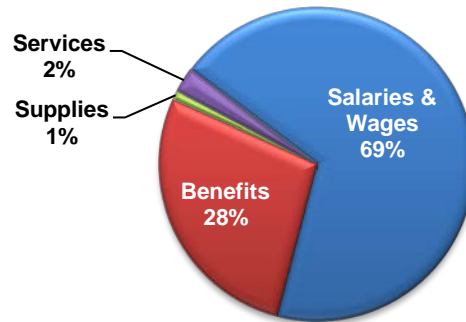
Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-300-000-518-30	50000110	SALARIES	131,907	142,840	144,748	153,289	111,369	133,573	(19,716)	-12.9%	138,224	4,651	3.5%	271,797
	50000117	INDIRECT SALARIES	(10,746)	(13,940)	(11,176)	(13,721)	(8,031)	(13,721)	-	0.0%	(13,721)	-	0.0%	(27,442)
	50000120	OVERTIME	268	793	3,232	1,000	99	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000130	CASUAL LABOR	2,392	5,555	2,805	1,500		1,400	(100)	-6.7%	1,400	-	0.0%	2,800
	50000210	BENEFITS	65,405	71,323	72,784	77,383	53,697	75,540	(1,843)	-2.4%	81,383	5,843	7.7%	156,923
	50000215	BENEFITS/CAS LAB & OT	-	-	-	425		408	(17)	-4.0%	408	-	0.0%	816
	50000217	INDIRECT BENEFITS	(5,451)	(6,664)	(5,395)	(7,222)	(4,227)	(7,222)	-	0.0%	(7,222)	-	0.0%	(14,444)
	50000310	OFFICE & OPERATING SUPPLY	11,174	6,439	7,429	7,000	29,209	7,000	-	0.0%	7,000	-	0.0%	14,000
	50000311	MAINTENANCE SUPPLIES				-	9,621	12,000	12,000	0.0%	12,000	-	0.0%	24,000
	50000320	FUEL FOR VEHICLE	1,536	2,605	1,352	2,700	846	1,300	(1,400)	-51.9%	1,300	-	0.0%	2,600
	50000350	SMALL TOOLS & MINOR EQUIP	932	10,212	1,234	1,000	1,408	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000410	PROFESSIONAL SERVICES	16,160	16,458	18,937	10,000	12,089	11,650	1,650	16.5%	11,650	-	0.0%	23,300
	50000420	COMMUNICATION	710	684	566	750	370	600	(150)	-20.0%	600	-	0.0%	1,200
	50000430	TRAVEL	-	-	-	-	18	60	60	0.0%	60	-	0.0%	120
	50000471	UTILITY SERVICES	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	30,630	38,159	25,258	43,543	16,100	32,000	(11,543)	-26.5%	32,000	-	0.0%	64,000
	50000490	MISCELLANEOUS	40	13	9	100		100	-	0.0%	100	-	0.0%	200
	50000492	TRAINING	-	-	-	1,500		1,000	(500)	-33.3%	1,000	-	0.0%	2,000
	50000497	INDIRECT MISCELLANEOUS	(7,191)	(6,968)	(4,061)	(5,157)	(4,362)	(5,157)	-	0.0%	(5,157)	-	0.0%	(10,314)
	TOTAL CENTRAL SVC - JANITORIAL			237,764	267,509	257,722	274,090	218,207	252,531	(21,559)	-7.9%	263,025	10,494	4.2%
TOTAL CENTRAL SERVICES:			469,811	510,792	557,912	562,557	416,630	528,823	(33,734)	-6.0%	520,432	(8,391)	-1.6%	1,049,255

MUNICIPAL COURT DEPARTMENT

Mission Statement:

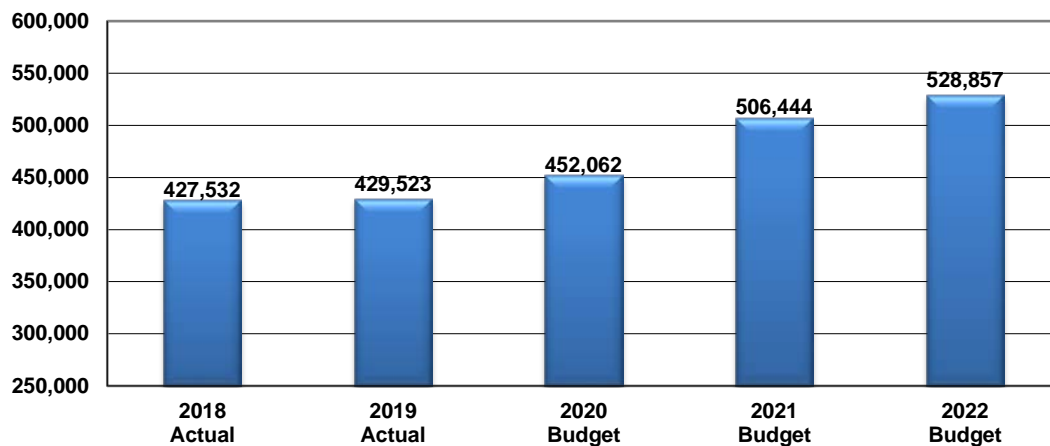
The Court is committed to excellence in providing fair, accessible, and timely resolution of alleged violations of the Poulsbo Municipal Court in an atmosphere of respect for the public, employees, and other government entities.

Municipal Court Uses

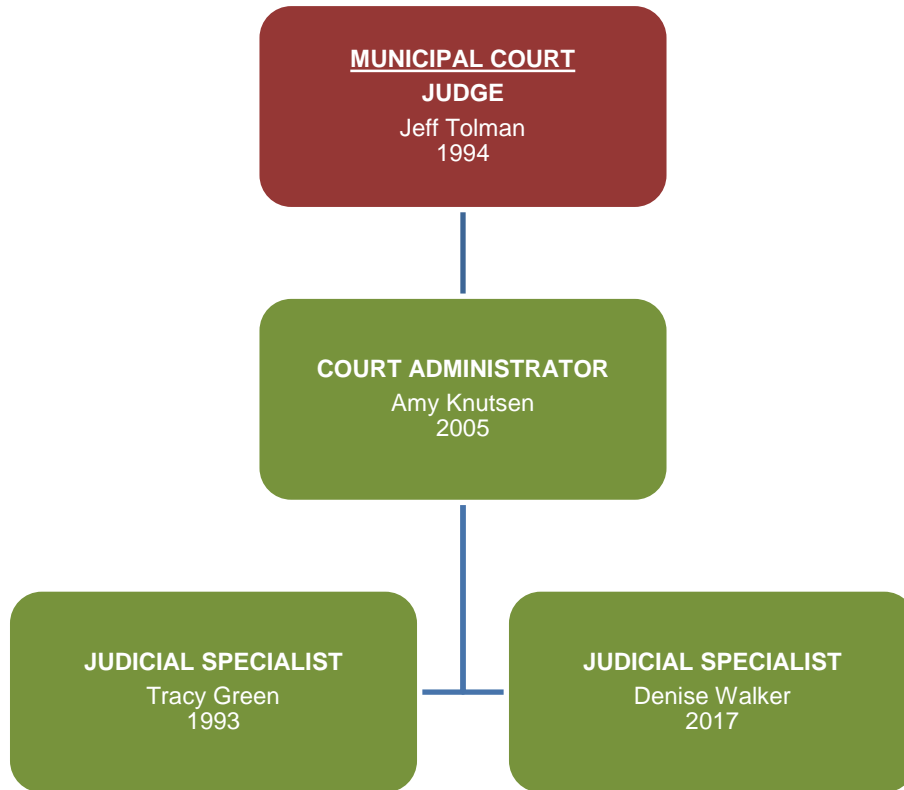


ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
JUDICIAL						
SALARIES	296,262	294,716	308,684	349,524	362,586	712,110
BENEFITS	113,621	118,831	125,170	138,712	148,063	286,775
SUPPLIES	6,425	4,512	4,935	4,935	4,935	9,870
OTHER SERVICES & CHARGES	11,225	11,463	13,273	13,273	13,273	26,546
TOTAL JUDICIAL	427,532	429,523	452,062	506,444	528,857	1,035,301

Municipal Court Budget (2018 - 2022)



THE ORGANIZATION OF THE MUNICIPAL COURT DEPARTMENT



MUNICIPAL COURT DEPARTMENT

PROGRAM DESCRIPTION:

The Poulsbo Municipal Court has a judge appointed by the Mayor and confirmed by City Council to a four-year term. The judge holds court on a part-time basis. The Court is committed to excellence in providing fair, accessible, and timely resolution of alleged violations of the PMC in an atmosphere of respect for the public, employees, and other government entities.

The Poulsbo Municipal Court hears cases involving traffic infractions, City code violations, misdemeanors, gross misdemeanors, potential and dangerous dog appeals, and various types of civil protection orders, to include DV, anti-harassment, sexual assault. It is the goal of the court to maintain accountability for the actions of individuals and ensure the punishment fits the violation.

The Court continues to identify the core services and focus the resources on these services in innovative ways to accomplish their mission. They continue their commitment to finding alternatives to incarceration, when appropriate, and finding a long-term solution to jail housing. Poulsbo Municipal Court continues to be a contributing partner working toward a safe and vital community.

In 2014, the Municipal Court section took over the function of processing passports. All support staff became certified and processes passport applications on Thursdays by appointment only. This function provides an excellent service to citizens in the north end of the county.

STAFFING LEVEL:

The Municipal Court consists of one part-time Judge, a one full-time Court Administrator, two Judicial Specialist positions, and a part-time Court Security position.

- The Judge is responsible for the administration of justice, overseeing the operation of the Municipal Court, and providing support and guidance for the administrator and court staff
- The Court Administrator is responsible for all aspects of the court's operations; including budget, personnel, automation, management, training, public relations, facilities, and special projects
- The Judicial Specialists perform clerical support work of a varied nature which includes establishing and maintaining court files, handling fines and assessments, recording accurate minutes from court hearings, and monitoring compliance with court-imposed conditions.
- The part-time Court Security position is new to the 2021-2022 budget cycle after the voluntary separation of the Police Department position that assisted in fulfilling that duty.

2019/2020 PROGRAM ACCOMPLISHMENTS:

- Continued to work with the trial courts in Kitsap County in organizing common court services
- Ensured training and procedures were in place so court and accounting processes were in accordance with statutes
- Continued training for Staff, Administrator and Judge regarding changes within the judicial system
- Continued to be a contributing partner working toward a safe and vital community
- Court Administrator served as a member of the District and Municipal Court Management and Education Committees
- Transitioned from AllianceOne Collectors to Dynamic Collectors.
- Began holding virtual hearings during the global pandemic so that access to justice would still be available to all who needed it.
- Completed an update of all Judgment & Sentences.
- Developed a procedure to email documents for upcoming court hearings – saving on postage and time.
- Scanned in perpetuity files into LaserFiche from 2003-2013.

2021-2022 WORKPLAN:

- Continue to provide prompt, personal, and professional services to those who encounter the Court system
- Continue the commitment to provide timely, quality, and accurate services to those involved in the court system, as well as the public
- Review the Municipal Court webpage to identify broken links and provide updated information that will help those involved in the court obtain the resources they may need to meet probation requirements
- Review case management systems and additional opportunities that will allow those involved in the court system; whether it be the attorneys who represent clients, victims of DV or a crime against their property, family members, or the defendants – to have improved access to court records
- Develop the ability to scan and store electronic records, three years for standard cases and perpetuity for both DUI and DV cases, to be a greater service for future record requests

MUNICIPAL COURT DEPARTMENT WORKLOAD MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Estimate	2021 Estimate	2022 Estimate
Criminal Charges	425	313			
Infraction/Parking Charges	991	873			
Civil Orders	15	8			
Total Filings	1431	1194	0	0	0
Criminal Hearings	4750	4606			
Infraction/Parking Hearings	566	500			
Civil Hearings	15	14			

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-120-000-512-50	50000110	SALARIES	270,264	291,093	288,997	302,447	207,122	343,287	40,840	13.5%	356,349	13,062	3.8%	699,636
	50000120	OVERTIME	-	32	-	250		250	-	0.0%	250	-	0.0%	500
	50000130	CASUAL LABOR	4,465	5,136	5,719	5,987	2,438	5,987	-	0.0%	5,987	-	0.0%	11,974
	50000210	BENEFITS	104,110	113,621	118,831	124,110	85,975	137,652	13,542	10.9%	147,003	9,351	6.8%	284,655
	50000215	BENEFITS/CAS LAB & OT	-	-	-	1,060		1,060	-	0.0%	1,060	-	0.0%	2,120
	50000310	OFFICE & OPERATING SUPPLY	4,364	4,348	3,878	4,700	906	4,700	-	0.0%	4,700	-	0.0%	9,400
	50000350	SMALL TOOLS & MINOR EQUIP	791	2,077	634	235	778	235	-	0.0%	235	-	0.0%	470
	50000410	PROFESSIONAL SERVICES	3,856	4,865	4,621	3,147	2,366	3,147	-	0.0%	3,147	-	0.0%	6,294
	50000421	POSTAGE	2,665	2,615	2,492	2,600	1,173	2,600	-	0.0%	2,600	-	0.0%	5,200
	50000430	TRAVEL	2,085	1,148	1,066	1,700		1,700	-	0.0%	1,700	-	0.0%	3,400
	50000439	TRAVEL-TAXABLE	21			-			-	0.0%		-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	351	579	70	900	455	900	-	0.0%	900	-	0.0%	1,800
	50000490	MISCELLANEOUS	1,573	517	500	726	101	726	-	0.0%	726	-	0.0%	1,452
	50000491	DUES & SUBSCRIPTIONS	920	815	1,050	700	1,028	700	-	0.0%	700	-	0.0%	1,400
	50000492	TRAINING	1,015	685	1,665	3,500	-	3,500	-	0.0%	3,500	-	0.0%	7,000
		TOTAL JUDICIAL	396,480	427,532	429,523	452,062	302,342	506,444	54,382	12.0%	528,857	22,413	4.4%	1,035,301

PARKS AND RECREATION DEPARTMENT

Mission Statement: *The mission of the Parks and Recreation Department is to promote the quality of life by serving the community's needs for quality and affordable educational and recreational programs, parks and services to all residents and visitors.*

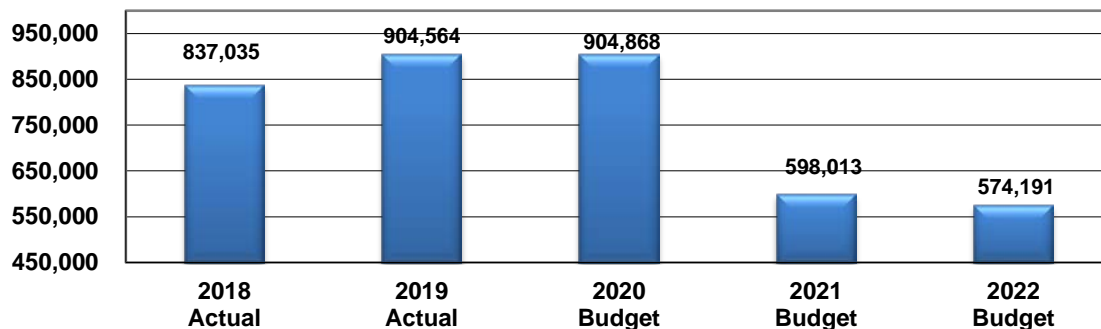
Park and Recreation Department Program Uses



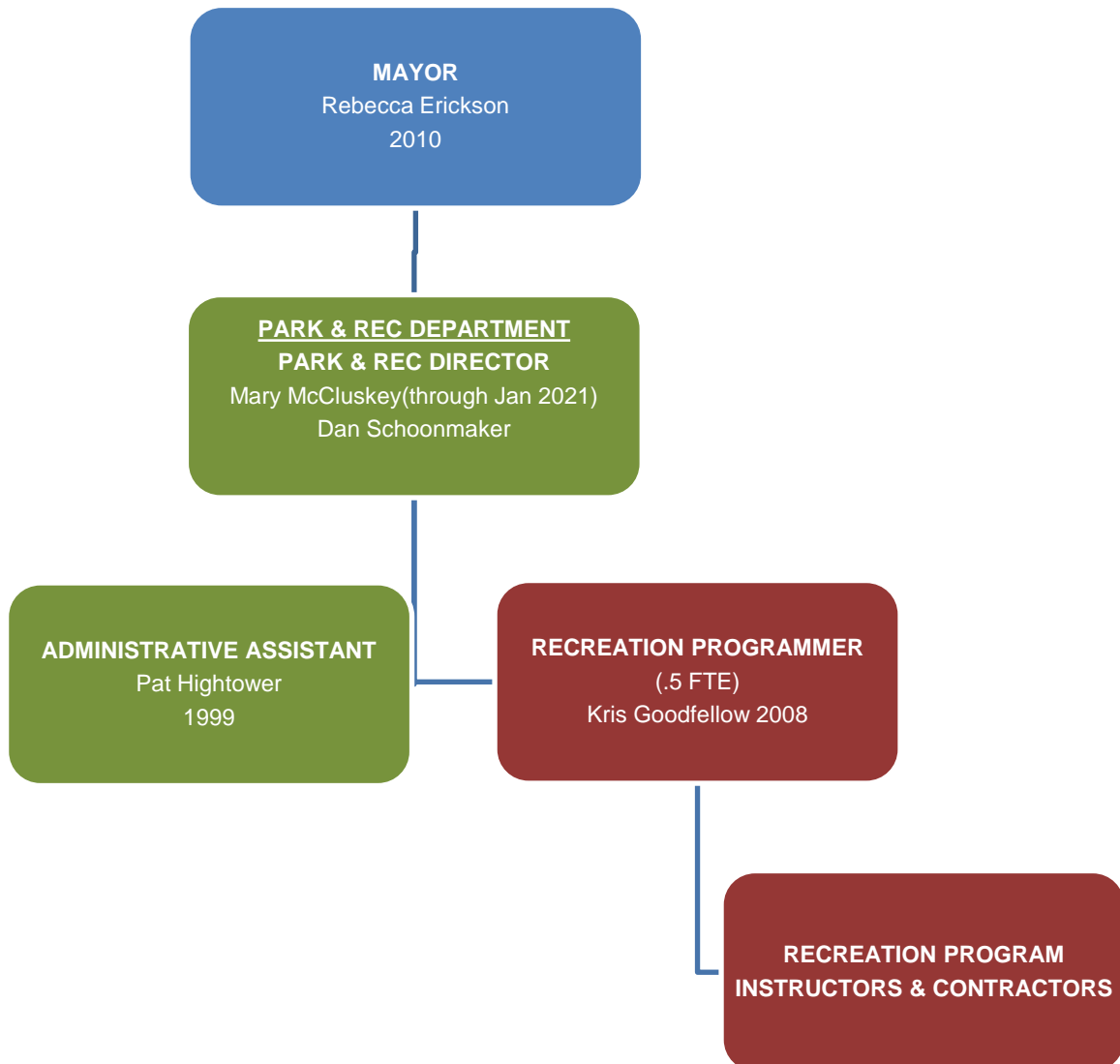
■ Adult 2%	■ Adventure 3%
■ Arts & Crafts 1%	■ Body & Mind <1%
■ Business & Computer <1%	■ Dance 2%
■ Music 3%	■ Park & Rec Admin 71%
■ Preschool 0%	■ Senior 1%
■ Sport & Fitness 17%	■ Youth <1%

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
EDUCATION (PRESCHOOL)						
SALARIES	51,547	54,186	59,877	-	-	-
BENEFITS	9,900	9,811	11,879	-	-	-
SUPPLIES	3,535	2,797	4,326	-	-	-
OTHER SERVICES & CHARGES	-	-	-	-	-	-
RECREATION SERVICES						
SALARIES	412,417	440,634	467,232	347,741	313,738	661,479
BENEFITS	133,665	141,419	148,934	107,772	108,953	216,725
SUPPLIES	24,842	24,949	32,050	19,000	24,400	43,400
OTHER SERVICES & CHARGES	201,130	230,768	180,570	123,500	127,100	250,600
TOTAL PARK & RECREATION	837,035	904,565	904,868	598,013	574,191	1,172,204

Park and Recreation Department Budget (2018 - 2022)



THE ORGANIZATION OF THE PARKS & RECREATION DEPARTMENT



PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTIONS:

Poulsbo Parks and Recreation is a primary provider of community recreation programs in Poulsbo and North Kitsap, including the planning and implementation of 8-10 community-wide special events each year. The department prides itself on excellent customer service and being able to answer questions from citizens, patrons, visitors and business owners. The department is also responsible for facility rentals, and capital acquisition and development in city parks. Working with Poulsbo Public Works on maintenance matters is paramount to a successful park system.

STAFFING LEVEL:

Going into 2021 as the City begins recovery from COVID 19, the department will have 2.5 FTEs. This includes one Parks & Recreation Director, one Administrative Assistant, one half-time Recreation Programmer.

PROGRAM RESOURCES:

There are three sources of revenue generated by Parks and Recreation, including: user fees charged to class participants, park and signboard rentals, and lease rental revenue.

PROGRAM DESCRIPTION and SERVICES

Recreation	Parks	Customer Service & Other Tasks
Provider of recreation programs in Poulsbo and North Kitsap	Process reservations for individuals and organizations who use the gazebo or picnic shelters at three city parks	Provide excellent customer service to patrons, other staff members, businesses, volunteers, citizens and visitors alike.
Planning and implementation of community-wide special events	Process sign requests for event signage on two community signboards.	Form program and event partnerships with other agencies and organizations to benefit community programs including Western WA University, Martha and Mary Health Services, Port of Poulsbo and NK School District.
Volunteer management in many areas including parks, recreation and special events	Provide visionary leadership on capital acquisition and development of city parks, and perform grant research and implementation for parks, recreation and open space improvements.	Staff support for the Poulsbo Parks and Recreation Commission and Fish Park Steering Committee.
		Participation and involvement with other state and countywide recreation service providers to learn what is succeeding throughout the region.

2019-2020 ACCOMPLISHMENTS:

Recreation

The Parks and Recreation Department not only provides a variety of recreation programs for the citizenry but continues to build community relationships with a variety of agencies, businesses, non-profit organizations, and individuals.

While 2019 saw the highest usage, participation and user fees generated in the history of the department, 2020 was a challenging and eventful year, with many changes to the department. Covid 19 presented

financial and programming challenges to the department that began on March 23 when all city buildings were closed and staff began working from home. There were no community indoor community spaces available to use for recreation programs, and members of the public were also at home waiting out the pandemic. But in late June and throughout the summer and early fall, staff was able to offer small group, outdoor programs.

Many goals were accomplished in 2019 and early 2020 thanks to creative programming, energetic staff and available facilities. Successes included:

- **PROGRAMS:** Providing citizens with a variety of enjoyable leisure opportunities, which are accessible, safe, well organized, physically attractive, and well maintained. Recreation programs are often trendy, and programs created are through citizen request or have proven popularity elsewhere. Online registration provides easy, efficient service to the users at any time of the day. When programs were able to come back in mid-2020, the Recreation Center remained closed, so people had to do all registrations via phone or online.
- **SPECIAL EVENTS:** Community wide special events are scheduled throughout the year. These events are supported and encouraged by our local service organizations and businesses, through personnel, advertising and monetary support. The regular events that have found a place in our community include:
 - Daddy-Daughter Dance in February
 - Easter Candy Hunt in March/April
 - Viking Fest Road Race in May
 - Summer concert series in July and August
 - Kids Day in September
 - Spooktacular in October
 - Salmon Tours in November
- **SOCIAL MEDIA:** The department continues to use different methods of promoting programs, including the city website, Facebook, and emailed newsletters. The email mailing list is over 8,200. Keeping updated information in front of people's eyes is a positive and effective marketing tool.
- **BUSINESS AND COMMUNITY PARTNERSHIPS:** Increased partnerships with local businesses and organizations who also offer recreational experiences is vital in a small community. This department has been able to offer so much more through local connections. Partnerships for expanded class and program offerings include Martha and Mary Health Services, InMotion Dance Studio, Earthright Insights, Skyhawks Sports Academy, the Kitsap Children's Musical Theater, Western Washington University Poulsbo campus, the WSU Kitsap Extension office, Port of Poulsbo, West Sound Academy, Evergreen Mountain Bike Alliance, Miss West Sound and Miss Viking Fest, Poulsbo Rotary Club, Poulsbo Lions Club, Poulsbo Kiwanis Club, Kitsap Rowing Association, Mountain Vikes, NK Lacrosse, and Poulsbo Community Orchestra.
- **RECREATION CENTER AND FUTURE FACILITY PLANS:** In 2019, the Poulsbo Park and Recreation Center building continued to be used to its fullest capacity for the benefit of the community. The city has leased out two spaces in the building to help cover operating expenses. A partnership with the Kitsap Public Facilities District provided funding for a feasibility study for the PERC – Poulsbo Events and Recreation Center. This 30,000-40,000 sf building would be built on the city-owner 8 acre parcel in College Marketplace, and would include space for indoor activities, outdoor fields, event spaces, and offices for Poulsbo Parks and Recreation. The hard work on the study began in 2019 and will continue into Spring 2021. Staff time is matching the KPFD funding.

In the fall of 2020, the city determined that the Recreation Center should be closed at least until the pandemic was over in order to save money. The public was not able to access the building. Unfortunately, support staff was laid off and 3 staff members were moved to City Hall.

- **NK SCHOOL DISTRICT:** The City has longed maintained a strong relationship with the North Kitsap School District, allowing community access of buildings and fields. Staff enjoys open lines of communication with the maintenance and facilities departments, as well as the school district administration. Since the school district owns a majority of facilities used for community recreation programs, it is important to keep working together for the community. The school district owns three synthetic fields, and the city played a role by funding a part of the fields through the North Kitsap Regional Events Center (NKREC) project at North Kitsap High School and Strawberry Multi-Use Fields.

When the pandemic hit in 2020, all school district facilities were closed and unavailable for community use. It is hoped that once the pandemic is over, the facilities will again be available for community programs.

- **VOLUNTEERS:** Volunteers are very important to this department. People are very generous with their time, and consistently volunteer in leading programs, chaperoning senior trips, sharing expertise, working in parks, and providing leadership.

PARTNERSHIP HIGHLIGHTS IN 2019-2020:

➤ **Western Washington University on the Peninsulas**

WWU Poulsbo offers a degree through the Huxley Environmental Program and has partnered with the volunteers of Poulsbo's Fish Park to plant, maintain, and monitor a stewardship section of the park. Faculty has also been involved on the Fish Park Steering Committee, Poulsbo Tree Board and in Centennial Park.

➤ **Community Gardens**

The Community P-Patch at Raab Park continues to flourish. The 51 sunny plots are rented each year, and bursting with vegetables, flowers and plants. The City funded a garden coordinator in 2019-2020 but is setting up a volunteer management process for 2021-2022.

The Youth Garden at Raab Park is also managed by the WSU Kitsap Extension Office along with the Poulsbo Garden Club. They maintain the garden year around, and in non-COVID 19 years, offer 8 free youth programs during the summer. Each week has a theme, including worms, butterflies, ladybugs, and sunflowers. Children spend two hours doing crafts, watering, and learning about gardening. 75-150 children attend each Monday event.

2021-2022 RECREATION CHALLENGES, GOALS AND CRITICAL ISSUES:

In 2021 and 2022, the department will be facing new challenges and critical issues involving recreational facilities.

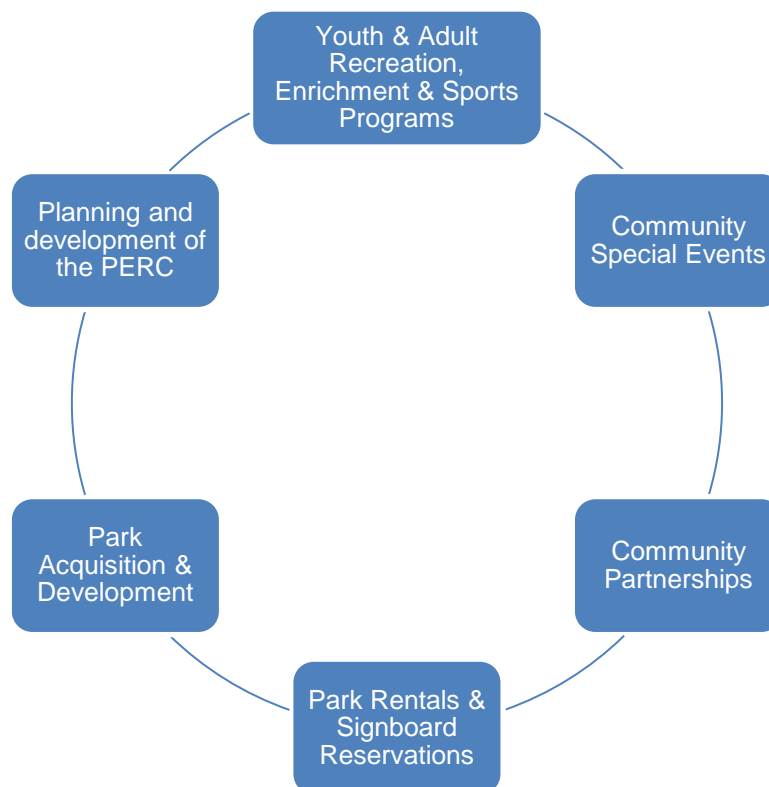
In 2021, COVID 19 will still have a lingering presence in the community, but the recovery efforts must begin. Staff reductions and retirements will bring a new director to the department, with new ideas and on how to provide community recreation programs. The two additional staff members will continue to provide historical background and support to the new director and community.

Recreation programs are resilient, and recreation providers must be flexible in putting together future programs. Programs will continue to be created based upon perceived need, client requests, and instructor availability. Department staff members monitor the program trends throughout the state and country, and try to create programs that will be both successful and fun. Strengthening partnerships with other providers or organizations will be especially important, as more can be accomplished with partners. In addition to paying for direct costs including the instructor, room fee, and supplies, an additional 35% fee will be assessed for administrative/overhead costs. A "resident discount" is subtracted for residents, instead of adding a "non-resident" fee. Employees are cognizant that patrons are more careful where they spend their discretionary dollars, and staff must produce a good product for a family's hard-earned funds. Staff believes teamwork helps produce a good product and entices people to sign up for classes they want.

Beyond virtual and social distanced opportunities, programs for older adults may be slower to come out of the pandemic due to health concerns. Many will be waiting for an effective vaccine before venturing too far. Youth sports will need to learn how best to offer these very important programs, as sports have always been a vital part of any community. Families will have to make decisions based on what is best for their situation. Traveling far and wide will be slow to recover.

The Recreation Center may or may not be available for programs, and staff must investigate other community resources in order to offer programs. Using online platforms such as Zoom, enhancing outdoor parks and spaces, and providing more social-friendly programs are paramount to the health and well-being of the community. Public parks are more important than ever to the communities. They are critical infrastructure and vital to all. The PERC feasibility study should be completed by spring of 2021, with next steps outlined then. The time and opportunity for a new, multi-use building for Poulsbo residents and visitors is now.

Advertising programs will also evolve, and alternatives used to get the word out about Poulsbo Parks and Recreation. Gone is the 56-page catalog that is mailed out to all residents twice a year. In 2020, the catalog was replaced by an expanded monthly newsletter that was emailed to a large mailing list of 8,200. Social media continues to be used via Facebook and the city website.



Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-740-000-571-29	50000110	SALARIES	43,432	51,547	54,186	59,877	32,344		(59,877)	-100.0%		-	0.0%	-
	50000130	CASUAL LABOR	-	-	-	-	-		-	0.0%		-	0.0%	-
	50000210	BENEFITS	8,374	9,900	9,811	11,879	5,679		(11,879)	-100.0%		-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	-	-		-	0.0%		-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	3,728	3,494	2,666	3,826	806		(3,826)	-100.0%		-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	133	41	132	500	-		(500)	-100.0%		-	0.0%	-
	50000490	MISCELLANEOUS	-	-	-	-	-		-	0.0%		-	0.0%	-
	TOTAL P&R - EDUCTN SVCS/PRESCHL		55,666	64,982	66,795	76,082	38,829	-	(76,082)	-100.0%	-	-	0.0%	-
001-740-000-571-20	50000110	SALARIES	303,704	314,476	328,411	373,081	236,894	281,891	(91,190)	-24.4%	230,538	(51,353)	-18.2%	512,429
	50000120	OVERTIME	226	42	76	-	-		-	0.0%		-	0.0%	-
	50000130	CASUAL LABOR	26	86	686	2,526	207	1,500	(1,026)	-40.6%	1,500	-	0.0%	3,000
	50000210	BENEFITS	115,341	120,266	127,013	135,835	92,606	98,062	(37,773)	-27.8%	96,628	(1,434)	-1.5%	194,690
	50000215	BENEFITS/CAS LAB & OT	-	-	-	524	-	225	(299)	-57.1%	225	-	0.0%	450
	50000310	OFFICE & OPERATING SUPP	2,286	1,852	2,858	3,000	2,006	3,000	-	0.0%	3,000	-	0.0%	6,000
	50000320	FUEL FOR VEHICLE	-	-	-	-	-		-	0.0%		-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	195	124	388	1,000	-	500	(500)	-50.0%	1,000	500	100.0%	1,500
	50000410	PROFESSIONAL SERVICES	-	3,550	2,950	6,500	1,500	1,500	(5,000)	-76.9%	3,000	1,500	100.0%	4,500
	50000411	ADVERTISING	519	1,721	1,642	1,600	821	750	(850)	-53.1%	750	-	0.0%	1,500
	50000420	COMMUNICATION	2,679	1,727	1,605	2,350	1,227	1,300	(1,050)	-44.7%	1,300	-	0.0%	2,600
	50000421	POSTAGE	5,750	6,129	5,805	5,500	2,774	200	(5,300)	-96.4%	200	-	0.0%	400
	50000430	TRAVEL	88	-	93	300	291	500	200	66.7%	500	-	0.0%	1,000
	50000439	TRAVEL-TAXABLE	-	-	-	-	-		-	0.0%		-	0.0%	-
	50000440	TAXES & OPERATING ASSMNTS	7,350	8,228	8,525	10,000	2,704	4,500	(5,500)	-55.0%	7,500	3,000	66.7%	12,000
	50000450	OPERATING RENTAL & LEASES	1	1	1	-	-		-	0.0%		-	0.0%	-
	50000470	UTILITY SRVCS - CITY	4,196	4,363	4,501	4,600	3,242	4,600	-	0.0%	4,600	-	0.0%	9,200
	50000471	UTILITY SERVICES	15,824	16,083	14,174	19,000	9,139	10,000	(9,000)	-47.4%	10,000	-	0.0%	20,000
	50000480	REPAIRS & MAINTENANCE	12,910	7,503	8,468	8,020	7,596	11,000	2,980	37.2%	11,000	-	0.0%	22,000
	50000490	MISCELLANEOUS	10,347	11,433	13,176	9,500	4,533	4,000	(5,500)	-57.9%	6,000	2,000	50.0%	10,000
	50000491	DUES & SUBSCRIPTIONS	608	613	347	650	369	450	(200)	-30.8%	450	-	0.0%	900
	50000492	TRAINING	95	-	30	1,000	-	750	(250)	-25.0%	750	-	0.0%	1,500
	50000493	PRINTING & DUPLICATION	14,780	7,009	12,625	15,000	6,421	1,000	(14,000)	-93.3%	2,000	1,000	100.0%	3,000
	TOTAL P&R - RECRTN ACTVTS		496,925	505,205	533,373	599,986	372,329	425,728	(174,258)	-29.0%	380,941	(44,787)	-10.5%	806,669
001-740-001-571-20	50000130	CASUAL LABOR	2,281	1,490	1,580	1,000	400	750	(250)	-25.0%	1,000	250	33.3%	1,750
	50000210	BENEFITS	203	127	137	-	35		-	0.0%		-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	150	-	75	(75)	-50.0%	100	25	33.3%	175
	50000310	OFFICE & OPERATING SUPPLY	91	-	10	100	-	100	-	0.0%	200	100	100.0%	300
	50000410	PROFESSIONAL SERVICES	6,317	11,894	8,676	6,000	716	3,000	(3,000)	-50.0%	4,500	1,500	50.0%	7,500
	50000490	MISCELLANEOUS	24	-	-	-	-		-	0.0%		-	0.0%	-
	TOTAL P&R - ARTS & CRAFTS		8,916	13,511	10,403	7,250	1,151	3,925	(3,325)	-45.9%	5,800	1,875	47.8%	9,725
001-740-002-571-20	50000120	OVERTIME	-	-	-	-	-		-	0.0%		-	0.0%	-
	50000130	CASUAL LABOR	11,458	13,607	12,373	11,125	14,288	10,000	(1,125)	-10.1%	10,500	500	5.0%	20,500
	50000210	BENEFITS	1,665	1,981	1,752	-	2,004		-	0.0%		-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	1,400	-	1,500	100	7.1%	1,500	-	0.0%	3,000
	50000310	OFFICE & OPERATING SUPPLY	340	1,853	921	2,000	466	1,500	(500)	-25.0%	1,500	-	0.0%	3,000
	50000320	FUEL FOR VEHICLE	412	592	523	800	167	500	(300)	-37.5%	600	100	20.0%	1,100
	50000350	SMALL TOOLS & MINOR EQUIP	-	49	79	1,000	-	750	(250)	-25.0%	750	-	0.0%	1,500
	50000410	PROFESSIONAL SERVICES	2,092	842	866	-	-	1,000	1,000	0.0%	1,000	-	0.0%	2,000
	50000430	TRAVEL	236	218	261	300	9	300	-	0.0%	300	-	0.0%	600
	50000450	OPERATING RENTAL & LEASES	35	-	-	-	-		-	0.0%		-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	639	1,665	2,543	3,000	-	2,000	(1,000)	-33.3%	2,500	500	25.0%	4,500
	50000490	MISCELLANEOUS	368	515	998	1,500	-	800	(700)	-46.7%	1,000	200	25.0%	1,800
	50000492	TRAINING	-	-	-	-	370	-	-	0.0%	-	-	0.0%	-
	TOTAL P&R - ADVENTURE PROGRAM		17,245	21,320	20,316	21,125	17,303	18,350	(2,775)	-13.1%	19,650	1,300	7.1%	38,000

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-740-003-571-20	50000130	CASUAL LABOR	3,390	5,711	11,002	8,800	4,683	4,400	(4,400)	-50.0%	7,000	2,600	59.1%	11,400
	50000210	BENEFITS	332	574	1,181	-	511	-	-	0.0%	-	-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	1,200	-	660	(540)	-45.0%	1,050	390	59.1%	1,710
	50000310	OFFICE & OPERATING SUPPLY	1,257	1,041	867	1,400	177	300	(1,100)	-78.6%	500	200	66.7%	800
	50000350	SMALL TOOLS & MINOR EQUIP	-	-	288	-	-	-	-	0.0%	-	-	0.0%	-
	50000410	PROFESSIONAL SERVICES	1,830	1,384	1,426	1,500	1,334	1,500	-	0.0%	1,500	-	0.0%	3,000
	50000450	OPERATING RENTAL & LEASES	38	-	-	-	37	-	-	0.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	27	12	47	100	-	100	-	0.0%	100	-	0.0%	200
		TOTAL P&R - ADULT PROGRAM	6,874	8,722	14,811	13,000	6,741	6,960	(6,040)	-46.5%	10,150	3,190	45.8%	17,110
001-740-004-571-20	50000130	CASUAL LABOR	350	130	200	200	-	200	-	0.0%	200	-	0.0%	400
	50000210	BENEFITS	72	28	43	50	-	25	(25)	-50.0%	25	-	0.0%	50
	50000310	OFFICE & OPERATING SUPPLY	-	-	135	50	-	50	-	0.0%	50	-	0.0%	100
	50000410	PROFESSIONAL SERVICES	-	60	150	200	-	200	-	0.0%	200	-	0.0%	400
		TOTAL P&R - BUSINESS & COMPT	422	218	528	500	-	475	(25)	-5.0%	475	-	0.0%	950
001-740-005-571-20	50000130	CASUAL LABOR	478	595	-	500	-	500	-	0.0%	500	-	0.0%	1,000
	50000210	BENEFITS	40	49	-	75	-	50	(25)	-33.3%	50	-	0.0%	100
	50000410	PROFESSIONAL SERVICES	1,364	240	1,541	800	75	800	-	0.0%	800	-	0.0%	1,600
	50000450	OPERATING RENTAL & LEASES	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		TOTAL P&R - BODY & MIND	1,882	884	1,541	1,375	75	1,350	(25)	-1.8%	1,350	-	0.0%	2,700
001-740-006-571-20	50000120	OVERTIME	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000130	CASUAL LABOR	1,163	2,194	2,540	2,000	1,185	1,500	(500)	-25.0%	2,000	500	33.3%	3,500
	50000210	BENEFITS	133	368	417	-	134	-	-	0.0%	-	-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	300	-	225	(75)	-25.0%	300	75	33.3%	525
	50000310	OFFICE & OPERATING SUPPLY	1,450	1,430	1,086	2,500	968	1,500	(1,000)	-40.0%	2,500	1,000	66.7%	4,000
	50000410	PROFESSIONAL SERVICES	10,047	9,790	16,253	5,400	2,417	4,000	(1,400)	-25.9%	5,400	1,400	35.0%	9,400
	50000430	TRAVEL	12	10	-	-	28	-	-	0.0%	-	-	0.0%	-
	50000450	OPERATING RENTAL & LEASES	-	-	-	500	-	1,000	500	100.0%	1,500	500	50.0%	2,500
	50000490	MISCELLANEOUS	-	-	11	-	-	-	-	0.0%	-	-	0.0%	-
		TOTAL P&R - DANCE PROGRAM	12,804	13,791	20,306	10,700	4,733	8,225	(2,475)	-23.1%	11,700	3,475	42.2%	19,925
001-740-007-571-20	50000130	CASUAL LABOR	18,479	19,528	24,593	15,000	15,097	10,000	(5,000)	-33.3%	12,000	2,000	20.0%	22,000
	50000210	BENEFITS	1,541	1,639	2,102	-	1,273	-	-	0.0%	-	-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	1,500	-	1,500	-	0.0%	1,800	300	20.0%	3,300
	50000310	OFFICE & OPERATING SUPPLY	231	122	200	300	-	300	-	0.0%	300	-	0.0%	600
	50000410	PROFESSIONAL SERVICES	7,229	3,331	1,142	8,000	147	4,000	(4,000)	-50.0%	4,500	500	12.5%	8,500
	50000411	ADVERTISING	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000450	OPERATING RENTAL & LEASES	511	175	80	200	-	200	-	0.0%	200	-	0.0%	400
	50000490	MISCELLANEOUS	-	12	-	100	-	100	-	0.0%	100	-	0.0%	200
		TOTAL P&R - MUSIC PROGRAM	27,990	24,807	28,117	25,100	16,518	16,100	(9,000)	-35.9%	18,900	3,300	17.4%	35,000
001-740-008-571-20	50000130	CASUAL LABOR	45,422	48,710	53,449	49,500	19,398	30,000	(19,500)	-39.4%	45,000	15,000	50.0%	75,000
	50000210	BENEFITS	7,095	7,766	8,025	-	2,848	-	-	0.0%	-	-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	7,500	-	4,500	(3,000)	-40.0%	6,750	2,250	50.0%	11,250
	50000310	OFFICE & OPERATING SUPPLY	13,502	12,888	13,364	14,500	2,254	7,500	(7,000)	-48.3%	10,000	2,500	33.3%	17,500
	50000320	FUEL FOR VEHICLE	6	12	14	-	-	-	-	0.0%	-	-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	1,576	500	218	1,600	-	500	(1,100)	-68.8%	500	-	0.0%	1,000
	50000410	PROFESSIONAL SERVICES	25,495	28,735	37,681	23,300	6,328	15,000	(8,300)	-35.6%	20,000	5,000	33.3%	35,000
	50000411	ADVERTISING	1,165	1,628	1,165	1,200	-	750	(450)	-37.5%	750	-	0.0%	1,500
	50000430	TRAVEL	866	665	727	900	244	600	(300)	-33.3%	600	-	0.0%	1,200
	50000450	OPERATING RENTAL & LEASES	24,800	26,546	28,188	21,000	(1,133)	20,000	(1,000)	-4.8%	20,000	-	0.0%	40,000
	50000480	REPAIRS & MAINTENANCE	6	36	51	500	-	500	-	0.0%	500	-	0.0%	1,000
	50000490	MISCELLANEOUS	3,764	2,896	5,360	5,000	1,320	3,000	(2,000)	-40.0%	4,000	1,000	33.3%	7,000
	50000491	DUES & SUBSCRIPTIONS	-	-	375	-	477	500	500	0.0%	500	-	0.0%	1,000
		TOTAL P&R - SPORT & FITNESS	123,696	130,382	148,618	125,000	31,736	82,850	(42,150)	-33.7%	108,600	25,750	31.1%	191,450

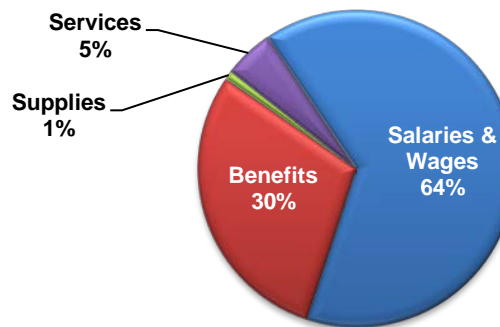
Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-740-009-571-20	50000130	CASUAL LABOR			200		40		-	0.0%		-	0.0%	-
	50000210	BENEFITS			17		3		-	0.0%		-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	834	295	188	100	453	500	400	400.0%	500	-	0.0%	1,000
	50000320	FUEL FOR VEHICLE	1,445	1,127	1,109	1,000	122	500	(500)	-50.0%	500	-	0.0%	1,000
	50000410	PROFESSIONAL SERVICES	-	-	-	-	-		-	0.0%	-	-	0.0%	-
	50000430	TRAVEL	285	-	-	-	149		-	0.0%	-	-	0.0%	-
	50000450	OPERATING RENTAL & LEASES	6,301	6,443	6,550	1,200	135	3,000	1,800	150.0%	3,500	500	16.7%	6,500
	50000480	REPAIRS & MAINTENANCE	-	-	-	-	-		-	0.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	15,289	10,890	7,378	13,600	1,173	3,000	(10,600)	-77.9%	3,000	-	0.0%	6,000
		TOTAL P&R - SENIOR PROGRAM	24,154	18,754	15,442	15,900	2,075	7,000	(8,900)	-56.0%	7,500	500	7.1%	14,500
001-740-010-571-20	50000130	CASUAL LABOR	7,085	5,781	5,523	3,500	894	3,000	(500)	-14.3%	3,500	500	16.7%	6,500
	50000210	BENEFITS	928	834	730	-	112		-	0.0%	-	-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	400		450	50	12.5%	525	75	16.7%	975
	50000310	OFFICE & OPERATING SUPPLY	2,487	2,956	2,701	2,700	367	1,500	(1,200)	-44.4%	2,500	1,000	66.7%	4,000
	50000410	PROFESSIONAL SERVICES	17,007	18,630	34,976	2,000	1,638	2,000	-	0.0%	2,500	500	25.0%	4,500
	50000450	OPERATING RENTAL & LEASES	-	-	-	150			(150)	-100.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	36	-	22	100		100	-	0.0%	100	-	0.0%	200
		TOTAL P&R - YOUTH PROGRAM	27,543	28,201	43,953	8,850	3,011	7,050	(1,800)	-20.3%	9,125	2,075	29.4%	16,175
001-740-000-576-80	50000120	OVERTIME	-	68		-		4,000	4,000	0.0%		(4,000)	-100.0%	4,000
	50000210	BENEFITS	-	34		-		1,000	1,000	0.0%		(1,000)	-100.0%	1,000
	50000310	OFFICE & OPERATING SUPPLY	-	-		-			-	0.0%	-	-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	-	-		-			-	0.0%	-	-	0.0%	-
	50000410	PROFESSIONAL SERVICES	9,988	6,156		-		15,000	15,000	0.0%		(15,000)	-100.0%	15,000
	50000421	POSTAGE	-	-		-	17		-	0.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	4,980	-		-	1,417		-	0.0%	-	-	0.0%	-
	50000493	PRINTING & DUPLICATION	-	-	360	-			-	0.0%	-	-	0.0%	-
		TOTAL P&R - PARKS ADMIN	14,968	6,257	360	-	1,434	20,000	20,000	0.0%	-	(20,000)	-100.0%	20,000
		TOTAL PARK & RECREATION:	819,086	837,035	904,564	904,868	495,935	598,013	(306,855)	-33.9%	574,191	(23,822)	-4.0%	1,172,204

PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Mission Statement:

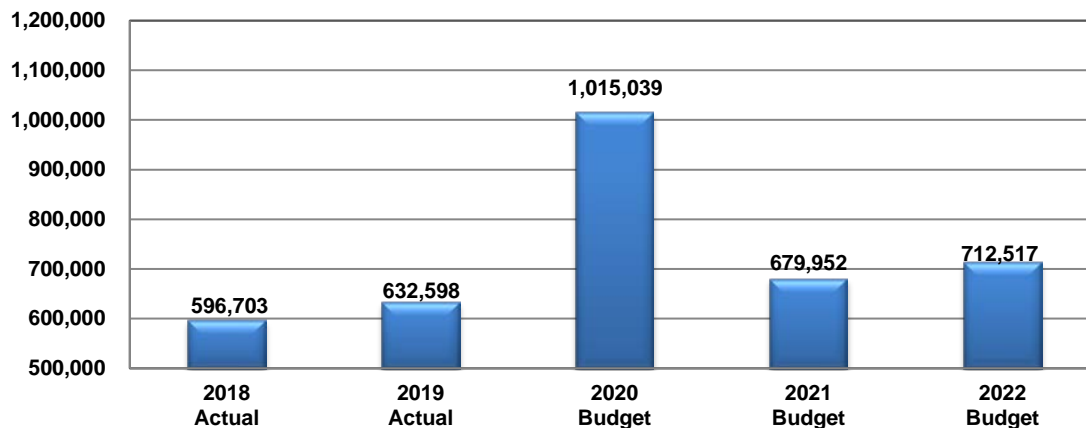
Our mission is to partner with the community, residents, elected officials, and private entities to promote Poulsbo's charm, character, and livability. This is achieved through sustainable comprehensive planning, efficient permit review and processing, and deliberate economic development strategies.

Planning and Economic Development Department Uses

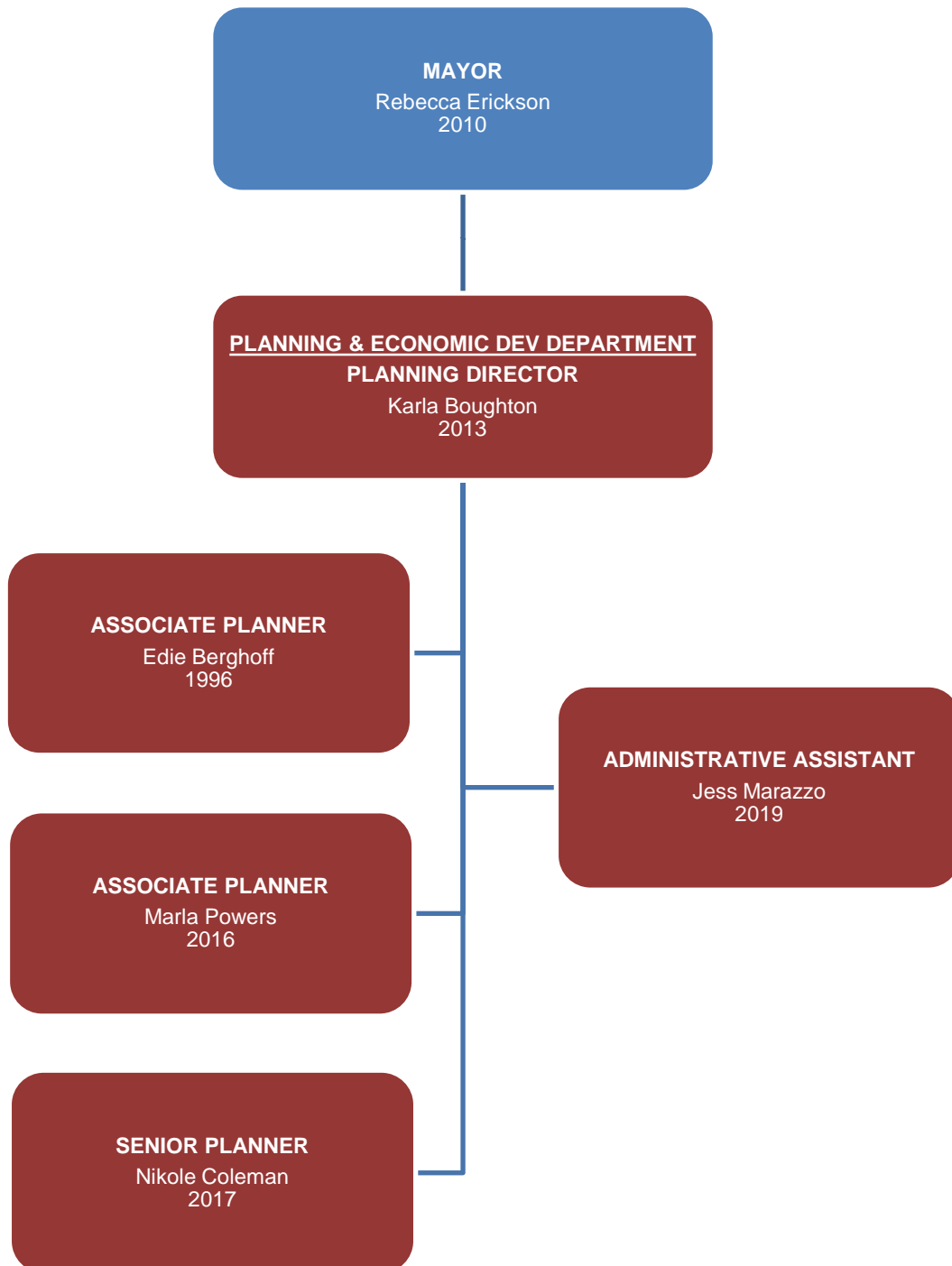


ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
PLANNING						
SALARIES	386,073	412,205	426,072	440,181	458,232	898,413
BENEFITS	169,601	179,469	188,234	198,288	212,802	411,090
SUPPLIES	3,876	7,560	6,468	6,468	6,468	12,936
OTHER SERVICES & CHARGES	37,153	33,364	394,265	35,015	35,015	70,030
TOTAL PLANNING	596,703	632,598	1,015,039	679,952	712,517	1,392,469

Planning Department Budget (2018 - 2022)



THE ORGANIZATION OF THE PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT



PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION and SERVICES:

The City Planning and Economic Development Department responds to issues regarding land development, population growth, environmental quality, and economic development. The PED Department entails two primary responsibilities, both contributing to the quality of life of Poulsbo residents and the economic stability of the City.

The Long-Range Planning responsibility ensures that citywide development is well-planned, safe and sustainable. This departmental function conducts comprehensive planning in accordance with the State Growth Management Act and facilitates development of clear and concise codes. The Long-Range Planning also responds to the requirements of the Shoreline Management Act, changes in State law and evolving local issues. Finally, it represents the City in regional planning programs involving growth management and environmental issues.

The Permitting responsibility ensures that land development and use activities are in compliance with city code and regulations, as well as state and local regulations. Permitting achieves this through thorough review and processing of proposed land use permits, ensures statutory timelines are met or exceeded, and staff report and condition of approval development ensures orderly development consistent with applicable code and regulations.

Other important functions of the department include implementation of economic development strategies and work program, automated geographical mapping services, environmental review (SEPA), annexations, building permit review, and staff support to the City Council, City Planning Commission, and Hearing Examiner.

STAFFING LEVEL:

The Planning and Economic Development Department has 5.0 FTEs. The Department staffing breakdown is: one Director, one Senior Planner, two Associate Planners, and one Administrative Assistant.

2019-2020 PROGRAM ACCOMPLISHMENTS: The Planning and Economic Development Department completed a mix of special projects, departmental/organizational improvements, long-range planning efforts and daily permit demands, summarized below:

- Maintained development review performance timelines for land use permit review while the complexity of applications continues to increase
- Co-lead City effort to secure funding from Kitsap Public Facilities District for a proposed Poulsbo Event and Recreation Center feasibility study
- Updated City's development regulations, including mixed use in C-1 zoning district, new clearing and tree cutting ordinance, and other amendments to the zoning ordinance
- Processed annual amendments to the comprehensive plan
- Prepared amendments to Shoreline Master Program to meet 6/2021 statutory deadline
- Implemented electronic records management
- Outsourced public noticing mailings, recapturing staff resources
- Implemented public portal through Smart Gov
- Implemented online appointments to the public and customers, ensuring staff availability and enhanced customer service
- Continued to represent the City at Kitsap Regional Coordinating Council (KRCC) Planning Director meetings and KRCC Policy Board meetings
- Represented Poulsbo at PSRC Regional Staff Committee
- Continued to review business license applications for zoning compliance
- Continued to provide geographic information system (GIS) support for the City Departments
- Maintained and updated the Department's portion of the City's web site.
- Continued advancing the region through collaboration with local and regional stakeholders, including the Greater Poulsbo Chamber of Commerce, Kitsap Economic Development Alliance and WWU on the Peninsulas
- Host one of the four annual Peninsula Planner Forums' in City Council Chambers

- Maintained active memberships with the Planning Association of Washington, the American Planning Association, and the Washington Economic Development Association

2021-2022 WORK PLAN:

The work plan for the 2021-2022 biennium are:

- 1) Continue to maintain statutory timelines for land use applications.
- 2) Continue to provide excellent customer service on land use permitting.
- 3) Continue to provide City project management of PERC Feasibility Study.
- 4) Meet Shoreline Master Program statutory update of 6/2021.
- 5) Completion of Poulsbo Housing Action Plan.
- 6) Continuing update of Critical Areas Best Available Science.
- 7) Begin drafting of comprehensive plan chapters (non-population allocation related).
- 8) Participate in Buildable Lands Reporting/Land Capacity Analysis Program with Kitsap County.
- 9) Participate in Kitsap Regional Coordinating Council's update of the Countywide Planning Policies, including growth allocations.
- 10) Begin technical analysis to support next GMA population allocation.

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT PERFORMANCE MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 as of 6/30	2021 Projected	2022 Projected
# of Public Records Requests	28	40	20	43	46
# of Code Enforcement Requests	15	25	12	25	25
# of Code Enforcement Cases	31	15	7	15	15
# of Appeals	0	0	1	0	0
# of Accessory Dwelling Unit	3	1	1	2	2
# of Administrative Determinations	0	1	0	1	1
# of Boundary Line Adjustments	7	3	0	2	2
# of Comp Plan Amendments	0	4	3	3	3
# of Concomitant Agreement	3	2	0	1	1
# of Conditional Use Permits	1	2	1	1	1
# of Critical Area Permits	2	2	2	2	2
# of Design Review	8	5	2	4	4
# of Final Plats	3	0	0	2	3
# of Home Occupation Permits	1	2	0	2	2
# of Preliminary Plats	1	2	1	1	1
# of Planned Residential	0	1	1	1	1
# of Post Decision Reviews	2	2	1	1	1
# of Pre-Applications	32	30	15	20	20
# of Site Plan Reviews	6	9	7	6	6
# of SEPA Checklists (standalone)	2	2	3	3	3
# of Short Plats	1	2	1	1	1
# of Shoreline Permits	0	1	2	1	1
# of Shoreline Exemptions	6	4	5	5	5
# of Temporary Use Permits	3	2	1	2	2
# of Unclassified Planning Permits	8	5	7	7	8
# of Variances	0	0	0	0	0
# of Total Permits*	89	82	53	68	70
Land Use Permit Revenue	\$61,427	\$203,252	\$87,846	\$75,000	\$75,000

*Does not include public records response, code enforcement requests/cases

Unclassified Planning Permits include neighborhood meetings, unclassified actions, grading & clearing permits, and zoning verification letters

The Planning Department reviews every building permit prior to issuance for compliance with either condition of approval and/or City Zoning Standards

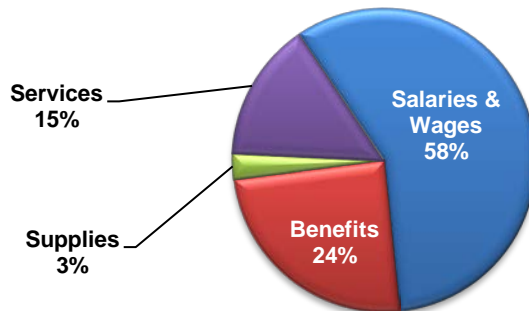
Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-580-000-558-60	50000110	SALARIES	366,618	391,670	418,125	430,225	299,101	448,412	18,187	4.2%	466,463	18,051	4.0%	914,875
	50000117	INDIRECT SALARIES	(7,369)	(7,869)	(8,732)	(8,231)	(6,329)	(8,231)	-	0.0%	(8,231)	-	0.0%	(16,462)
	50000120	OVERTIME	-	746	1,717	2,278	739	-	(2,278)	-100.0%	-	-	0.0%	-
	50000130	CASUAL LABOR	343	1,525	1,095	1,800	133	-	(1,800)	-100.0%	-	-	0.0%	-
	50000210	BENEFITS	162,835	173,079	183,270	191,209	133,845	201,956	10,747	5.6%	216,470	14,514	7.2%	418,426
	50000215	BENEFITS/CAS LAB & OT	-	-	-	693	-	-	(693)	-100.0%	-	-	0.0%	-
	50000217	INDIRECT BENEFITS	(3,260)	(3,477)	(3,802)	(3,768)	(2,897)	(3,768)	-	0.0%	(3,768)	-	0.0%	(7,536)
	50000220	UNIFORMS	34	-	-	100	-	100	-	0.0%	100	-	0.0%	200
	50000310	OFFICE & OPERATING SUPPLY	6,262	2,917	2,562	5,000	698	5,000	-	0.0%	5,000	-	0.0%	10,000
	50000320	FUEL FOR VEHICLE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	563	959	4,998	1,468	1,281	1,468	-	0.0%	1,468	-	0.0%	2,936
	50000410	PROFESSIONAL SERVICES	24,716	27,023	20,986	378,262	66,070	19,012	(359,250)	-95.0%	19,012	-	0.0%	38,024
	50000411	ADVERTISING	322	1,846	1,326	1,315	656	1,315	-	0.0%	1,315	-	0.0%	2,630
	50000415	PROFESSIONAL SERVICES - ESCROW	-	-	-	-	7,422	-	-	0.0%	-	-	0.0%	-
	50000420	COMMUNICATION	-	-	-	100	-	100	-	0.0%	100	-	0.0%	200
	50000421	POSTAGE	388	401	402	673	244	673	-	0.0%	673	-	0.0%	1,346
	50000430	TRAVEL	2,025	1,568	2,224	1,963	24	1,963	-	0.0%	1,963	-	0.0%	3,926
	50000439	TRAVEL-TAXABLE	43	92	17	150	-	150	-	0.0%	150	-	0.0%	300
	50000480	REPAIRS & MAINTENANCE	175	1,880	86	1,786	-	1,786	-	0.0%	1,786	-	0.0%	3,572
	50000490	MISCELLANEOUS	1,649	1,259	1,508	1,437	-	1,437	-	0.0%	1,437	-	0.0%	2,874
	50000491	DUES & SUBSCRIPTIONS	3,067	1,763	4,238	3,025	3,091	3,025	-	0.0%	3,025	-	0.0%	6,050
	50000492	TRAINING	2,783	1,959	1,928	5,000	155	5,000	-	0.0%	5,000	-	0.0%	10,000
	50000493	PRINTING & DUPLICATION	448	249	1,483	1,300	1,346	1,300	-	0.0%	1,300	-	0.0%	2,600
	50000497	INDIRECT MISCELLANEOUS	(1,190)	(888)	(835)	(746)	(2,039)	(746)	-	0.0%	(746)	-	0.0%	(1,492)
		TOTAL PLANNING	560,451	596,703	632,598	1,015,039	503,538	679,952	(335,087)	-33.0%	712,517	32,565	4.8%	1,392,469

POLICE DEPARTMENT

Mission Statement:

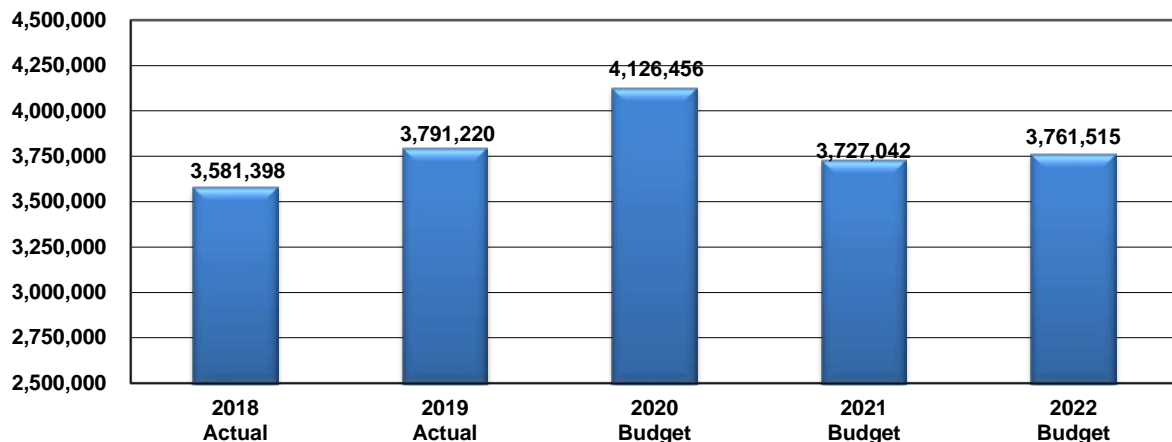
The mission of the Poulsbo Police Department is to safeguard the lives, property and rights of all people; to reduce the incidence and fear of crime; and to enhance public safety while working with our community to improve their quality of life. Our mandate is to do so with honor and integrity, while always conducting ourselves with the highest ethical standards to maintain the confidence of the public we serve.

Police Department Uses

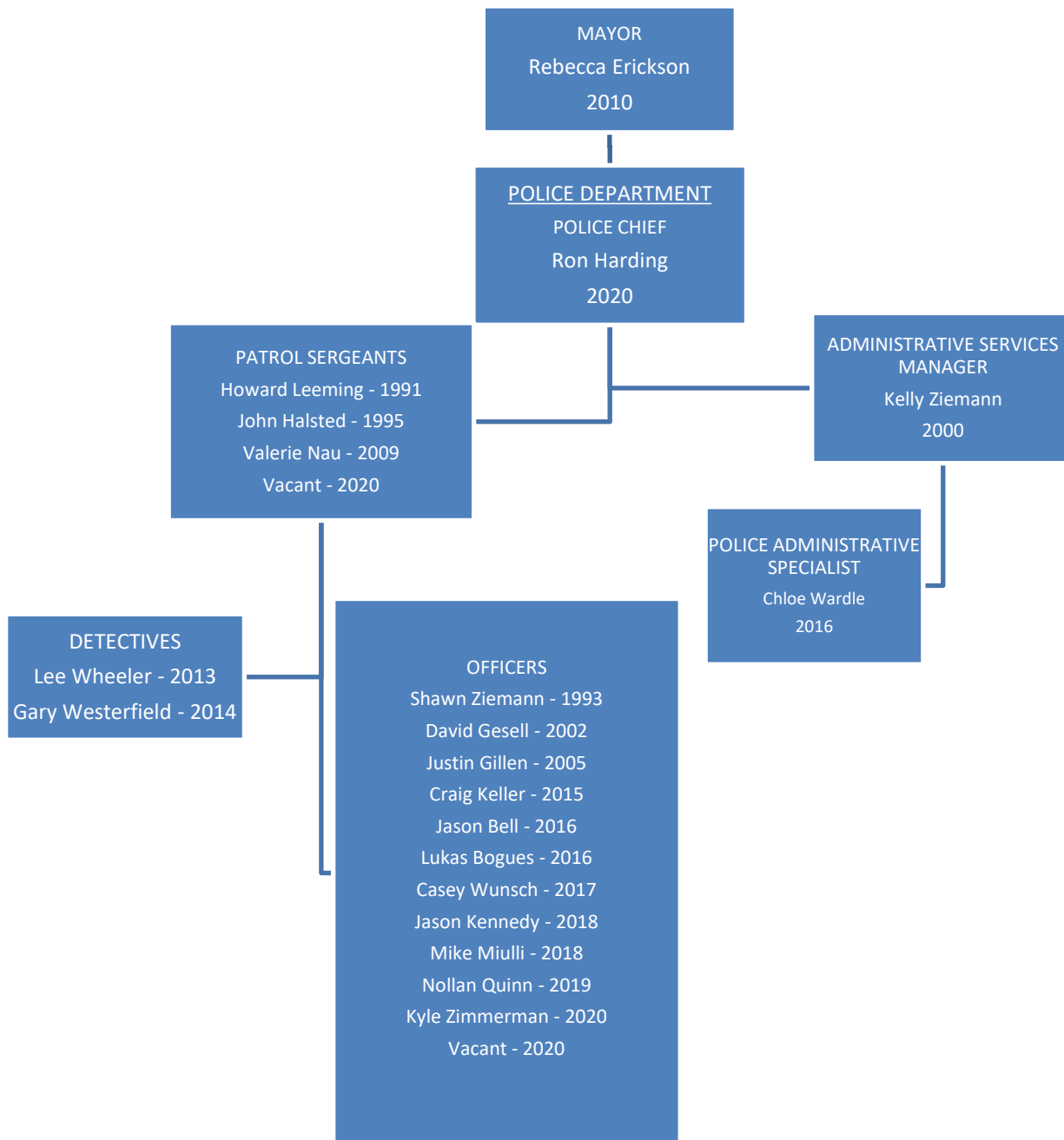


ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
POLICE						
SALARIES	2,243,455	2,299,076	2,495,659	2,167,308	2,160,919	4,328,227
BENEFITS	856,856	900,519	992,195	901,119	941,181	1,842,300
SUPPLIES	114,166	90,175	118,449	105,100	104,625	209,725
OTHER SERVICES & CHARGES	366,921	501,451	520,153	553,515	554,790	1,108,305
TOTAL POLICE DEPARTMENT	3,581,398	3,791,220	4,126,456	3,727,042	3,761,515	7,488,557

Police Department Budget (2018 - 2022)



THE ORGANIZATION OF THE POLICE DEPARTMENT



POLICE DEPARTMENT

PROGRAM DESCRIPTION:

The Poulsbo Police Department consists of a highly qualified and professionally trained group of men and women. The Vision of the Police Department is to be amongst the finest law enforcement agencies in the State of Washington and one which consistently delivers the highest quality public service to make the City one of the safest in the nation. The Core Values of the Poulsbo Police Department are Honor, Integrity, Teamwork and Professionalism; our daily actions shall embody our Mission, Vision, Core Values and Code of Ethics.

SERVICES PROVIDED:

Services provided by the police department include but are not limited to:

- Responding to 911 Calls and Requests for Assistance
- Documenting Crimes
- Criminal Investigations and Arrests
- Enforcing Traffic Laws with the Goal of Public Safety
- Investigating Collisions
- Enforcing Marine Traffic Laws
- Providing Public Record Information
- Fingerprinting Services
- Processing Concealed Pistol Licenses and Firearm Transfers



STAFFING LEVEL:

OPERATIONS DIVISION

The Operations Division of the Poulsbo Police Department consists of twenty Commissioned Law Enforcement Officers. They are one Chief of Police, one Deputy Chief, four Sergeants, twelve Patrol Officers and two Detectives.

OPERATIONS DIVISION – COMMAND

The Operations Command Staff of the Poulsbo Police Department consists of one Deputy Chief and four Sergeants. In 2019, our Deputy Chief departed to take command of his own agency; one of our Sergeants was then promoted to Deputy Chief. This left a Sergeant vacancy and while this fourth position is still necessary, it has remained vacant in 2020 to offset overall department costs and to reap salary savings during an unsettled economic year. It is anticipated that this Sergeant position will be filled through an internal promotion in 2021.



OPERATIONS DIVISION - PATROL

The Patrol Division of the Poulsbo Police Department consists of twelve Patrol Officers, supervised by four Sergeants. We had one retirement in 2020 which leaves us with a vacant position expected to be filled by the end of 2020.

OPERATIONS DIVISION - PATROL Dedicated Assignment

School Resource Officer



One Patrol Officer is assigned, through an agreement with NKSD, as a School Resource Officer (SRO) to patrol, investigate and report on crimes within Poulsbo schools in addition to fostering positive relationships with students and staff. With the COVID-19 pandemic, NKSD schools closed in March of 2020 and introduced an all virtual educational environment, expected to continue through 2020. With school not in session, the SRO is on full-time patrol duty until schools resume in-person instruction.

K9 Officer



Since 2014, the department has had a Belgian Malinois K9 Officer named "Kilo" and a Patrol Officer assigned as his handler. Together they are specially trained to work as a team in the detection of narcotics and have done so successfully within the City and throughout the County. K9 Kilo will be retiring in 2020 after 6 years of dedicated service to the community.

OPERATIONS DIVISION - PATROL Special Assignment

Marine Unit



The Marine unit has been working diligently to increase on-water hours to improve boating safety on Liberty Bay. During the summer months, certified marine officers' staff the marine unit to provide weekend patrols on Liberty Bay. From June to September we provide this additional enforcement on the water to ensure the safety of the boating community on our waterways. We also work to contact owners of derelict vessels to ensure our waterways stay clear of potential navigation hazards and prevent contamination of our bay.

Motorcycle Unit



In 2016, an additional motorcycle was added to the unit to bring our total to two motorcycles. The motorcycle unit has been a huge success in providing the City an increased awareness and enforcement in traffic safety. Traffic levels in the City often make it difficult to safely enforce traffic ordinances utilizing a full-size patrol car. Patrol vehicles simply do not have the advantages of a motorcycle to effectively operate in a traffic-congested urban environment. Motorcycles are very effective tools for this type of traffic enforcement. They have also proven to be very effective for quickly providing police response to congested areas of the City during festivals.

SUAS Unit



In 2019, the department implemented a SUAS Program, a Small Unmanned Aerial System (commonly referred to as a Drone). This program included the purchase of one unit and is utilized to assist the department in search and rescue, documenting crime scenes and collision scenes and provide agency support in response to natural disaster or fire. Operators of this equipment must be fully licensed to do so through the FAA and have completed the required training. The department currently has four licensed operators.

Bike Unit



To enhance patrol options, especially during special events and throughout the summer season, the department has bikes equipped for patrol use. In 2019, the department added two new electric bikes to the existing unit. Use of these electric bikes provide the officers an assist when a rapid response is needed. Operators assigned to bike patrol must be specially trained and certified by the International Police Mountain Bike Association. The department currently has three certified operators.

OPERATIONS DIVISION - DETECTIVES

In addition to the patrol officers, the Poulsbo Police Department has two Detectives. With two detectives, one is primarily assigned to handle felony cases, monitor sex offenders, and investigate cold cases; while the second detective handles large scale felony, organized retail theft and narcotics cases. During 2019 and 2020, they investigated several major felony cases resulting in charges filed and with several resulting in conviction. In 2020, they were specially recognized by the US Postal Inspection Service for their comprehensive investigation and assistance in solving a large drug ring operating locally through the postal service.

OPERATIONS DIVISION – VOLUNTEER Reserve Officers

Staffing festivals and special events would be very difficult without the assistance of the Poulsbo Police Reserve unit. The Reserve Officers serve the citizens of Poulsbo as a volunteer force. They are formally trained officers that donate their personal time to patrol the city. The dedicated service of the Reserve Officers results in a safer community.

ADMINISTRATIVE DIVISION

The Administrative Services Section consists of one Administrative Services Manager, two Police Clerks and one Police Navigator. Up until 2020, there was additionally one Community Services Officer position in the Administrative Services Section which split their time between Court Security, EHM and Code Enforcement. This position was vacated mid-2020 and will remain vacant to offset overall department costs and to reap salary savings during an unsettled economic year. The Administrative Services Manager oversees all civilian staff and volunteers of the Police Department, works in direct collaboration with the Deputy Chief of Police and directly reports to the Chief of Police.

Services provided by the Administrative Services Section include but are not limited to:

- Processing all Case Reports generated by the Police Department
- Intake, Storage, and Disposition of Property & Evidence
- Public Records Management to include Retention, Disclosure & Destruction
- Fielding Inquiries from the Public
- Processing Fingerprints for Job and Concealed Pistol License Applicants
- Processing Firearm Transfers & Concealed Pistol Licenses
- Maintaining Department Inventory and Training Records
- Entry and Maintenance of all WACIC/NCIC entries – warrants, protection orders, items
- Preparation of Payroll, Accounts Payable and Accounts Receivable
- Participation in Special Events and Community Outreach
- Assisting Patrol, Detectives and Command Staff in administrative functions

2019-2020 PROGRAM ACCOMPLISHMENTS:**2019**

- Earned WASPC Accreditation (Washington Association of Sheriffs and Police Chiefs) which acknowledges the highest professional standards of policing and adherence to standards as determined by law or universal practice within the profession
- Established a Department Strategic Plan for 2019-2021 with assistance and input from department and city staff along with community members and area law enforcement agencies alike
- Established a Police Chief's Community Advisory Board comprised of community stakeholders and held quarterly meetings to discuss issues relevant to both the community and the department
- Implementation of SUAS (Small Unmanned Aircraft Systems) program and purchase of equipment to assist the department in search and rescue, documenting crime scenes and collision scenes and provide support in disaster or fire response
- Installation of an upgraded ventilation system for the Property and Evidence Room to include enhanced exhaust fan, ducting and filtering equipment
- Successfully integrated and established consistent processes of three police navigators, mostly funded by the Kitsap County Mental Health Tax Grant, into four local police agencies (including our own)

2020

- Developed a “City Continuity of Operations Plan” and a “City Covid-19 Response Plan”
- Activated and maintained Emergency Operations Center for the City of Poulsbo Covid-19 Response; including key staff participation in Operations, Planning and Logistics Sections
- Implemented a fully electronic case report process which reduces staff time and costs
- Upgraded Marine Patrol boat with a new motor and new bottom painting to extend life of the equipment
- Active participation with all county-wide local law enforcement agencies in the RMS (Records Management System) Replacement Project
- Awarded by US Postal Inspection Service for assistance in investigation and solving of a drug distribution ring through the Postal Service
- With temporary staffing, we were able to improve the layout within the Property & Evidence Room to maximize efficiencies and storage

2021-2022 WORK PLAN:

- Maintain Law Enforcement Agency Accreditation through WASPC. Agency Accreditation certifies that an agency is operating under the industry best practices and standards.
- Continue with 2019-2021 Department Strategic Plan
- Develop a New 2022-2024 Department Strategic Plan
- Increase training for all personnel; develop more in-house instructors
- Continuation of RMS Replacement Project to include planning, testing, training and final implementation of a new records management system

2021-2022 REVENUES:

For 2021-2022, the department will pursue grant opportunities where appropriate. There are no known significant impacts to revenue.

2021-2021 EXPENDITURES:

The department has submitted only those requests which are necessary to increase our budget up to adequate funding levels and provide for essential equipment replacements.

Capital Equipment Replacement Requests

- 2021: Replacement MCT's \$110,000 (one-time)
- 2022: 7 Replacement Police Vehicles \$445,000 (one-time)

Baseline Adjustment Requests – General Fund

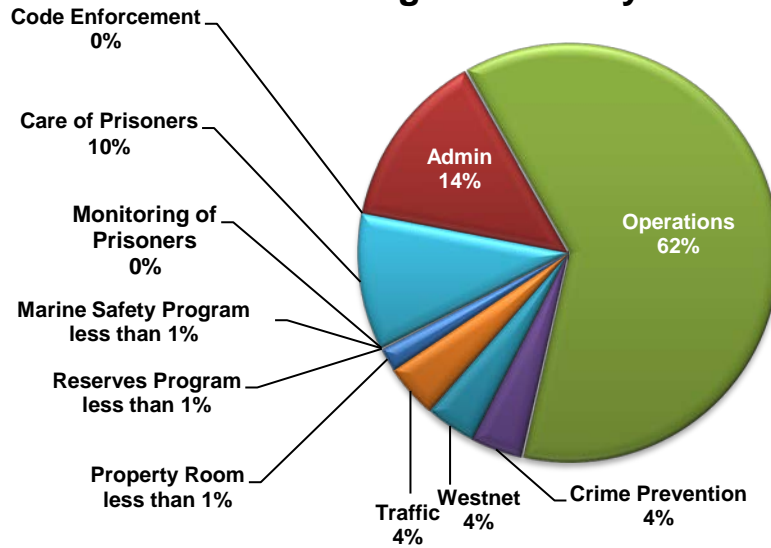
- 2021: Reclassification of Police Clerks \$7,450 (ongoing)

New Program Requests – General Fund

- 2021: P/T Property & Evidence Tech \$32,000 (ongoing)



2021-2022 Police Department Program Uses by Section



POLICE DEPARTMENT PERFORMANCE MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Citations Issued (criminal, infraction, parking)	1,097	873	412	750	900
# of Driving Under Influence (total included in criminal citations)	59	39	22	30	40
# of Prosecutor Complaints (criminal)	707	437	408	500	650
# of Case Reports	1,736	1,955	1,585	1,800	1,950
# of Training Hours	2,600	1,270	800	1,400	2,000

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-200-000-521-10	50000110	SALARIES	447,513	432,707	467,530	477,398	332,278	288,967	(188,431)	-39.5%	299,072	10,105	3.5%	588,039
	50000120	OVERTIME	6,678	20,536	2,531	2,000	123	-	(2,000)	-100.0%	-	-	0.0%	-
	50000130	CASUAL LABOR	6,301	16,690	4,989	7,000		7,000	-	0.0%	7,000	-	0.0%	14,000
	50000210	BENEFITS	162,019	162,087	166,856	172,955	118,403	103,252	(69,703)	-40.3%	112,250	8,998	8.7%	215,502
	50000215	BENEFITS/CAS LAB & OT	-	-	-	1,530		1,190	(340)	-22.2%	1,190	-	0.0%	2,380
	50000220	UNIFORMS	3,392	1,540	1,781	2,140	141	3,800	1,660	77.6%	2,500	(1,300)	-34.2%	6,300
	50000229	UNIFORMS TAXABLE	-	-	-	-		-	-	0.0%	-	-	0.0%	-
	50000290	PENSION & DISABILITY	20,855	21,983	20,717	23,810	15,665	21,500	(2,310)	-9.7%	22,000	500	2.3%	43,500
	50000310	OFFICE & OPERATING SUPPLY	1,596	11,160	5,112	6,500	516	7,000	500	7.7%	6,525	(475)	-6.8%	13,525
	50000320	FUEL FOR VEHICLE	2,238	4,014	2,141	3,600	797	2,100	(1,500)	-41.7%	2,100	-	0.0%	4,200
	50000350	SMALL TOOLS & MINOR EQUIP	1,416	63	1,714	3,800	2,136	2,500	(1,300)	-34.2%	2,500	-	0.0%	5,000
	50000410	PROFESSIONAL SERVICES	8,558	2,345	2,472	3,600	6,890	43,240	39,640	1101.1%	43,240	-	0.0%	86,480
	50000420	COMMUNICATION	2,930	3,158	3,525	3,380	3,046	4,260	880	26.0%	4,260	-	0.0%	8,520
	50000421	POSTAGE	558	648	576	700	428	600	(100)	-14.3%	600	-	0.0%	1,200
	50000430	TRAVEL	653	3,377	1,805	4,200		4,000	(200)	-4.8%	4,000	-	0.0%	8,000
	50000439	TRAVEL-TAXABLE	14	-	-	-		-	-	0.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	2,509	2,040	2,225	2,265	398	500	(1,765)	-77.9%	500	-	0.0%	1,000
	50000490	MISCELLANEOUS	36	900	1,026	-		-	-	0.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	7,779	7,903	11,363	9,398	9,849	10,800	1,402	14.9%	11,000	200	1.9%	21,800
	50000492	TRAINING	443	6,756	2,274	3,625	(1,745)	4,000	375	10.3%	4,000	-	0.0%	8,000
	50000493	PRINTING & DUPLICATION	-	-	-	1,510		2,000	2,000	0.0%	2,000	-	0.0%	4,000
	TOTAL POLICE - ADMIN		675,489	697,907	698,636	727,901	490,434	506,709	(221,192)	-30.4%	524,737	18,028	3.6%	1,031,446
001-200-000-521-20	50000110	SALARIES	931,022	1,088,067	1,129,999	1,346,475	907,773	1,369,765	23,290	1.7%	1,345,784	(23,981)	-1.8%	2,715,549
	50000120	OVERTIME	126,361	150,168	184,981	144,615	143,602	160,000	15,385	10.6%	160,000	-	0.0%	320,000
	50000121	OVERTIME-SHIFT ADJUSTMT	1,728	3,916	4,509	1,200	3,823	4,000	2,800	233.3%	4,000	-	0.0%	8,000
	50000130	CASUAL LABOR	-	-	-	-	9,054	-	-	0.0%	-	-	0.0%	-
	50000210	BENEFITS	396,789	457,168	478,310	534,883	386,753	575,608	40,725	7.6%	597,315	21,707	3.8%	1,172,923
	50000215	BENEFITS/CAS LAB & OT	-	-	-	24,788		27,880	3,092	12.5%	27,880	-	0.0%	55,760
	50000220	UNIFORMS	12,288	14,511	26,124	16,025	13,300	24,000	7,975	49.8%	24,000	-	0.0%	48,000
	50000229	UNIFORMS-TAXABLE	1,250	1,250	1,198	1,250	1,458	1,250	-	0.0%	1,250	-	0.0%	2,500
	50000310	OFFICE & OPERATING SUPPLY	26,671	28,145	19,684	28,000	13,729	28,000	-	0.0%	28,000	-	0.0%	56,000
	50000320	FUEL FOR VEHICLE	35,115	36,964	32,829	40,800	18,444	38,000	(2,800)	-6.9%	38,000	-	0.0%	76,000
	50000350	SMALL TOOLS & MINOR EQUIP	25,540	1,664	15,506	18,299	8,082	17,750	(549)	-3.0%	17,750	-	0.0%	35,500
	50000410	PROFESSIONAL SERVICES	1,720	1,065	2,701	2,500	1,389	3,400	900	36.0%	3,400	-	0.0%	6,800
	50000420	COMMUNICATION	10,750	10,330	8,926	12,000	6,714	10,500	(1,500)	-12.5%	10,500	-	0.0%	21,000
	50000421	POSTAGE	-	-	-	-	11	-	-	0.0%	-	-	0.0%	-
	50000430	TRAVEL	4,852	4,384	10,239	10,500	2,156	9,500	(1,000)	-9.5%	9,500	-	0.0%	19,000
	50000439	TRAVEL-TAXABLE	-	-	-	-		-	-	0.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	24,338	12,915	15,057	12,250	13,524	14,500	2,250	18.4%	14,500	-	0.0%	29,000
	50000490	MISCELLANEOUS	-	89	502	700	-	-	(700)	-100.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	2,853	3,699	8,536	5,125	4,877	12,000	6,875	134.1%	12,175	175	1.5%	24,175
	50000492	TRAINING	8,352	6,337	8,611	14,550	7,412	16,200	1,650	11.3%	16,200	-	0.0%	32,400
	TOTAL POLICE - OPERATIONS		1,609,630	1,820,671	1,947,712	2,213,960	1,542,098	2,312,353	98,393	4.4%	2,310,254	(2,099)	-0.1%	4,622,607
001-200-020-521-23	50000220	UNIFORMS	-	1,109	-	1,750	524	-	(1,750)	-100.0%	-	-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	-	300	-	-	152	-	-	0.0%	-	-	0.0%	-
	50000320	FUEL FOR VEHICLE	-	-	1,022	660	443	-	(660)	-100.0%	-	-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	-	-	-	500		-	(500)	-100.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	-	-	31	500		-	(500)	-100.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	-	-	-	-		-	-	0.0%	-	-	0.0%	-
	50000492	TRAINING	48	-	-	400		-	(400)	-100.0%	-	-	0.0%	-
	TOTAL POLICE - RESERVES PROGRAM		48	1,409	1,053	3,810	1,118	-	(3,810)	-100.0%	-	-	0.0%	-

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-200-021-521-23	50000110	SALARIES	7,435	4,915	9,796	-	2,880	-	-	0.0%	-	-	0.0%	-
	50000120	OVERTIME	-	-	-	2,700	-	3,000	300	11.1%	3,000	-	0.0%	6,000
	50000210	BENEFITS	2,924	1,898	3,485	459	1,065	-	(459)	-100.0%	-	-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	-	-	510	510	0.0%	510	-	0.0%	1,020
	50000310	OFFICE & OPERATING SUPPLY	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000320	FUEL FOR VEHICLE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000430	TRAVEL	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000492	TRAINING	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	TOTAL POLICE - MARINE SAFETY PRGRM		10,359	6,813	13,280	3,159	3,946	3,510	351	11.1%	3,510	-	0.0%	7,020
001-200-029-521-23	50000110	SALARIES	-	-	93,937	96,535	65,140	92,080	(4,455)	-4.6%	94,026	1,946	2.1%	186,106
	50000120	OVERTIME	-	-	13,638	-	14,013	8,000	8,000	0.0%	8,000	-	0.0%	16,000
	50000121	OVERTIME - SHIFT ADJUSTMENT	-	-	115	-	104	500	500	0.0%	500	-	0.0%	1,000
	50000210	BENEFITS	-	-	36,707	37,776	25,368	39,445	1,669	4.4%	42,383	2,938	7.4%	81,828
	50000215	BENEFITS/CAS LAB & OT	-	-	-	-	4	1,445	1,445	0.0%	1,445	-	0.0%	2,890
	50000310	OFFICE & OPERATING SUPPLY	-	-	2,039	-	573	-	-	0.0%	-	-	0.0%	-
	50000320	FUEL FOR VEHICLE	-	-	-	-	-	1,200	1,200	0.0%	1,200	-	0.0%	2,400
	50000350	SMALL TOOLS & MINOR EQUIP	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000410	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000420	COMMUNICATION	-	-	-	-	421	660	660	0.0%	660	-	0.0%	1,320
	50000430	TRAVEL	-	-	513	-	41	-	-	0.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	-	-	-	-	-	350	350	0.0%	350	-	0.0%	700
	50000490	MISCELLANEOUS	-	-	41	-	-	-	-	0.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000492	TRAINING	-	-	52	-	149	-	-	0.0%	-	-	0.0%	-
	TOTAL POLICE - WESTNET		-	-	147,042	134,311	105,814	143,680	9,369	7.0%	148,564	4,884	3.4%	292,244
001-200-000-521-30	50000110	SALARIES	163,473	142,314	93,084	95,099	65,109	95,361	262	0.3%	97,376	2,015	2.1%	192,737
	50000120	OVERTIME	10,162	7,847	7,834	4,200	5,825	5,000	800	19.0%	5,000	-	0.0%	10,000
	50000121	OVERTIME-SHIFT ADJUSTMENT	717	-	458	-	187	500	500	0.0%	500	-	0.0%	1,000
	50000210	BENEFITS	66,371	51,076	37,766	37,583	26,543	39,886	(36,648)	-97.5%	42,833	2,947	0.0%	82,719
	50000215	BENEFITS/CAS LAB & OT	-	-	-	748	-	935	252	33.7%	935	-	0.0%	1,870
	50000220	UNIFORMS	1,203	649	1,530	950	158	1,000	(850)	-89.5%	1,000	-	0.0%	2,000
	50000310	OFFICE & OPERATING SUPPLY	1,141	14	2	200	179	100	1,000	500.0%	100	-	0.0%	200
	50000320	FUEL FOR VEHICLE	1,829	1,275	1,333	1,920	643	1,200	(1,270)	-66.1%	1,200	-	0.0%	2,400
	50000350	SMALL TOOLS & MINOR EQUIP	-	-	1,095	700	-	650	(700)	0.0%	650	-	0.0%	1,300
	50000410	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000420	COMMUNICATION	1,040	1,039	609	780	436	660	(120)	-15.4%	660	-	0.0%	1,320
	50000430	TRAVEL	1,201	-	705	700	-	650	(50)	-7.1%	650	-	0.0%	1,300
	50000490	MISCELLANEOUS	-	-	-	200	-	-	(200)	-100.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	40	40	120	40	100	40	-	0.0%	40	-	0.0%	80
	50000492	TRAINING	643	-	312	750	-	750	-	0.0%	750	-	0.0%	1,500
	TOTAL POLICE - CRIME PREVENTION		247,819	204,254	144,849	143,870	99,180	146,732	(37,024)	2.0%	151,694	4,962	3.4%	298,426
001-200-000-521-40	50000320	FUEL FOR VEHICLE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000492	TRAINING	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	TOTAL POLICE - TRAINING		-	-	-	-	-	-	-	0.0%	-	-	0.0%	-

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-200-000-521-70	50000110	SALARIES	256,132	272,887	167,803	184,104	61,065	94,267	(89,837)	-48.8%	97,153	2,886	3.1%	191,420
	50000120	OVERTIME	28,900	35,310	11,716	15,000	8,114	8,000	(7,000)	-46.7%	8,000	-	0.0%	16,000
	50000121	OVERTIME-SHIFT ADJUSTMENT	596	1,089	176	-	-	500	500	0.0%	500	-	0.0%	1,000
	50000210	BENEFITS	104,959	109,644	70,536	74,349	27,034	39,739	(34,610)	-46.6%	42,803	3,064	7.7%	82,542
	50000215	BENEFITS/CAS LAB & OT	-	-	-	2,584	-	1,445	(1,139)	-44.1%	1,445	-	0.0%	2,890
	50000220	UNIFORMS	2,526	705	1,875	1,900	86	1,000	(900)	-47.4%	1,000	-	0.0%	2,000
	50000310	OFFICE & OPERATING SUPPLY	1,022	347	-	400	4	100	(300)	-75.0%	100	-	0.0%	200
	50000320	FUEL FOR VEHICLE	5,714	8,641	3,322	3,720	1,499	2,700	(1,020)	-27.4%	2,700	-	0.0%	5,400
	50000350	SMALL TOOLS & MINOR EQUIP	431	726	-	1,400	48	300	(1,100)	-78.6%	300	-	0.0%	600
	50000420	COMMUNICATION	1,182	1,578	1,162	1,560	534	660	(900)	-57.7%	660	-	0.0%	1,320
	50000430	TRAVEL	398	477	3,480	1,400	-	650	(750)	-53.6%	650	-	0.0%	1,300
	50000480	REPAIRS & MAINTENANCE	3,324	301	751	750	213	400	(350)	-46.7%	400	-	0.0%	800
	50000490	MISCELLANEOUS	2,500	2,500	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000492	TRAINING	197	2,383	302	1,500	149	750	(750)	-50.0%	750	-	0.0%	1,500
	50000495	INTRGOV PROF SVCS	-	-	2,500	2,500	2,500	2,500	-	0.0%	2,500	-	0.0%	5,000
		TOTAL POLICE - TRAFFIC	407,881	436,586	263,625	291,167	101,246	153,011	(138,156)	-47.4%	158,961	5,950	3.9%	311,972
001-200-000-521-80	50000110	SALARIES	13,572	18,930	36,382	36,937	36,971	30,368	(6,569)	-17.8%	31,008	640	2.1%	61,376
	50000120	OVERTIME	78	485	275	-	123	-	-	0.0%	-	-	0.0%	-
	50000130	CASUAL LABOR	-	-	1,920	10,900	6,330	-	(10,900)	-100.0%	-	-	0.0%	-
	50000210	BENEFITS	7,284	6,623	17,366	17,750	13,201	17,234	(516)	-2.9%	18,442	1,208	7.0%	35,676
	50000215	BENEFITS/CASUAL LABOR	-	-	-	1,853	-	-	(1,853)	-100.0%	-	-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	10,666	18,778	1,744	5,000	710	3,000	(2,000)	-40.0%	3,000	-	0.0%	6,000
	50000350	SMALL TOOLS & MINOR EQUIP	-	130	1,576	650	-	500	(150)	-23.1%	500	-	0.0%	1,000
	50000410	PROFESSIONAL SERVICES	456	519	610	580	475	645	65	11.2%	745	100	15.5%	1,390
	50000420	COMMUNICATION	-	-	275	360	125	-	(360)	-100.0%	-	-	0.0%	-
	50000421	POSTAGE	675	604	331	600	148	500	(100)	-16.7%	500	-	0.0%	1,000
	50000430	TRAVEL	8	775	-	500	-	650	150	30.0%	650	-	0.0%	1,300
	50000480	REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	-	58	130	-	-	-	-	0.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	-	-	10,981	11,420	9,980	12,650	1,230	10.8%	13,450	800	6.3%	26,100
	50000492	TRAINING	48	375	-	500	-	500	-	0.0%	500	-	0.0%	1,000
		TOTAL POLICE - PROPERTY ROOM	32,786	47,277	71,590	87,050	68,063	66,047	(21,003)	-24.1%	68,795	2,748	4.2%	134,842
001-200-000-523-20	50000110	SALARIES	27,751	23,624	30,351	32,248	19,097	-	(32,248)	-100.0%	-	-	0.0%	-
	50000120	OVERTIME	764	173	728	-	-	-	-	0.0%	-	-	0.0%	-
	50000130	CASUAL LABOR	-	-	5,247	7,000	2,772	-	(7,000)	-100.0%	-	-	0.0%	-
	50000210	BENEFITS	15,605	13,148	17,489	17,661	10,428	-	(17,661)	-100.0%	-	-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	1,190	-	-	(1,190)	-100.0%	-	-	0.0%	-
	50000220	UNIFORMS	522	713	956	300	-	-	(300)	-100.0%	-	-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	59	17	15	200	22	-	(200)	-100.0%	-	-	0.0%	-
	50000320	FUEL FOR VEHICLE	229	401	512	650	18	-	(650)	-100.0%	-	-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	-	-	-	300	-	-	(300)	-100.0%	-	-	0.0%	-
	50000410	PROFESSIONAL SERVICES	7,452	12,063	14,116	13,200	4,753	-	(13,200)	-100.0%	-	-	0.0%	-
	50000420	COMMUNICATION	346	347	281	360	203	-	(360)	-100.0%	-	-	0.0%	-
	50000430	TRAVEL	-	-	-	300	-	-	(300)	-100.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	-	21	220	200	-	-	(200)	-100.0%	-	-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS	-	-	-	-	28	-	-	0.0%	-	-	0.0%	-
	50000492	TRAINING	24	-	26	200	-	-	(200)	-100.0%	-	-	0.0%	-
	50000495	INTRGOV PROF SVCS	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		TOTAL POLICE - MONITOR OF PRISONERS	52,753	50,506	69,942	73,809	37,321	-	(73,809)	-100.0%	-	-	0.0%	-

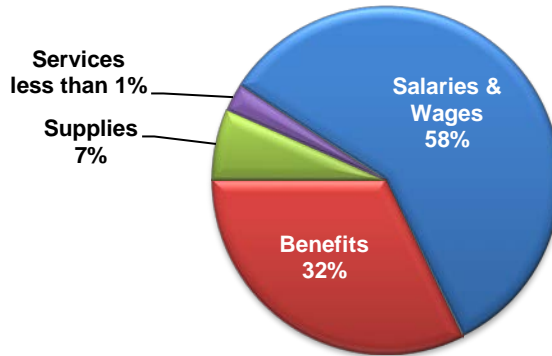
Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-200-000-523-60	50000495	INTRGOV PROF SVCS	269,591	277,452	382,601	395,000	170,681	395,000	-	0.0%	395,000	-	0.0%	790,000
		TOTAL POLICE - CARE OF PRISONERS	269,591	277,452	382,601	395,000	170,681	395,000	-	0.0%	395,000	-	0.0%	790,000
001-200-000-524-60	50000110	SALARIES	27,751	23,624	30,351	32,248	19,097		(32,248)	-100.0%		-	0.0%	-
	50000120	OVERTIME	764	173	728	-			-	0.0%		-	0.0%	-
	50000210	BENEFITS	15,605	13,148	16,866	17,661	10,095		(17,661)	-100.0%		-	0.0%	-
	50000215	BENEFITS/CAS LAB & OT	-	-	-	-			-	0.0%		-	0.0%	-
	50000220	UNIFORMS	493	713	956	300			(300)	-100.0%		-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	-	17	15	200	22		(200)	-100.0%		-	0.0%	-
	50000320	FUEL FOR VEHICLE	229	401	512	650	18		(650)	-100.0%		-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	-	-	-	300			(300)	-100.0%		-	0.0%	-
	50000420	COMMUNICATION	346	347	281	360	203		(360)	-100.0%		-	0.0%	-
	50000430	TRAVEL	29	-	460	300			(300)	-100.0%		-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	-	21	220	200			(200)	-100.0%		-	0.0%	-
	50000490	MISCELLANEOUS	-	40	171	-			-	0.0%		-	0.0%	-
	50000491	DUES & SUBSCRIPTIONS			40		83		-	0.0%		-	0.0%	-
	50000492	TRAINING	224	40	291	200	(40)		(200)	-100.0%		-	0.0%	-
		TOTAL POLICE - CODE ENFORCEMENT	45,442	38,523	50,891	52,419	29,478	-	(52,419)	-100.0%	-	-	0.0%	-
TOTAL POLICE DEPARTMENT:			3,351,798	3,581,398	3,791,220	4,126,456	2,649,379	3,727,042	(439,300)	-9.7%	3,761,515	34,473	0.9%	7,488,557

PUBLIC WORKS ADMINISTRATION DEPARTMENT

Mission Statement:

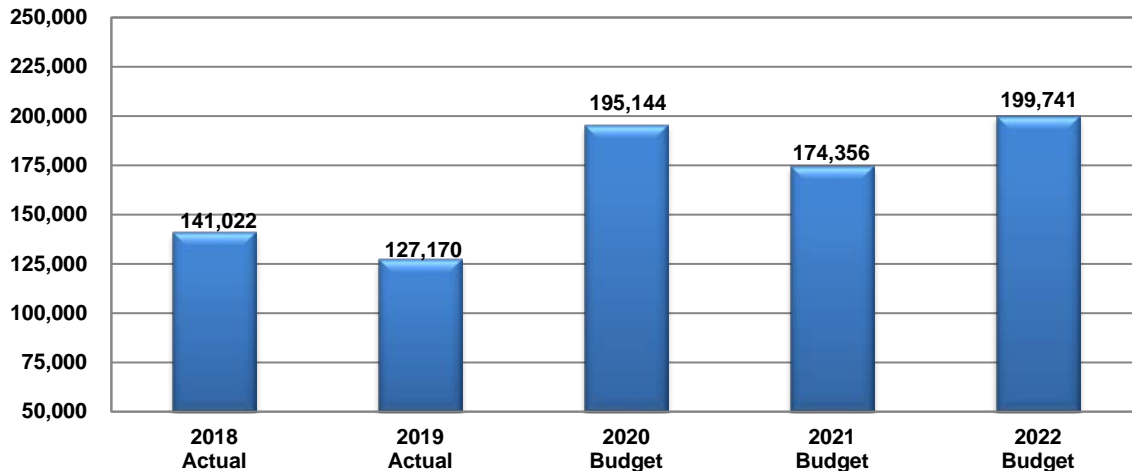
The mission of the Public Works Administrative Department is to provide support services to the Public Works Department. Responsibilities include management and supervision, budgeting, accounting, and purchasing and procurement of supplies, good and services.

Public Works Administration Uses

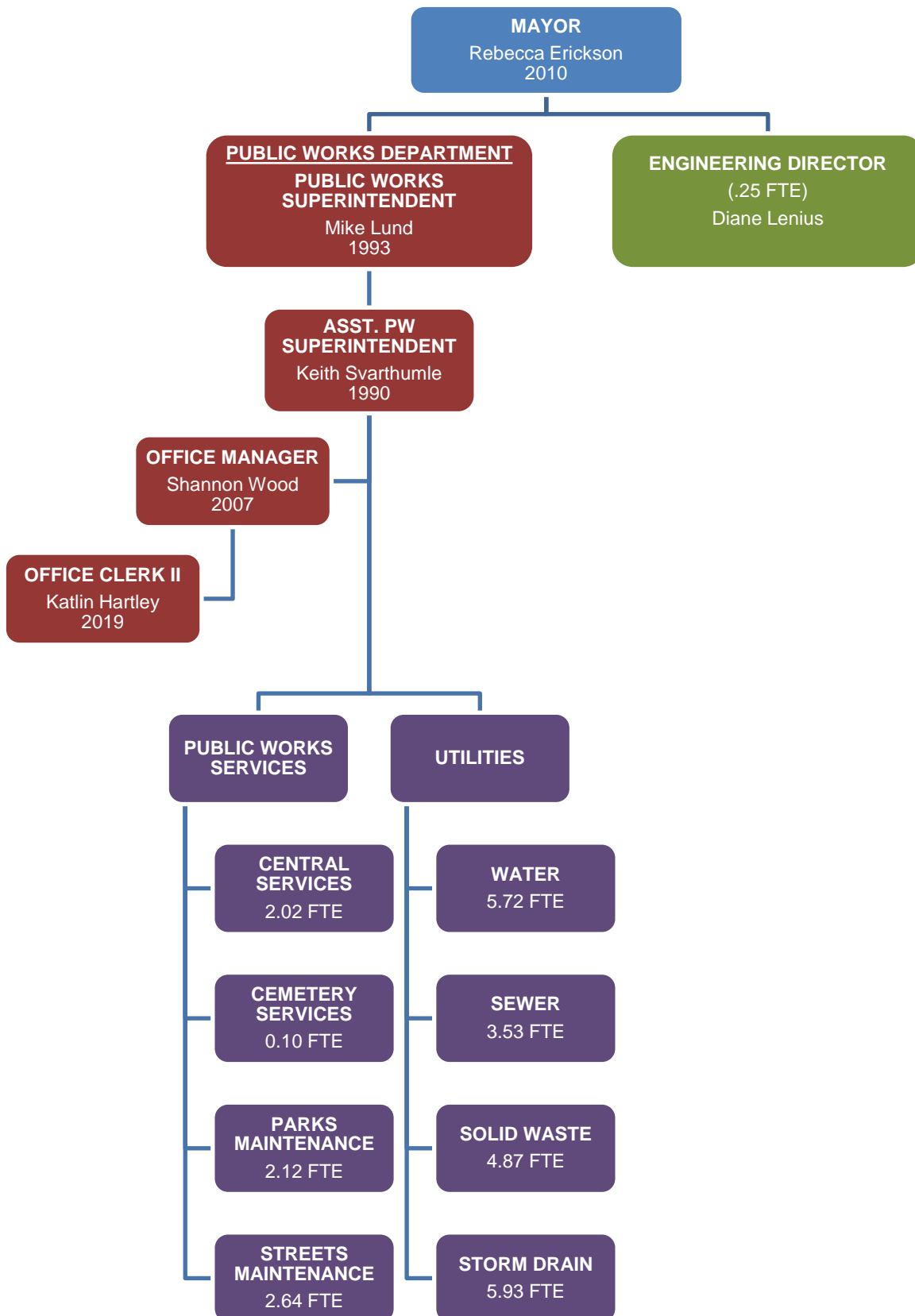


ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
PUBLIC WORKS ADMIN						
SALARIES	84,439	78,654	110,706	108,921	121,791	230,712
BENEFITS	46,779	42,400	52,108	57,519	70,034	127,553
SUPPLIES	18,226	13,896	12,500	13,000	13,000	26,000
OTHER SERVICES & CHARGES	(8,423)	(7,780)	19,830	(5,084)	(5,084)	(10,168)
TOTAL PW ADMIN	141,022	127,170	195,144	174,356	199,741	374,097

Public Works Administration Budget (2018 - 2022)



THE ORGANIZATION OF THE PUBLIC WORKS DEPARTMENT



PUBLIC WORKS DEPARTMENT - ADMINISTRATION PROGRAM

PROGRAM DESCRIPTION:

Public Works Administration is responsible for the overall supervision and administration of the Public Works Department.

Public Works Administration is responsible for the management and oversight of ten different departments/sections. These include: **General Fund** activities associated with Central Services to include building maintenance, vehicle maintenance, janitorial activities and maintenance activities associated with the Parks and the Cemetery; **Special Revenue Fund** activities associated with Streets; and **Proprietary Fund** activities associated with Water, Sewer, Solid Waste and Storm Drain.

Support activities associated with Public Works Administration include:

- Management and supervision of staff engaged in the operation, maintenance and repair of the City's public infrastructure including buildings and central facilities, parks, roadways, trails and sidewalks, water, wastewater, solid waste and stormwater facilities, services, and equipment repair facilities.
- Preparation, management, and monitoring of the department's biennial budget
- Comprehensive planning and administration of all public works capital improvements and equipment replacement programs
- Financial administration and management of Public Works activities to include, but not limited to, payroll preparation, work order and project cost accounting, and processing of accounts receivable and payable
- Allocation of overhead expenses to include management and supervision, insurance expenses, general fund expenses, and other allied expenses to the benefiting departments

STAFFING LEVEL:

Staffing associated with Public Works Administration includes 4.32 FTE's. This includes one Superintendent, one Assistant Superintendent, one Office Manager, one Office Clerk II and a portion of the Director of Engineering, and City Mechanic. Public Works Administration is under the supervision of the Public Works Superintendent.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Supported Engineering Administration
- Provided administrative support of all Public Works departments
- Updated the City's website in support of Public Works
- Continued staff support to other City departments
- Continued plan design review for developer projects
- Updated the City Cemetery records and maps
- Updated the comprehensive Safety Program
- Monitored and provided guidance to the new Coffee Oasis caretaker staff at Nelson Park

2021-2022 WORK PLAN:

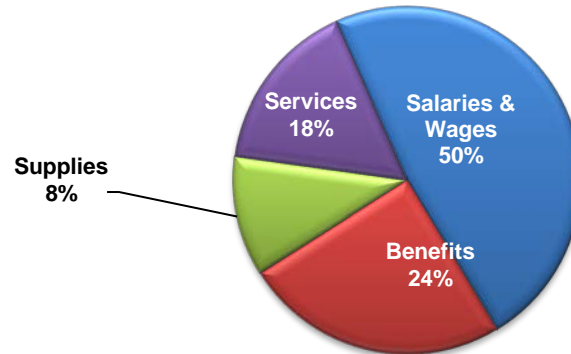
- Continue to provide administrative staff support to all public works departments
- Providing updates to the Public Works portion of the City's website
- Continuing plan design review for developer projects
- Updating and maintaining the City Cemetery records and maps
- Guiding and monitoring our comprehensive Safety Program

PUBLIC WORKS DEPARTMENT (Administration) PERFORMANCE MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Work Orders Processed	281	320	284	290	290
Utility Change of Ownership / New and Change of Service	1071	740	730	750	750
# of Clean-Up Dumpsters	276	282	284	285	285

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-300-000-538-10	50000110	SALARIES	321,044	345,770	368,754	385,828	278,217	385,093	(735)	-0.2%	397,963	12,870	3.3%	783,056
	50000117	INDIRECT SALARIES	(283,477)	(263,030)	(291,517)	(277,372)	(214,563)	(277,372)	-	0.0%	(277,372)	-	0.0%	(554,744)
	50000120	OVERTIME	110	1,249	1,344	250	248	1,100	850	340.0%	1,100	-	0.0%	2,200
	50000130	CASUAL LABOR	1,920	450	73	2,000		100	(1,900)	-95.0%	100	-	0.0%	200
	50000210	BENEFITS	146,636	153,822	163,830	171,432	119,067	176,379	4,947	2.9%	188,894	12,515	7.1%	365,273
	50000215	BENEFITS/CAS LAB & OT	-	-	-	440		204	(236)	-53.6%	204	-	0.0%	408
	50000217	INDIRECT BENEFITS	(126,870)	(116,442)	(129,020)	(127,564)	(98,678)	(127,564)	-	0.0%	(127,564)	-	0.0%	(255,128)
	50000220	UNIFORMS	5,354	6,232	3,331	3,800	4,722	4,500	700	18.4%	4,500	-	0.0%	9,000
	50000229	UNIFORMS TAXABLE	3,429	3,166	4,259	4,000	1,166	4,000	-	0.0%	4,000	-	0.0%	8,000
	50000310	OFFICE & OPERATING SUPPLY	11,969	6,701	6,152	6,000	7,739	6,000	-	0.0%	6,000	-	0.0%	12,000
	50000311	MAINTENANCE SUPPLIES					996	1,000	1,000	0.0%	1,000	-	0.0%	2,000
	50000320	FUEL FOR VEHICLE	1,147	2,310	3,306	3,500	1,928	3,000	(500)	-14.3%	3,000	-	0.0%	6,000
	50000350	SMALL TOOLS & MINOR EQUIP	2,996	9,216	4,437	3,000	3,457	3,000	-	0.0%	3,000	-	0.0%	6,000
	50000410	PROFESSIONAL SERVICES	3,150	7,293	8,248	34,000	24,262	9,000	(25,000)	-73.5%	9,000	-	0.0%	18,000
	50000411	ADVERTISING	-	-	-	-		-	-	0.0%	-	-	0.0%	-
	50000420	COMMUNICATION	2,175	3,086	3,917	3,000	2,095	3,500	500	16.7%	3,500	-	0.0%	7,000
	50000421	POSTAGE	1,276	1,380	1,049	1,560	701	1,500	(60)	-3.8%	1,500	-	0.0%	3,000
	50000430	TRAVEL	833	1,699	2,451	1,500		1,500	-	0.0%	1,500	-	0.0%	3,000
	50000439	TRAVEL-TAXABLE	38	-	-	-		-	-	0.0%	-	-	0.0%	-
	50000450	OPERATING RENTAL & LEASES					893	2,000	2,000	0.0%	2,000	-	0.0%	4,000
	50000470	UTILITY SRVCS - CITY	11,817	5,917	6,929	7,750	5,456	7,300	(450)	-5.8%	7,300	-	0.0%	14,600
	50000471	UTILITY SERVICES	11,178	11,160	11,164	14,000	10,135	16,000	2,000	14.3%	16,000	-	0.0%	32,000
	50000480	REPAIRS & MAINTENANCE	4,242	9,005	3,554	3,000	754	1,000	(2,000)	-66.7%	1,000	-	0.0%	2,000
	50000490	MISCELLANEOUS	1,476	6,809	1,985	4,326	653	2,062	(2,264)	-52.3%	2,062	-	0.0%	4,124
	50000491	DUES & SUBSCRIPTIONS	1,937	2,091	900	2,000	2,243	2,860	860	43.0%	2,860	-	0.0%	5,720
	50000492	TRAINING	3,488	1,362	2,821	3,500	1,807	3,000	(500)	-14.3%	3,000	-	0.0%	6,000
	50000497	INDIRECT MISCELLANEOUS	(59,373)	(58,225)	(50,797)	(54,806)	(69,053)	(54,806)	-	0.0%	(54,806)	-	0.0%	(109,612)
		TOTAL PW ADMIN	66,495	141,022	127,170	195,144	84,243	174,356	(20,788)	-10.7%	199,741	25,385	14.6%	374,097

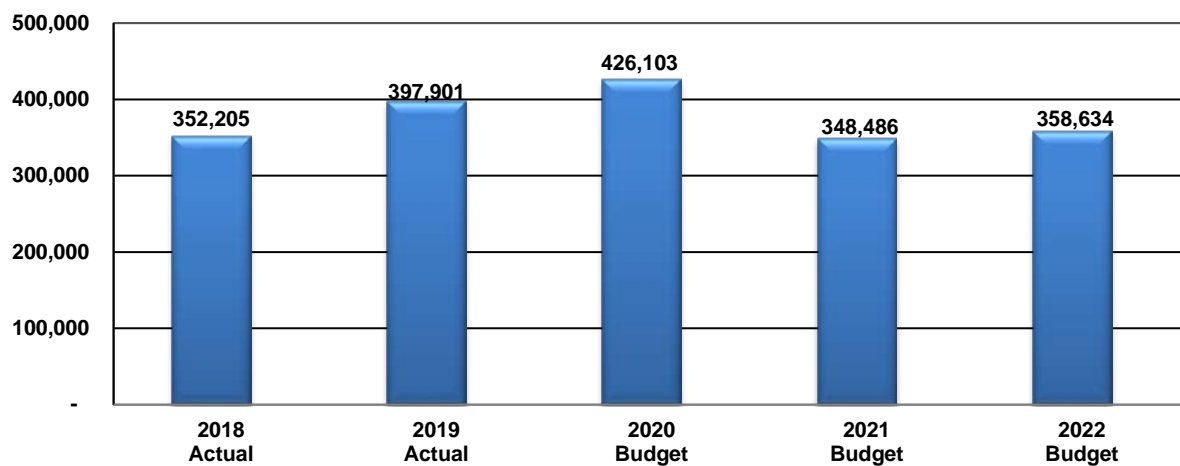
PUBLIC WORKS PARKS PROGRAM

Parks Department Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
PARKS MAINTENANCE						
SALARIES	178,625	201,479	216,099	167,613	171,778	339,391
BENEFITS	79,356	104,598	112,278	84,330	90,313	174,643
SUPPLIES	25,070	25,348	28,540	39,500	39,500	79,000
OTHER SERVICES & CHARGES	69,154	66,477	69,186	57,043	57,043	114,086
TOTAL PARKS MAINT	352,205	397,901	426,103	348,486	358,634	707,120

Park Expenditures (2018 - 2022)



PARKS PROGRAM**PROGRAM DESCRIPTION and SERVICES PROVIDED:**

The Parks program, under the direction of the Public Works Superintendent, is responsible for the management and maintenance of the City's municipal parks. The City's parks provide a high quality and safe recreational experience for both citizens and visitors.

Poulsbo has 20 City parks and open spaces and over five linear miles of trails.

Facilities available within the City park system include one full size tennis/pickle ball court, and two combination basketball courts, boat launch, exercise trails, Fish Park trail extension, three picnic shelters, grilling facilities at five parks, a waterfront gazebo, and an off-leash exercise area known as the "Bark Park." Restroom facilities are maintained at five parks, playgrounds at seven parks, a skate park, and a Dog Park located within Raab Park.

The city has intensified the development of parks and recreational areas resulting in significant increase in the demand for maintenance services. Maintenance of these facilities is a labor-intensive activity. During summer months, routine maintenance activities significantly increases, and the Public Works Department increases staffing with casual labor to augment regular employees.

The City is currently handling all requirements for routine custodial services for the restrooms, servicing of public trash receptacles, assisting in maintaining street trees and planters, placement, and monetary support to HDPa for downtown flower baskets and urns, as well as other landscaping services. This includes but is not limited to maintaining downtown flower beds, Anderson Parkway Rain garden vegetation, maintenance of City Hall landscaping and parking lot, and dog waste issues. The City has two live on-site caretakers, one at Raab Park and one program through Coffee Oasis at Nelson Park that help with maintaining grounds, restrooms, the picnic shelters.

STAFFING LEVEL:

Staffing associated with the park's maintenance function includes 2.12 FTE's. The Public Works Superintendent supervises these positions. Two Ground Maintenance Tech II, 0.95 FTE each, 1.0 FTE, one Foreman, 0.15 FTE, along with a portion of the City Mechanic, are allocated to Parks. A Maintenance Tech I position, that was eliminated due to the COVID-19 pandemic economic downturn, will hopefully be re-evaluated and reinstated during the budget cycle.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Addressed numerous vandalism issues in all city parks
- Watered many newly planted trees/plants and landscaped areas including all new street projects
- Continued maintenance on the Boardwalk
- Assisted Arbor Day tree planting
- Met with citizen volunteers to plan Earth Day litter clean-up project
- Continued the Park's program associated with the scheduled maintenance and repair of all park's facilities; including cleaning of restrooms, grounds maintenance, mowing, fertilizing, and maintaining numerous irrigation systems
- Conducted weekly inspections of park facilities to ensure safety and compliance with applicable guidelines and regulations
- Continued support of the Fish Park project
- Supported and installed additional playground equipment at various parks
- Coordinated with Parks and Recreation Department regarding special events
- Helped maintain Rain Gardens throughout the City
- Provided bi-annual herbicide spraying
- Certified a Playground Safety Inspector

2021-2022 WORK PLAN:

Several projects are planned for the operations and maintenance of City parks for 2021 and 2022, including:

- Continuing the Fish Park Restoration

- Continuing development of Centennial Park
- Maintaining the new Morrow Manor Park
- Continuing to upgrade Legion Park
- Continuing the scheduled maintenance and routine repairs for all park facilities
- Providing continued maintenance of all rain gardens
- Ongoing certification of Parks employees
- Ongoing care of City Hall
- Developing the Nelson Park Trail to Poulsbo's Fish Park

For the 2021-2022 budget, the Grounds Maintenance Technician position is not being filled due to budget shortfalls. The position will be filled as soon as revenues improve.

PARKS - OPEN SPACES - TRAILS	
MIW Waterfront Park	American Legion Park
Betty Iverson Kiwanis Park	Lions Park
Austerbruin Park	Frank Raab Park
Wilderness Park	Forest Rock Hills Park
Hattaland Park	Oyster Plant Park
Net Shed Vista Park	Mitchusson Park
Centennial Park	Nelson Park
Poulsbo's Fish Park	County Road 59 Trail
Moe Street Trail	Olhava Park #1
Morrow Manor -	Olhava Park #2

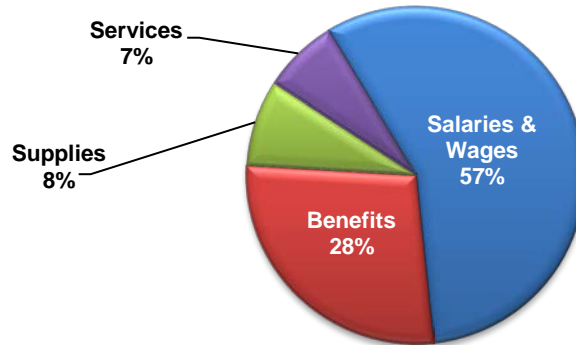
Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-300-000-576-80	50000110	SALARIES	114,414	128,380	173,694	185,599	116,516	139,863	(45,736)	-24.6%	144,028	4,165	3.0%	283,891
	50000120	OVERTIME	7,562	8,593	11,084	6,500	6,936	6,500	-	0.0%	6,500	-	0.0%	13,000
	50000130	CASUAL LABOR	16,394	41,653	16,701	24,000	3,226	21,250	(2,750)	-11.5%	21,250	-	0.0%	42,500
	50000210	BENEFITS	65,557	79,356	104,238	106,893	68,485	79,212	(27,681)	-25.9%	85,195	5,983	7.6%	164,407
	50000215	BENEFITS/CAS LAB & OT	-	-	-	5,185	-	4,718	(467)	-9.0%	4,718	-	0.0%	9,436
	50000220	UNIFORMS	-	-	360	200	333	400	200	100.0%	400	-	0.0%	800
	50000310	OFFICE & OPERATING SUPPLY	14,392	13,811	16,344	15,000	11,354	15,000	-	0.0%	15,000	-	0.0%	30,000
	50000311	MAINTENANCE SUPPLY					7,997	14,000	14,000	0.0%	14,000	-	0.0%	28,000
	50000320	FUEL FOR VEHICLE	3,189	5,421	5,631	4,100	2,895	4,000	(100)	-2.4%	4,000	-	0.0%	8,000
	50000350	SMALL TOOLS & MINOR EQUIP	5,008	5,838	3,373	9,440	5,571	6,500	(2,940)	-31.1%	6,500	-	0.0%	13,000
	50000410	PROFESSIONAL SERVICES	5,783	2,963	6,506	6,500	2,463	6,500	-	0.0%	6,500	-	0.0%	13,000
	50000420	COMMUNICATION					263	500	500	0.0%	500	-	0.0%	1,000
	50000430	TRAVEL	60	6	356	500	-	300	(200)	-40.0%	300	-	0.0%	600
	50000440	TAXES & OPERATING ASSMNTS	2,055	3,905	1,387	2,731	1,387	1,850	(881)	-32.3%	1,850	-	0.0%	3,700
	50000450	OPERATING RENTAL & LEASES	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000470	UTILITY SRVCS - CITY	26,861	31,126	32,039	24,922	22,730	27,900	2,978	11.9%	27,900	-	0.0%	55,800
	50000471	UTILITY SERVICES	12,993	11,505	11,822	16,108	8,906	15,193	(915)	-5.7%	15,193	-	0.0%	30,386
	50000480	REPAIRS & MAINTENANCE	22,098	16,840	13,401	17,025	1,557	1,000	(16,025)	-94.1%	1,000	-	0.0%	2,000
	50000490	MISCELLANEOUS	1,631	1,024	935	600	-	600	-	0.0%	600	-	0.0%	1,200
	50000491	DUES & SUBSCRIPTIONS					2,648	2,700	2,700	0.0%	2,700	-	0.0%	5,400
	50000492	TRAINING	487	1,324	30	800	(120)	500	(300)	-37.5%	500	-	0.0%	1,000
	50000530	INTRGOV PROF SVCS	-	462	-	-	-	-	-	0.0%	-	-	0.0%	-
		TOTAL PARKS MAINT	298,485	352,205	397,901	426,103	263,146	348,486	(77,617)	-18.2%	358,634	10,148	2.9%	707,120

PUBLIC WORKS CEMETERY PROGRAM

Mission Statement:

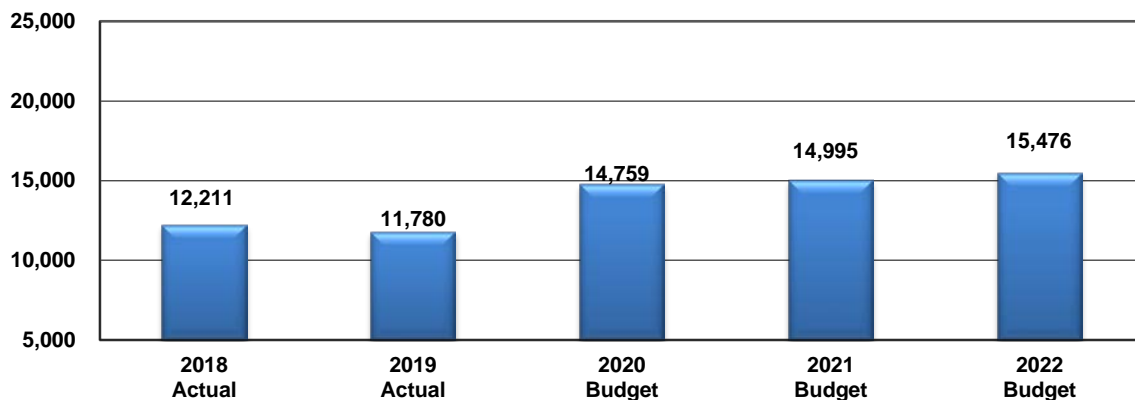
The mission of City of Poulsbo's Municipal Cemetery is to provide a historic public burial ground, affordable to all citizens. The cemetery accomplishes this goal through the collaborative effort of staff and volunteers.

Cemetery Department Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
CEMETERY SERVICES						
SALARIES	7,427	7,002	8,757	8,577	8,775	17,352
BENEFITS	3,435	3,449	3,916	4,064	4,347	8,411
SUPPLIES	746	190	958	1,251	1,251	2,502
OTHER SERVICES & CHARGES	602	1,138	1,128	1,103	1,103	2,206
TOTAL CEMETERY SERVICES	12,211	11,780	14,759	14,995	15,476	30,471

Cemetery Expenditures (2018 - 2022)



CEMETERY PROGRAM

PROGRAM DESCRIPTION:

The program, under the direction of the Public Works Superintendent, is responsible for the maintenance and upkeep of the City-owned cemetery located on Caldart Avenue. Sales and records are under the direction of the Public Works Office Manager.

Activities include:

- Continuous updates of cemetery records and computer-aided drafting (CAD) mapping
- Assist families researching burial locations of family members
- Meet with individuals to provide assistance in purchasing plots at the cemetery
- Plot locating and marking for burials and monument placement
- Maintenance and upkeep of grounds and facilities
- Assist the public and genealogy groups in records research and investigations
- Support volunteer organizations and provide assistance for cemetery revitalization

Revenues received from the sale of cemetery plots along with those for bench sponsorship are recognized in Cemetery Reserves Fund (314).

STAFFING LEVEL:

Maintenance of the cemetery is accomplished utilizing regular and casual labor supervised by the Office Manager and the Public Works Superintendent.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Updated the Cemetery Ordinance

2021-2022 WORK PLAN:

The 2021-2022 programs will be a continuation of the 2019-2020 programs which include:

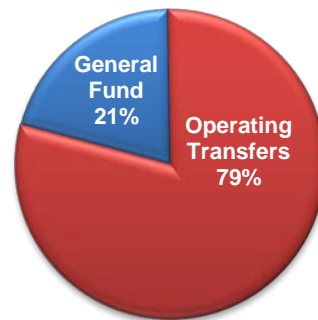
- Continuing administration, management, and supervision of the department
- Continuing to be a liaison to volunteer groups

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-300-000-536-20	50000110	SALARIES	5,186	5,840	6,031	6,245	4,323	6,377	132	2.1%	6,575	198	3.1%	12,952
	50000120	OVERTIME	-	78	102	-	-	-	-	0.0%	-	-	0.0%	-
	50000130	CASUAL LABOR	1,093	1,510	870	2,512	-	2,200	(312)	-12.4%	2,200	-	0.0%	4,400
	50000210	BENEFITS	2,902	3,435	3,449	3,489	2,340	3,690	201	5.8%	3,973	283	7.7%	7,663
	50000215	BENEFITS/CAS LAB & OT	-	-	-	427	-	374	(53)	-12.4%	374	-	0.0%	748
	50000310	OFFICE & OPERATING SUPPLY	58	278	190	558	30	400	(158)	-28.3%	400	-	0.0%	800
	50000350	SMALL TOOLS & MINOR EQUIP	260	469	-	400	-	851	451	112.8%	851	-	0.0%	1,702
	50000430	TRAVEL	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000440	TAXES & OPERATING ASSMNTS	72	18	84	128	31	53	(75)	-58.6%	53	-	0.0%	106
	50000470	UTILITY SRVCS - CITY	266	278	212	400	164	200	(200)	-50.0%	200	-	0.0%	400
	50000471	UTILITY SRVCS	-	70	690	600	111	300	(300)	-50.0%	300	-	0.0%	600
	50000480	REPAIRS & MAINTENANCE	23	23	152	-	-	300	300	0.0%	300	-	0.0%	600
	50000490	MISCELLANEOUS	1,591	148	-	-	12	150	150	0.0%	150	-	0.0%	300
	50000495	INTRGOV PROF SVCS	-	66	-	-	-	100	100	0.0%	100	-	0.0%	200
		TOTAL CEMETERY SERVICES	11,451	12,211	11,780	14,759	7,011	14,995	236	1.6%	15,476	481	3.2%	30,471

NON-DEPARTMENTAL

Non-Departmental budgets represent those appropriations that are not department specific

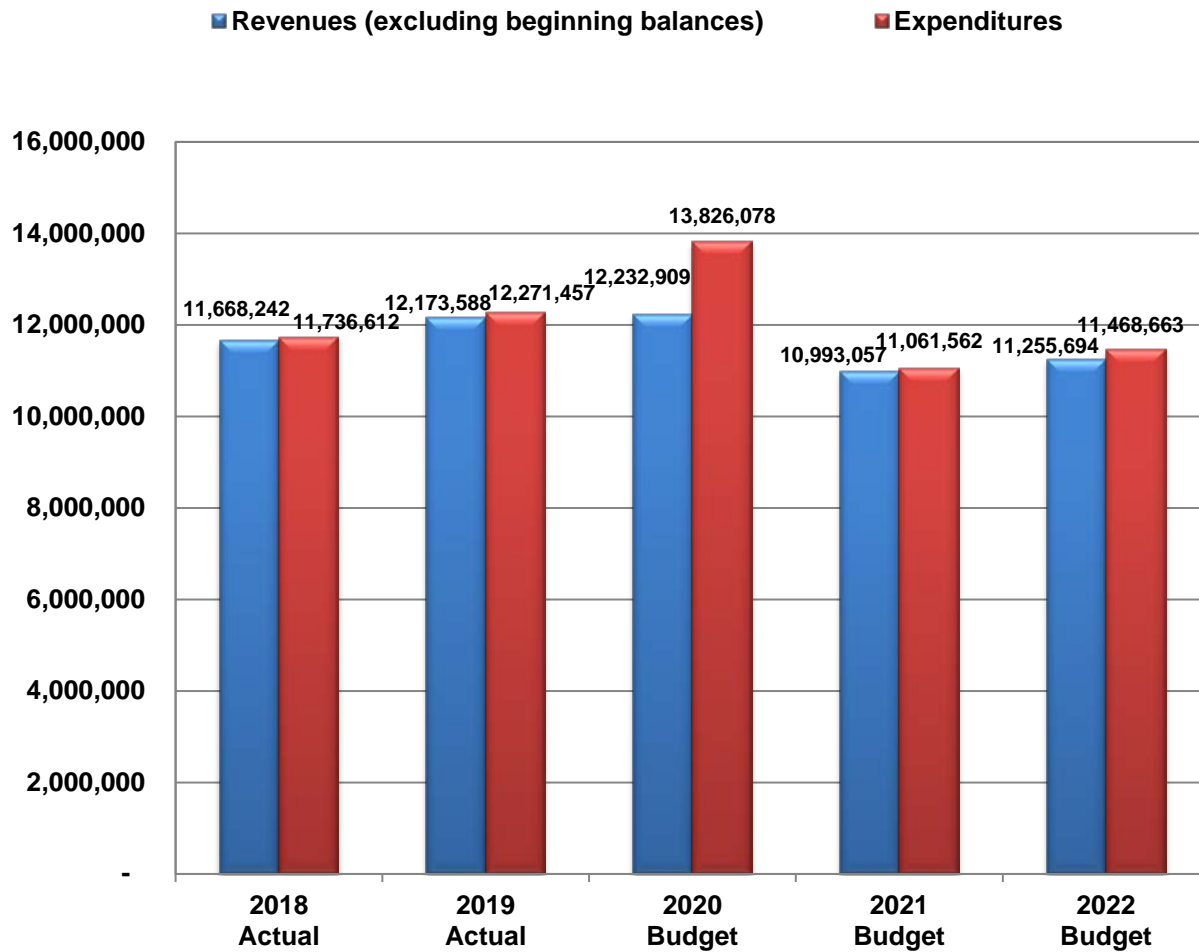
Non-Departmental Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
NON-DEPARTMENTAL						
ANIMAL CONTROL	28,392	29,106	31,500	32,400	33,300	65,700
AUDIT	28,886	28,514	34,165	49,165	49,165	98,330
COMMUNICATIONS - 911	93,692	97,481	258,300	95,380	98,241	193,621
DISASTER PREPAREDNESS	16,266	16,194	18,491	23,314	24,429	47,743
EMPLOYEE BENEFIT PROGRAM	2,614	2,253	2,671	2,671	2,671	5,342
JUDGEMENTS & SETTLEMENTS MISC	-	2,261	-	-	-	-
LEGAL	131,026	153,994	187,881	177,689	178,879	356,568
LIBRARY	151,005	-	-	-	-	-
POLLUTIONS CONTROL	7,668	7,856	8,109	8,346	8,596	16,942
PUBLIC HEALTH	-	34,998	35,975	36,063	37,150	73,213
SOIL & WATER CONSERV	13,790	17,360	15,915	14,000	14,000	28,000
SUBSTANCE ABUSE	-	-	-	-	-	-
OPERATING TRANSFERS	2,320,190	1,897,192	2,096,190	1,695,531	1,724,200	3,419,731
TOTAL NON-DEPARTMENTAL	2,793,528	2,287,208	2,689,197	2,134,559	2,170,631	4,305,190

Note: In 2018, the City Council voted to convey ownership of its Poulsbo Library property to the Kitsap County Rural Library District, also known as Kitsap Regional Library resulting in no further budget tracking needed

Total General Fund Operating Revenues and Expenditures (2018 - 2022)

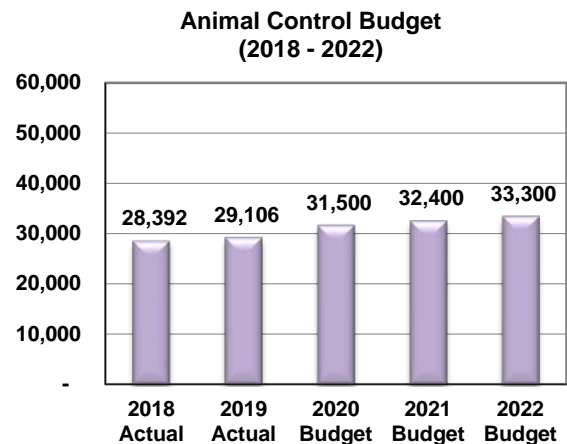


Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

ANIMAL CONTROL

PROGRAM DESCRIPTION:

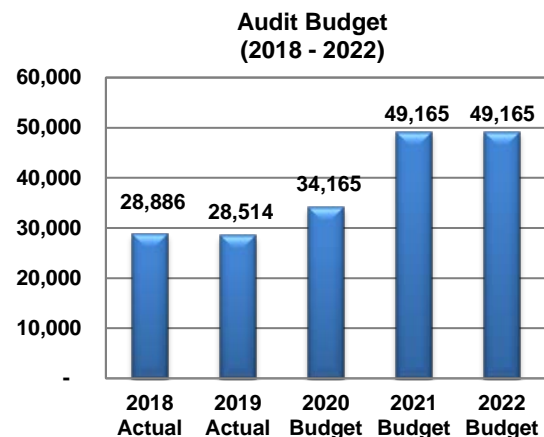
The City contracts with the Kitsap County Humane Society for animal control services.



AUDIT

PROGRAM DESCRIPTION:

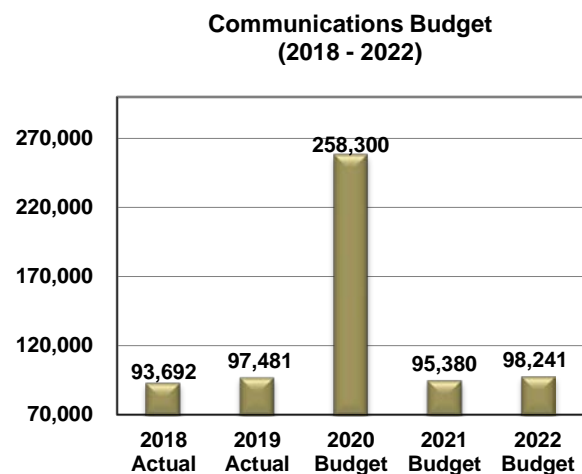
The Washington State Auditor audits the City on an annual basis. Federal grant proceeds in 2020 are expected to exceed \$750,000, a single audit will be necessary in 2021.



COMMUNICATIONS

PROGRAM DESCRIPTION:

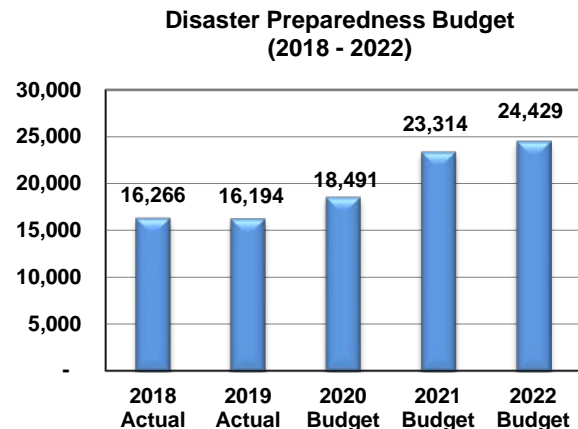
This budget includes all expenditures related to Emergency 911 dispatch service. Dispatch 911 service is contracted from Kitsap 911. The contract also includes the support of the Kitsap County-wide software used in law enforcement operations called I/LEADS. 2020 Budget includes the City's portion of a software update for the ILeads program.



DISASTER PREPAREDNESS

PROGRAM DESCRIPTION:

This budget funds those expenditures associated with emergency management for the City's participation in the County's Department of Emergency Management Programs.

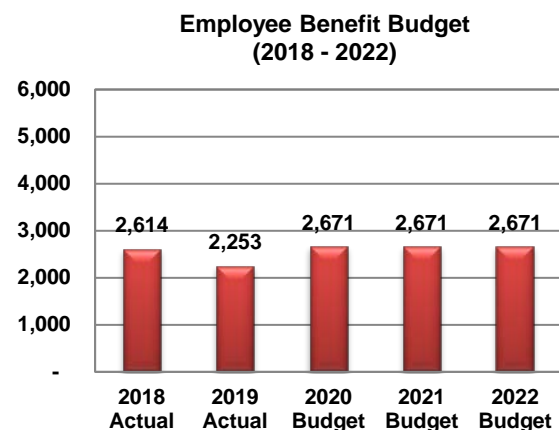


EMPLOYEE BENEFIT PROGRAMS

PROGRAM DESCRIPTION:

The Employee Benefit budget is prepared and monitored by the Parks & Recreation Director. This budget supports the City's Wellness Program, which is governed by a committee of representatives from each City department. The committee develops, promotes and carries out policies, programs and activities aimed at preventing illnesses and injuries, and promoting greater morale, reduced absenteeism, and enhanced productivity and performance among City employees.

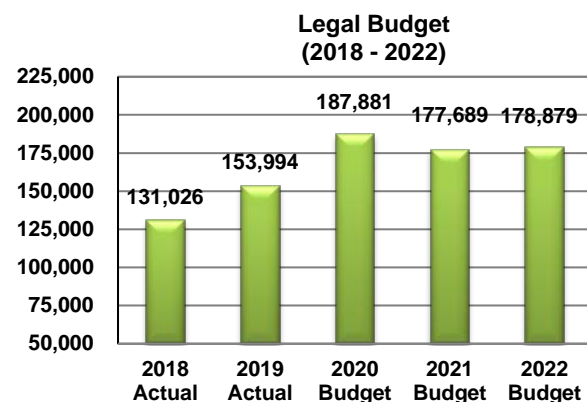
The City's Wellness Committee, through its Wellness Program, continues to create an environment supportive of positive health practices and lifestyle choices for its employees. The Wellness Program sponsors several educational activities such as departmental wellness boards in every building with rotating health topics and a walking club. Other morale building programs include a school supply drive for Fishline, Employee Appreciation event, a Poker Walk, Otter Pop and Hot Cocoa Brigade, an annual Turkey Bowl event and the Department Head Summer BBQ. Due to the COVID-19 pandemic, most events were canceled for the 2020 budget cycle.



LEGAL

PROGRAM DESCRIPTION:

This budget includes expenditures related to legal services. The City contracts with a selected attorney for general legal needs, and with a primary public defender for indigent defense services.

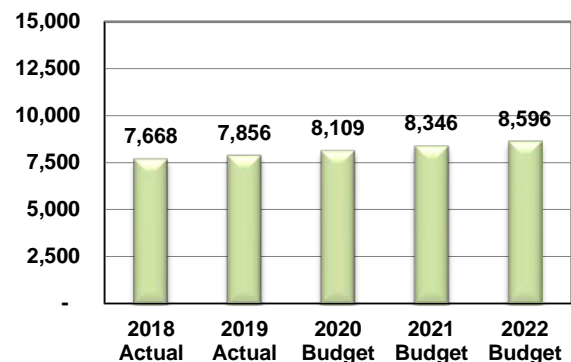


POLLUTIONS CONTROL

PROGRAM DESCRIPTION:

The City contributes to the Puget Sound Air Pollution Control for maintenance of clean air in the Puget Sound Region as set forth by the terms of the Washington State Clean Air Act, RCW 70.94.093.

**Pollutions Control Budget
(2018 - 2022)**

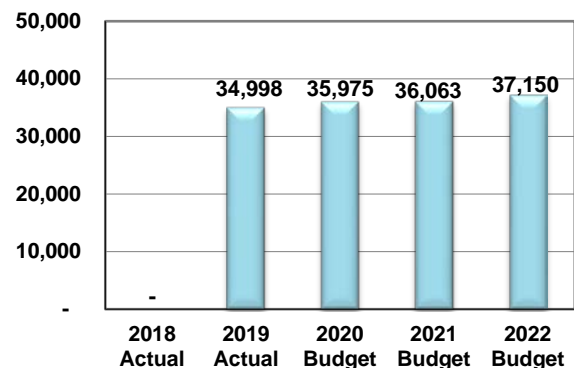


PUBLIC HEALTH

PROGRAM DESCRIPTION:

The City contracts with the County Health District to supplement the services they provide to the City.

**Public Health Budget
(2018 - 2022)**

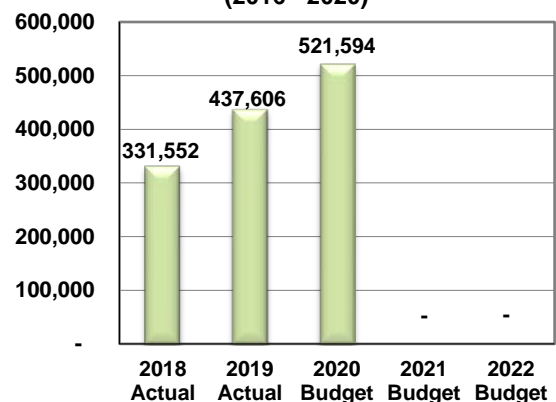


BEHAVIORAL HEALTH

DESCRIPTION:

A grant dependent program the City has managed since 2016. The program has grown from a part time manager and one navigator to a full-time manager and three navigators. Poulsbo has partnered with other surrounding City Police Departments and Municipal Courts to provide direction to resources for mental health and substance abuse support. The grant proceeds and City contributions were through the 2020 budget cycle. A request is included in the 2021-2022 budget cycle to continue the program with a part time navigator.

**Behavioral Health
(2016 - 2020)**



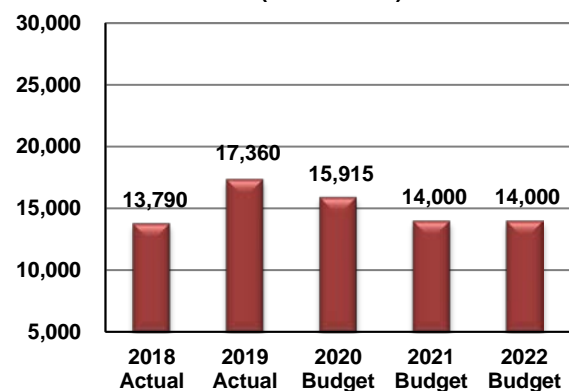
SOIL and WATER CONSERVATION

PROGRAM DESCRIPTION:

In 1997, the City became a Tree City USA. The Poulsbo Tree Board was created and put together a five-year strategic plan with updates, to build and sustain soil and water conservation program within the City. The action plan is carried out with goals and objectives to establish and maintain an urban forest within the community.

The soil and water conservation program is supported by \$2 per capita. These dollars are for public education, repair and maintenance, and contractual services for the City Arborist and Urban Forestry programs within the City.

Soil and Water Conservation Budget
(2018 - 2022)

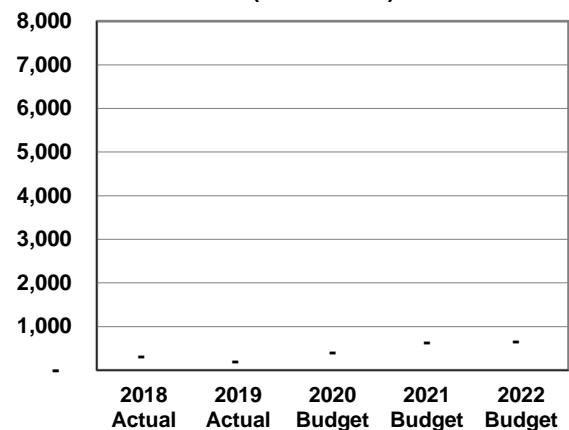


SUBSTANCE ABUSE

PROGRAM DESCRIPTION:

The City is required by State law (RCW 71.24.555) to commit no less than 2% of our state shared revenues from liquor taxes and profits to the support of a substance disorder program.

Substance Abuse Budget
(2018 - 2022)



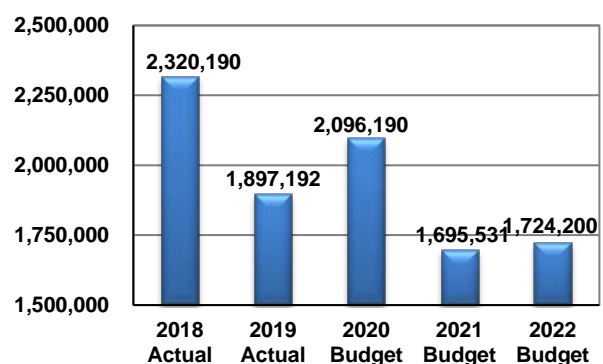
OPERATING TRANSFERS

DESCRIPTION:

This budget includes routine interfund operating transfers and transfers to City Reserves. 2018's increased transfer was due to funds in the amount of \$500,000 earned and not anticipated in 2017 transferred to Capital Reserves to be used towards the future new Public Works building.

The detail of transfers to other funds is detailed in the chart below.

Operating Transfers Budget
(2018 - 2022)



Operating Transfer Summary			
Transfer to Fund	Description	2021	2022
101	Street Maintenance	\$ 714,000	\$ 736,000
204	2012 City Hall Debt	\$ 136,600	\$ 138,750
204	2015 City Hall Debt	\$ 337,000	\$ 331,200
204	2017 Vehicle Debt	\$ 122,821	\$ -
204	Anticipated Vehicle Debt	\$ -	\$ 120,000
204	Anticipated Noll Road Debt	\$ 180,000	\$ 180,000
301	Transfer for Capital Equipment	\$ 53,110	\$ 62,250
302	Transfer for Park Projects	\$ 68,000	\$ 71,000
311	Transfer for Street Projects	\$ 59,000	\$ 60,000
331	Transfer for City Governmental Building Repairs	\$ 25,000	\$ 25,000
Total Transfers from General Fund		\$ 1,695,531	\$ 1,724,200

FUND BALANCE & RESERVES:

DESCRIPTION:

After closing the books from the previous year, any excess carryover dollars (those exceeding budgeted beginning balance) may be used to consider unfunded BARs and NPRs. Excess dollars are then transferred into the City's Revenue Stabilization Reserves Assigned Fund Balance. A reduction in reserves will occur for the 2021-2022 budget cycle, in part due to the COVID-19 pandemic that has affected the economy. Steps were taken to ensure minimal use of reserves as possible; early separation incentives, reduction in programs and services, unfilled vacant positions to name a few. In prior years, the reserve balance had continued to grow at levels exceeding the City's Financial Management Policy and it was strategically used to balance the General Fund budget and increase and maintain current levels of service. The use of the balance will be reviewed mid-year to assess projections are as anticipated and may be adjusted as necessary.

Budgeted Fund Balance Amounts	2021	2022
Unassigned	-	-
Assigned - Revenue Stabilization	2,689,341	2,457,417
Assigned - Legal Reserves	225,000	225,000
Assigned - Future Leave Cash-outs	150,000	150,000
Assigned - PEG Fees	87,700	103,700
Assigned - Substance Abuse	8,775	11,730
Total	3,160,816	2,947,847

TOTAL GENERAL FUND BUDGET SUMMARY:

GENERAL FUND SUMMARY					
Department/Section	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget
Legislative	119,755	170,698	186,829	133,281	125,032
Executive	103,948	114,103	122,737	126,725	132,003
Clerk	222,749	280,341	280,736	211,708	221,207
Personnel	99,889	108,778	112,759	118,176	124,954
Information Services	139,891	150,667	164,576	232,269	243,787
Prosecutor	130,672	136,177	159,656	172,074	177,848
Risk Management	347,437	401,194	441,263	471,191	513,857
Engineering	198,717	500,069	542,068	101,801	275,501
Building	311,321	329,202	356,733	251,036	241,042
Finance	478,256	505,006	550,942	530,631	571,438
Central Services	510,792	555,652	562,557	528,823	520,432
Municipal Court	427,532	429,523	452,062	506,444	528,857
Parks and Recreation	837,035	904,565	904,868	598,013	574,191
Planning & Economic Dev	596,703	632,598	1,015,039	679,952	712,517
Behavioral Health Outreach	331,552	437,606	521,594	-	-
Police	3,581,398	3,791,220	4,126,456	3,727,042	3,761,515
Public Works Admin	141,022	127,170	195,144	174,356	199,741
Parks	352,205	397,901	426,103	348,486	358,634
Cemetery	12,211	11,780	14,759	14,995	15,476
Non-Departmental	2,793,528	2,287,208	2,689,197	2,134,559	2,170,631
Fund Balance	4,950,108	4,850,990	3,229,321	3,160,816	2,947,847
Total General Fund	\$ 16,686,721	\$ 17,122,448	\$ 17,055,399	\$ 14,222,378	\$ 14,416,510

Budget Unit	Expense Account Code	ACCOUNT DESCRIPTION	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
001-143-000-554-30	50000495	INTRGOV PROF SVCS	27,781	28,392	29,106	31,500	23,625	32,400	900	2.9%	33,300	900	2.8%	65,700
		TOTAL ANIMAL CONTROL	27,781	28,392	29,106	31,500	23,625	32,400	900	2.9%	33,300	900	2.8%	65,700
001-142-000-514-23	50000410	PROFESSIONAL SERVICES	39,501	49,461	50,185	58,500	58,941	73,500	15,000	25.6%	73,500	-	0.0%	147,000
	50000497	INDIRECT MISCELLANEOUS	(18,218)	(20,575)	(21,671)	(24,335)	(21,956)	(24,335)	-	0.0%	(24,335)	-	0.0%	(48,670)
		TOTAL AUDITING	21,284	28,886	28,514	34,165	36,985	49,165	15,000	43.9%	49,165	-	0.0%	98,330
001-142-000-528-60	50000495	INTRGOV PROF SVCS	88,014	93,692	97,481	258,300	73,101	95,380	(162,920)	-63.1%	98,241	2,861	3.0%	193,621
		TOTAL COMMUNICATIONS - CENCOM	88,014	93,692	97,481	258,300	73,101	95,380	(162,920)	-63.1%	98,241	2,861	3.0%	193,621
001-200-000-525-60	50000310	OFFICE & OPERATING SUPPLY	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000350	SMALL TOOLS & MINOR EQUIP	-	556	-	1,000	-	1,000	-	0.0%	1,000	-	0.0%	2,000
	50000495	INTRGOV PROF SVCS	14,598	15,710	16,194	17,491	21,251	22,314	4,823	27.6%	23,429	1,115	5.0%	45,743
		TOTAL DISASTER PREPAREDNESS	14,598	16,266	16,194	18,491	21,251	23,314	4,823	26.1%	24,429	1,115	4.8%	47,743
001-740-000-517-90	50000130	CASUAL LABOR	-	44	38	-	-	-	-	0.0%	-	-	0.0%	-
	50000210	BENEFITS	-	4	4	-	-	-	-	0.0%	-	-	0.0%	-
	50000310	OFFICE & OPERATING SUPPLY	-	-	-	-	93	-	-	0.0%	-	-	0.0%	-
	50000430	TRAVEL	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000490	MISCELLANEOUS	3,273	3,867	3,287	4,000	242	4,000	-	0.0%	4,000	-	0.0%	8,000
	50000497	INDIRECT MISCELLANEOUS	(1,265)	(1,301)	(1,076)	(1,329)	(966)	(1,329)	-	0.0%	(1,329)	-	0.0%	(2,658)
		TOTAL EMPLOYEE BENEFITS	2,008	2,614	2,253	2,671	(631)	2,671	-	0.0%	2,671	-	0.0%	5,342
001-142-000-515-41	50000412	EXT LEGAL SVCS - CONSULT	61,928	77,566	77,230	150,000	93,818	150,000	-	0.0%	150,000	-	0.0%	300,000
	50000497	INDIRECT MISCELLANEOUS	(36,013)	(19,560)	(20,854)	(37,826)	(30,254)	(37,826)	-	0.0%	(37,826)	-	0.0%	(75,652)
001-142-000-515-45	50000412	EXT LEGAL SVCS - LITIGATION	-	-	-	-	3,271	-	-	0.0%	-	-	0.0%	-
001-142-000-515-91	50000414	CITY PUBLIC DEFENDER	73,991	73,020	97,618	75,707	46,565	65,515	(10,192)	-13.5%	66,705	1,190	1.8%	132,220
		TOTAL LEGAL	99,906	131,026	153,994	187,881	113,400	177,689	(10,192)	-5.4%	178,879	1,190	0.7%	356,568
001-142-000-553-70	50000495	INTRGOV PROF SVCS	7,388	7,668	7,856	8,109	8,109	8,346	237	2.9%	8,596	250	3.0%	16,942
		TOTAL POLLUTION CONTROL	7,388	7,668	7,856	8,109	8,109	8,346	237	2.9%	8,596	250	3.0%	16,942
001-142-000-562-00	50000495	INTRGOV PROF SVCS	12,697	12,967	34,998	35,975	36,063	36,063	88	0.2%	37,150	1,087	3.0%	73,213
		TOTAL PUBLIC HEALTH	12,697	12,967	34,998	35,975	36,063	36,063	88	0.2%	37,150	1,087	3.0%	73,213
001-740-000-553-10	50000110	SALARIES	1,112	1,927	1,460	2,000	949	2,000	-	0.0%	2,000	-	0.0%	4,000
	50000130	CASUAL LABOR	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000210	BENEFITS	398	702	523	800	347	700	(100)	-12.5%	700	-	0.0%	1,400
	50000310	OFFICE & OPERATING SUPPLY	2,242	2,901	2,780	2,915	1,866	2,000	(915)	-31.4%	2,000	-	0.0%	4,000
	50000350	SMALL TOOLS & MINOR EQUIP	476	1,374	-	500	1,115	1,000	500	100.0%	1,000	-	0.0%	2,000
	50000410	PROFESSIONAL SERVICES	9,275	6,725	12,150	8,700	3,241	7,800	(900)	-10.3%	7,800	-	0.0%	15,600
	50000421	POSTAGE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000480	REPAIRS & MAINTENANCE	-	161	-	500	-	500	-	0.0%	500	-	0.0%	1,000
	50000490	MISCELLANEOUS	-	-	447	500	-	-	(500)	-100.0%	-	-	0.0%	-
		TOTAL SOIL & WTR CONSRV	13,502	13,790	17,360	15,915	7,518	14,000	(1,915)	-12.0%	14,000	-	0.0%	28,000
001-142-000-566-00	50000495	INTRGOV PROF SVCS	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		TOTAL SUBSTANCE ABUSE	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
001-142-000-597-00	50000090	TRANSFER OUT	1,746,797	2,320,190	1,897,192	2,096,190	1,488,062	1,695,531	(400,659)	-19.1%	1,724,200	28,669	1.7%	3,419,731
		TOTAL TRANSFERS OUT	1,746,797	2,320,190	1,897,192	2,096,190	1,488,062	1,695,531	(400,659)	-19.1%	1,724,200	28,669	1.7%	3,419,731

SPECIAL REVENUE FUNDS (100's)

These funds account for the proceeds for specific revenue sources that are legally restricted to expenditures for specific purposes.

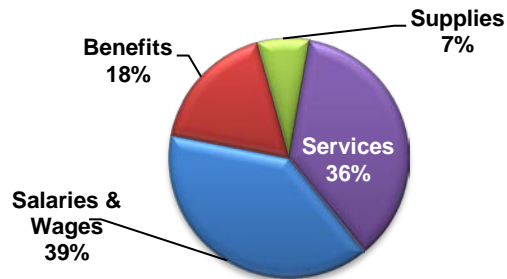
SPECIAL REVENUE FUNDS SUMMARY		
Fund	Fund Name	Description
101	City Street Fund	Maintenance and operations of Street Department
121	Capital Improvement Fund	Revenue received from Real Estate Excise Tax used for expenditures associated with the city's capital improvement plan projects
123	Transportation Development Fund	Traffic and sidewalk impact fees
124	Park Development Fund	Park impact fees
125	Affordable Housing Fund	State House Bill 1406 Revenues
131	Historic Downtown Poulsbo Association Fund	Business improvement area with self-assessed dues & expenditures used for promotion and beautification within downtown assessed area
161	Path & Trails Reserve Fund	Fund which receives a portion of State Fuel Tax revenue to be used exclusively for Paths & Trails expenditures
171	Drug Enforcement Fund	Acquisitions from drug related crimes which must be expended for drug enforcement related programs
181	Transient Occupancy Tax Fund	Hotel/Motel Tax received and expended on tourist related programs
191	Police Restricted Fund	Revenue received from various sources to be used exclusively for law enforcement purposes

2021					
Fund	Fund Name	Beginning Balance	Total Resources	Total Uses	Ending Balance
101	City Street Fund	\$ 100,398	\$ 984,066	\$ 996,160	\$ 88,304
121	Capital Improvement Fund	\$ 1,284,947	\$ 406,000	\$ 400,000	\$ 1,290,947
123	Transportation Development Fund	\$ 3,670	\$ 275,500	\$ 250,000	\$ 29,170
124	Park Development Fund	\$ 45,535	\$ 16,000	\$ 7,500	\$ 54,035
125	Affordable Housing Fund	\$ 35,035	\$ 35,000	\$ -	\$ 70,035
131	Historic Downtown Poulsbo Association Fund	\$ 78,074	\$ 79,850	\$ 92,255	\$ 65,669
161	Path & Trails Reserve Fund	\$ 21,055	\$ 1,159	\$ -	\$ 22,214
171	Drug Enforcement Fund	\$ 55,494	\$ 700	\$ 5,450	\$ 50,744
181	Transient Occupancy Tax Fund	\$ 54,228	\$ 81,000	\$ 80,000	\$ 55,228
191	Police Restricted Fund	\$ 145,642	\$ 31,014	\$ 13,445	\$ 163,211
2022					
Fund	Fund Name	Beginning Balance	Total Resources	Total Uses	Ending Balance
101	City Street Fund	\$ 88,304	\$ 1,003,700	\$ 1,011,142	\$ 80,862
121	Capital Improvement Fund	\$ 1,290,947	\$ 406,000	\$ 400,000	\$ 1,296,947
123	Transportation Development Fund	\$ 29,170	\$ 275,500	\$ 300,000	\$ 4,670
124	Park Development Fund	\$ 54,035	\$ 21,000	\$ -	\$ 75,035
125	Affordable Housing Fund	\$ 70,035	\$ -	\$ -	\$ 70,035
131	Historic Downtown Poulsbo Association Fund	\$ 65,669	\$ 79,850	\$ 92,255	\$ 53,264
161	Path & Trails Reserve Fund	\$ 22,214	\$ 1,146	\$ -	\$ 23,360
171	Drug Enforcement Fund	\$ 50,744	\$ 700	\$ 5,450	\$ 45,994
181	Transient Occupancy Tax Fund	\$ 55,228	\$ 131,000	\$ 130,000	\$ 56,228
191	Police Restricted Fund	\$ 163,211	\$ 32,511	\$ 13,200	\$ 182,522

STREET FUND 101

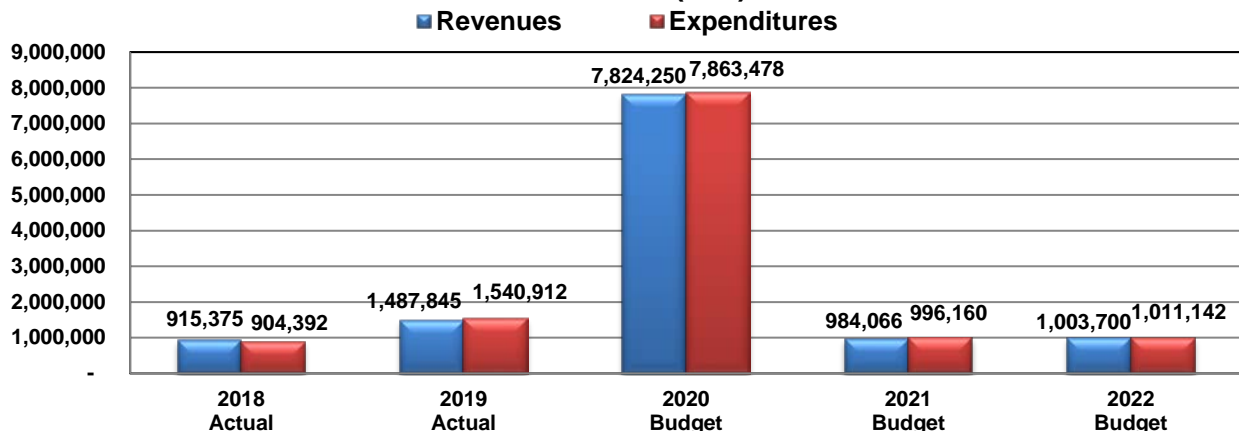
Mission Statement: *The mission of the Streets Department is to provide a safe, functional, efficient and aesthetic transportation system through efficient maintenance and construction of improvements to the City's street, pedestrian corridors and bicycle routes for the citizens of Poulsbo to allow for the movement of people, goods and services in a safe, functional and efficient manner.*

Street Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 101 CITY STREET RESOURCES						
BEGINNING BALANCE	212,270	223,253	152,626	100,398	88,304	100,398
LICENSES & PERMITS	22,845	18,195	20,000	22,640	22,640	45,280
INTERGOVERNMENTAL	242,358	755,137	6,953,250	246,126	243,760	489,886
MISCELLANEOUS	5,172	5,513	1,000	1,300	1,300	2,600
OTHER FINANCING SOURCES	645,000	709,000	850,000	714,000	736,000	1,450,000
TOTAL RESOURCES	1,127,645	1,711,098	7,976,876	1,084,464	1,092,004	2,088,164
FUND 101 CITY STREET USES						
SALARIES	365,106	368,782	384,095	388,450	392,729	781,179
BENEFITS	155,133	156,464	167,156	173,054	180,316	353,370
SUPPLIES	59,686	89,504	57,953	70,792	70,792	141,584
OTHER SERVICES & CHARGES	260,978	926,162	7,254,274	363,864	367,305	731,169
OTHER FINANCING USES	63,489	-	-	-	-	-
FUND BALANCE	223,253	170,186	113,398	88,304	80,862	80,862
TOTAL USES	1,127,645	1,711,098	7,976,876	1,084,464	1,092,004	2,088,164

Street Fund (101)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

STREET FUND (101)

PROGRAM DESCRIPTION:

The Street Fund is a Special Revenue Fund providing for the repair and maintenance of the City's transportation system, which includes streets and right-of-way, paths and trails, sidewalks, and parking lots. Activities associated with the street programs are:

- **Maintenance and Repair:**
Maintenance and repair of the transportation infrastructure to include, roadways, right of ways, parking lots, sidewalks, including the additional pervious surfaces, trails, pedestrian corridors, traffic control devices, and storm water control and treatment.
- **Emergency Response:**
Emergency response associated with snow removal, ice control and inclement weather conditions, including storm cleanup and accident or spill cleanups.
- **Routine Street Maintenance:**
Routine scheduled street cleaning by sweeping and vacuuming to satisfy the NPDES permit; painting of crosswalks, parking stalls, including ADA stalls and fire lanes, fog lines, no parking areas and curbing; installation of new street signs; asphalt pavement repair; crack sealing; and maintenance of existing signage including new solar/digital read out signs and thermos-plastic street markings.
- **Roadside Maintenance:**
Roadside and right of way maintenance and vegetation control.
- **Ancillary Activities:**
Traffic control and cleanup associated with City of Poulsbo's special events including, but not limited to, Halloween Street Closure, Viking Fest, Arts by the Bay, 3rd of July, Annual Street Dance, Bike Criterium and installation and removal of special event banners and lighting.
- **Street and Pedestrian Lighting:**
Installation and maintenance of street and pedestrian lighting.

STAFFING LEVEL:

The Street Maintenance program is staffed with 2.64 full time equivalent positions (FTE's), providing for the operation, maintenance, and repair of the system.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- City's street sweeping/vacuuming program
- Installation of thermos-plastic to maintain crosswalks and stop bars
- Performed routine scheduled/emergency maintenance and repair of streets, roadways, alleys, parking lots, sidewalks and trails, and street lighting
- Performed routine maintenance of roadsides and right of ways
- Maintenance and repair of traffic control devices and signage infrastructure
- Maintained city regulatory/guide signs
- Support of capital projects
- Pothole/asphalt repairs and crack sealing
- Annual striping program of parking stalls, centerlines, fog lines, and crosswalks, including ADA parking stalls
- Support of special events by preparing signs, and placement of barricades/cones
- Installed and removed traffic counters at various locations
- Grinding sidewalk trip hazards
- Cleaning of pervious roadways, sidewalks, bike lanes, and parking stalls
- Installation of sign post reflective wraps
- Developing a comprehensive streets inventory and maintenance program
- Addition of Walking Path on Fjord during COVID-19 and Speed tables on 6th Ave
- Chip seal on Terasse Dr, Laurie Vei Loop, and Meadow Run.
- Forest Rock Lane repave

- Burns Alley grade and used recycled asphalt as top course
- Installation of controlled signal turn lanes near the High School
- Entered new contact with Kitsap County for signalization
- Installation of 49 new parking stalls on 10th Ave

2021-2022 GOALS and WORK PLAN:

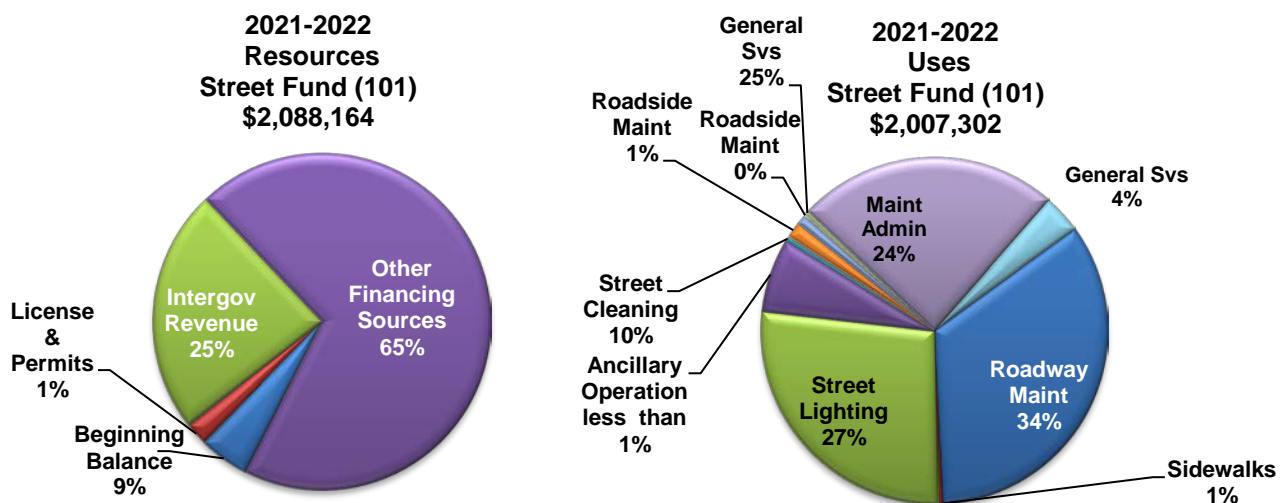
- Continue developing and implementing the streets maintenance program
- Develop and implement a sidewalk maintenance program for needed repairs.
- Replace selected street asphalt as identified in the CIP
- Continue update of sign inventory
- Continue asphalt/crack seal program
- Clean and maintain pervious pavements
- Thermo-plastic striping placements
- Painting crosswalks and parking stalls
- Routine scheduled maintenance and repair of roadways, alleys, parking lots, sidewalks, trails and signage
- Expand ADA sidewalk access program to include more intersections
- Continue the Speed Management / Safety Program
- Accomplish appropriate vegetation control
- Street de-icing or sanding and snow removal
- Continue traffic sign reflectivity compliance program as directed by the Manual on Uniform Traffic Control Devices (MUTCD)

2021-2022 REVENUE SOURCES:

The Street Maintenance Fund (101) derives a majority of its revenues from operating transfers associated with revenue received from property taxes. Additional revenue for this fund comes from state shared revenue gas taxes.

2021-2022 EXPENDITURES:

The 2021-2022 operation and maintenance program will be a continuation of the 2019-2020 program and will include the operation, maintenance, and repair of the City's transportation systems.



2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
CITY STREET FUND																
<u>CITY STREET RESOURCES</u>																
101	101-300-000-399-99	30850000	BEG BAL - ASSIGNED	138,009	185,897	177,381	223,253	152,626	152,626	100,398	(52,228)	-34.2%	88,304	(12,094)	-12.0%	100,398
	101-300-000-350-20	32240000	STREET & CURB PERMITS	14,800	16,555	22,845	18,195	20,000	18,320	22,640	2,640	13.2%	22,640	-	0.0%	45,280
	101-300-000-350-40	33320205	FED-HWY PLAN	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	101-540-000-350-30	33403600	ST DOT GRANT	-	-	-	510,563	5,359,000	41,077	-	(5,359,000)	-100.0%	-	-	0.0%	-
	101-540-000-350-30	33320205	FED-HWY PLAN & CONST	-	-	-	-	1,350,000	-	-	(1,350,000)	-100.0%	-	-	0.0%	-
	101-300-000-350-30	33600710	MULTIMODAL TRANSP	10,181	10,734	14,789	15,020	15,122	11,430	15,477	355	2.3%	15,701	224	1.4%	31,178
	101-300-000-350-30	33600870	MV FUEL TAX - CITY ST	213,695	222,165	227,569	212,009	229,128	125,820	230,649	1,521	0.7%	228,059	(2,590)	-1.1%	458,708
	101-300-000-350-40	33709000	KITSAP CO - PW	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	101-300-000-350-40	36700000	CONTRIB & DONATIONS	-	7,000	1,400	2,800	-	-	-	-	0.0%	-	-	0.0%	-
	101-300-000-300-16	36110000	INVESTMENT INTEREST	290	1,088	1,559	1,918	1,000	1,016	1,000	-	0.0%	1,000	-	0.0%	2,000
	101-300-000-300-16	36130000	GAIN(LOSSES) ON INVESTMNT	(182)	(33)	215	353	-	(353)	300	300	0.0%	300	-	0.0%	600
	101-300-000-350-20	36910000	SALES OF SURPLUS	-	-	-	392	-	-	-	-	0.0%	-	-	0.0%	-
	101-300-000-350-20	36940000	JUDGMENTS & STTLMENTS	-	-	1,998	50	-	-	-	-	0.0%	-	-	0.0%	-
	101-300-000-306-06	38810000	PRIOR PERIOD ADJUSTMENT	-	32,738	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	101-300-000-305-18	39700000	TRANSFERS IN	735,000	604,000	645,000	709,000	850,000	525,000	714,000	(136,000)	-16.0%	736,000	22,000	3.1%	1,450,000
TOTAL RESOURCES				1,111,794	1,080,144	1,092,756	1,693,554	7,976,876	874,937	1,084,464	(6,892,412)	-86.4%	1,092,004	7,540	0.7%	2,088,164
<u>ROADWAY MAINTENANCE USES</u>																
101	101-300-000-542-30	50000110	SALARIES	127,927	116,124	134,028	128,434	144,936	98,419	147,133	2,197	1.5%	150,231	3,098	2.1%	297,364
		50000120	OVERTIME	5,405	6,712	7,755	2,906	9,000	5,406	10,000	1,000	11.1%	10,000	-	0.0%	20,000
		50000130	CASUAL LABOR	42,730	41,807	38,791	43,527	48,000	7,555	48,000	-	0.0%	48,000	-	0.0%	96,000
		50000210	BENEFITS	69,745	65,595	74,958	69,686	71,414	52,112	75,300	3,886	5.4%	80,506	5,206	6.9%	155,806
		50000215	BENEFITS/CASUAL LAB & OT	-	-	-	-	9,690	-	9,860	170	1.8%	9,860	-	0.0%	19,720
		50000220	UNIFORMS	-	-	-	131	-	109	300	300	0.0%	300	-	0.0%	600
		50000310	OFFICE & OPERATING SUPPLY	28,696	13,036	12,087	10,878	10,000	13,092	12,000	2,000	20.0%	12,000	-	0.0%	24,000
		50000311	MAINTENANCE SUPPLY	-	-	-	-	-	5,885	10,000	10,000	0.0%	10,000	-	0.0%	20,000
		50000320	FUEL FOR VEHICLE	-	-	-	-	-	65	-	-	0.0%	-	-	0.0%	-
		50000350	SMALL TOOLS & MINOR EQUIP	8,693	13,706	4,693	7,533	6,000	2,847	6,000	-	0.0%	6,000	-	0.0%	12,000
		50000410	PROFESSIONAL SERVICES	125	3,940	4,692	576	4,500	1,179	4,500	-	0.0%	4,500	-	0.0%	9,000
		50000430	TRAVEL	-	199	-	-	500	30	500	-	0.0%	500	-	0.0%	1,000
		50000439	TRAVEL-TAXABLE	-	-	-	-	100	-	100	-	0.0%	100	-	0.0%	200
		50000450	OPERATING RENTAL & LEASES	-	-	-	416	-	-	-	-	0.0%	-	-	0.0%	-
		50000470	UTILITY SVCS - CITY	5,060	4,794	4,982	4,481	4,000	2,773	5,000	1,000	25.0%	5,000	-	0.0%	10,000
		50000471	UTILITY SERVICES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000480	REPAIRS & MAINTENANCE	30,048	19,690	20,541	30,954	16,025	19,231	6,240	(9,785)	-61.1%	6,240	-	0.0%	12,480
		50000490	MISCELLANEOUS	287	582	2,193	42	600	101	100	(500)	-83.3%	100	-	0.0%	200
		50000491	DUES & SUBSCRIPTIONS	-	-	-	-	-	3,052	3,053	3,053	0.0%	3,053	-	0.0%	6,106
		50000492	TRAINING	195	600	200	75	1,500	-	1,500	-	0.0%	1,500	-	0.0%	3,000
		50000495	INTRGOVRNMTL SVCS	43,896	3,201	-	-	803	-	-	(803)	-100.0%	-	-	0.0%	-
TOTAL ROADWAY MAINTENANCE				362,806	289,985	304,919	299,639	327,068	211,857	339,586	12,518	3.8%	347,890	8,304	2.4%	687,476
<u>SIDEWALKS</u>																
101-300-000-542-61	50000311		MAINTENANCE SUPPLY	-	-	-	-	3,000	-	-	(3,000)	0.0%	-	(3,000)	-100.0%	-
	50000410		PROFESSIONAL SERVICES	-	-	-	-	-	2,346	-	-	0.0%	-	-	0.0%	-
	50000480		REPAIRS & MAINTENANCE	-	-	-	2,449	4,774	-	4,500	(274)	-5.7%	4,500	-	0.0%	9,000
TOTAL SIDEWALKS				-	-	-	2,449	7,774	2,346	4,500	(3,274)	-42.1%	4,500	(3,000)	0.0%	9,000
<u>STREET LIGHTING USES</u>																
101-300-000-542-63	50000110		SALARIES	-	-	-	-	-	-	55,976	55,976	0.0%	57,157	1,181	2.1%	113,133
	50000210		BENEFITS	-	-	-	-	-	-	29,378	29,378	0.0%	31,434	2,056	7.0%	60,812
	50000311		MAINTENANCE SUPPLY	-	-	-	-	-	993	1,000	1,000	0.0%	1,000	-	0.0%	2,000
	50000410		PROFESSIONAL SERVICES	-	-	-	-	-	200	-	-	0.0%	-	-	0.0%	-
	50000471		UTILITY SERVICES	183,392	174,653	163,794	160,160	180,000	119,999	180,000	-	0.0%	180,000	-	0.0%	360,000
	50000480		REPAIRS & MAINTENANCE	-	4,640	1,407	672	4,000	-	4,000	-	0.0%	4,000	-	0.0%	8,000
TOTAL STREET LIGHTING				183,392	179,293	165,201	160,832	184,000	121,193	270,354	86,354	46.9%	273,591	3,237	1.2%	543,945

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
<u>TRAFFIC CONTROL USES</u>																
101-300-000-542-64	50000110		SALARIES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000130		CASUAL LABOR	-	-	9,073	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000210		BENEFITS	-	-	800	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000310		OFFICE & OPERATING SUPPLY	-	-	16,654	21,357	-	33,579	10,000	10,000	0.0%	10,000	-	0.0%	20,000
	50000311		MAINTENANCE SUPPLY	-	-	-	-	-	654	500	500	0.0%	500	-	0.0%	1,000
	50000410		PROFESSIONAL SERVICES	-	-	-	-	-	19,784	-	-	0.0%	-	-	0.0%	-
	50000350		SMALL TOOLS	-	3,148	14	17,415	20,000	10,042	3,792	(16,208)	-81.0%	3,792	-	0.0%	7,584
	50000480		REPAIRS & MAINTENANCE	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000495		INTRGOVRNMTL SVCS	-	56,060	54,767	60,900	56,400	23,600	55,000	(1,400)	-2.5%	55,000	-	0.0%	110,000
			TOTAL TRAFFIC CONTROL	-	59,208	81,307	99,672	76,400	87,659	69,292	(7,108)	-9.3%	69,292	-	0.0%	138,584
<u>PARKING FACILITIES</u>																
101-300-000-542-65	50000470		UTILITY SVCS - CITY	1,135	3,461	3,561	3,678	4,000	2,823	4,000	-	0.0%	4,000	-	0.0%	8,000
			TOTAL PARKING FACILITIES	1,135	3,461	3,561	3,678	4,000	2,823	4,000	-	0.0%	4,000	-	0.0%	8,000
<u>SNOW & ICE CONTROL</u>																
101-300-000-542-66	50000110		SALARIES	-	-	-	11,252	-	-	-	-	0.0%	-	-	0.0%	-
	50000120		OVERTIME	-	-	-	22,304	-	6,575	-	-	0.0%	-	-	0.0%	-
	50000130		BENEFITS	-	-	-	13,565	-	2,624	-	-	0.0%	-	-	0.0%	-
	50000210		OFFICE & OPERATING SUPPLY	-	-	-	7,648	-	6,674	7,500	7,500	0.0%	7,500	-	0.0%	15,000
	50000310		PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000311		MAINTENANCE SUPPLY	-	-	-	-	-	1,941	-	-	0.0%	-	-	0.0%	-
	50000320		FUEL FOR VEHICLE	-	-	-	2,273	-	-	-	-	0.0%	-	-	0.0%	-
	50000350		SMALL TOOLS & MINOR EQUIP	-	-	-	700	-	1,388	-	-	0.0%	-	-	0.0%	-
	50000480		REPAIRS & MAINTENANCE	-	-	-	3,989	15,000	369	-	(15,000)	-100.0%	-	-	0.0%	-
	50000495		INTRGOVRNMTL SVCS	-	-	-	12,512	-	-	7,500	7,500	0.0%	7,500	-	0.0%	15,000
			TOTAL SNOW & ICE CONTROL	-	-	-	74,245	15,000	19,571	15,000	-	0.0%	15,000	-	0.0%	30,000
<u>STREET CLEANING USES</u>																
101-300-000-542-67	50000110		SALARIES	-	46,564	50,212	49,797	54,818	37,218	-	(54,818)	-100.0%	-	-	0.0%	-
	50000120		OVERTIME	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000210		BENEFITS	-	22,277	24,424	24,736	27,836	19,013	-	(27,836)	-100.0%	-	-	0.0%	-
	50000310		OFFICE & OPERATING SUPPLY	-	153	-	599	-	-	-	-	0.0%	-	-	0.0%	-
	50000410		PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000480		REPAIRS & MAINTENANCE	-	-	392	-	1,000	-	-	(1,000)	-100.0%	-	-	0.0%	-
	50000495		INTRGOVRNMTL SVCS	-	6,375	8,722	6,021	7,000	4,845	9,000	2,000	28.6%	9,000	-	0.0%	18,000
			TOTAL STREET CLEANING	-	75,369	83,750	81,153	90,654	61,076	9,000	(81,654)	-90.1%	9,000	-	0.0%	18,000
<u>ROADSIDE MAINTENANCE USES</u>																
101-300-000-542-70	50000110		SALARIES	48,816	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000120		OVERTIME	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000130		CASUAL LABOR	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000210		BENEFITS	23,654	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	50000310		OFFICE & OPERATING SUPPLY	4,455	4,296	6,771	15	12,549	1,578	1,000	(11,549)	-92.0%	1,000	-	0.0%	2,000
	50000350		SMALL TOOLS & MINOR EQUIP	1,153	93	894	-	2,000	-	1,000	(1,000)	-50.0%	1,000	-	0.0%	2,000
	50000480		REPAIRS & MAINTENANCE	-	5,225	1,262	-	3,000	-	-	(3,000)	-100.0%	-	-	0.0%	-
			TOTAL ROADSIDE MAINTENANCE	78,078	9,614	8,927	15	17,549	1,578	2,000	(15,549)	-88.6%	2,000	-	0.0%	4,000
<u>ANCILLARY OPERATIONS USES</u>																
101-300-000-542-80	50000310		OFFICE & OPERATING SUPPLY	27	2,436	451	1,750	600	50	2,000	1,400	233.3%	2,000	-	0.0%	4,000
	50000350		SMALL TOOLS & MINOR EQUIP	-	5,576	1,266	4,376	3,350	-	2,000	(1,350)	-40.3%	2,000	-	0.0%	4,000
	50000490		MISCELLANEOUS	-	95	39	834	-	27	-	-	0.0%	-	-	0.0%	-
			TOTAL ANCILLARY OPERATIONS	27	8,107	1,755	6,961	3,950	77	4,000	50	1.3%	4,000	-	0.0%	8,000

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
<u>MAINTENANCE & OVERHEAD USES</u>																
101-300-000-542-90	50000117	INDIRECT SALARIES		80,831	116,872	125,248	110,561	127,341	81,904	127,341	-	0.0%	127,341	-	0.0%	254,682
	50000217	INDIRECT BENEFITS		36,083	52,171	54,951	48,345	58,216	37,531	58,216	-	0.0%	58,216	-	0.0%	116,432
	50000310	OFFICE & OPERATING SUPP		16	147	62	-	200			(200)	-100.0%		-	0.0%	-
	50000320	FUEL FOR VEHICLE		9,059	14,548	16,714	14,958	13,154	8,793	14,000	846	6.4%	14,000	-	0.0%	28,000
	50000350	SMALL TOOLS & MINOR EQU		146	123	82		100			(100)	-100.0%		-	0.0%	-
	50000410	PROFESSIONAL SERVICES		-	-	-		-			-	0.0%		-	0.0%	-
	50000420	COMMUNICATION		760	940	1,027	860	1,100	682	1,100	-	0.0%	1,100	-	0.0%	2,200
	50000471	UTILITY SERVICES		1,012	1,308	1,706	1,798	2,500	979	2,500	-	0.0%	2,500	-	0.0%	5,000
	50000490	MISCELLANEOUS		1,293	1,551	1,512	1,527	3,200	1,511	3,500	300	9.4%	3,500	-	0.0%	7,000
	50000491	DUES & SUBSCRIPTIONS						276		300	300	0.0%	300	-	0.0%	600
	50000497	INDIRECT MISCELLANEOUS		25,144	36,355	30,011	29,169	37,057	43,229	37,057	-	0.0%	37,057	-	0.0%	74,114
		TOTAL ADMIN & OVERHEAD		154,342	224,015	231,313	207,220	242,868	174,905	244,014	1,146	0.5%	244,014	-	0.0%	488,028
<u>GENERAL SERVICES USES</u>																
101-300-000-543-30	50000460	INSURANCE		15,307	18,821	23,658	27,726	31,504	30,728	34,414	2,910	9.2%	37,855	3,441	10.0%	72,269
	50000990	INTERFUND SERVICES & PYMTS		-	-	-					-	0.0%		-	0.0%	-
		TOTAL GENERAL SERVICES		15,307	18,821	23,658	27,726	31,504	30,728	34,414	10,756	9.2%	37,855	3,441	10.0%	72,269
<u>OTHER OPERATING USES</u>																
101-300-000-597-00	50000090	TRANSFER OUT		140,524			-				-	0.0%		-	0.0%	-
		TOTAL OTHER OPER USES		140,524	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
<u>TRANSPORTATION STRUCTURE USES</u>																
101-540-000-541-50	50000110	SALARIES							2,497			0.0%		-	0.0%	-
	50000120	OVERTIME										0.0%		-	0.0%	-
	50000130	CASUAL LABOR										0.0%		-	0.0%	-
	50000210	BENEFITS							985			0.0%		-	0.0%	-
	50000410	PROFESSIONAL SERVICES					577,290	6,875,711	46,989			-100.0%		-	0.0%	-
	50000490	MISCELLANEOUS					32					0.0%		-	0.0%	-
		TOTAL TRANS STRUCTURE USES		-	-	-	577,321	6,875,711	50,470	-	-	-100.0%	-	-	0.0%	-
		TOTAL CITY STREET FUND USES		935,611	867,874	904,392	1,540,912	7,876,478	764,283	996,160	(6,880,318)	-87.4%	1,011,142	11,982	1.5%	2,007,302
101		FUND BALANCE		176,183	212,270	188,364	152,642	100,398	110,654	88,304	(12,094)	-12.0%	80,862	(4,442)	-8.4%	80,862

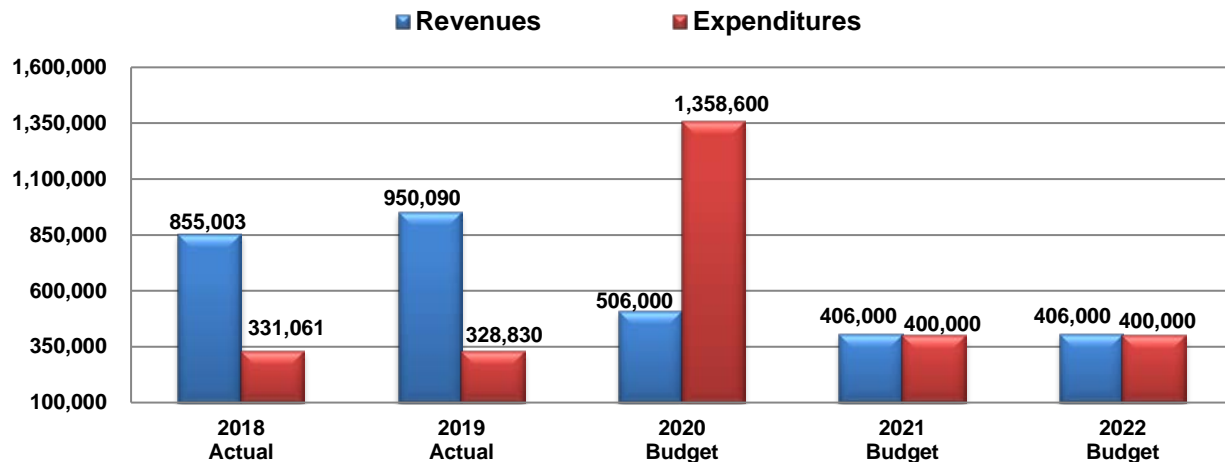
CAPITAL IMPROVEMENT FUND 121

Capital Improvement Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 121						
CAPITAL IMPROVEMENT						
RESOURCES						
BEGINNING BALANCE	926,190	1,516,287	2,137,547	1,284,947	1,290,947	1,284,947
TAXES	842,816	917,386	500,000	400,000	400,000	800,000
MISCELLANEOUS	12,187	32,704	6,000	6,000	6,000	12,000
TOTAL RESOURCES	1,781,193	2,466,377	2,643,547	1,690,947	1,696,947	2,096,947
FUND 121						
CAPITAL IMPROVEMENT						
USES						
OTHER FINANCING USES	331,061	328,830	1,358,600	400,000	400,000	800,000
FUND BALANCE	1,450,132	2,137,547	1,284,947	1,290,947	1,296,947	1,296,947
TOTAL USES	1,781,193	2,466,377	2,643,547	1,690,947	1,696,947	2,096,947

Capital Improvement Fund (121)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

CAPITAL IMPROVEMENT FUND (121)

PROGRAM DESCRIPTION:

The Capital Improvement Fund was established to receive all proceeds of the REET disbursed to the City. The first quarter percent (1/4%) has been allocated to fund the debt service payment for City Hall. Revenues generated from the first quarter percent REET shall be used solely for financing capital projects specified in the Capital Facilities Plan element of the Comprehensive Plan per RCW 82.46.010(2)(6). RCW 82.46.010(6) defines capital projects as public works projects for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation or improvement of streets, roads, highways, sidewalks, street and road lighting systems, traffic signals, bridges, domestic water systems, storm and sanitary sewer systems, parks, recreational facilities, law enforcement facilities, fire protection facilities, trails, libraries, administrative and judicial facilities, etc.

The second quarter percent (1/4%) of REET may only be levied by cities and counties that are required to or choose to plan under the Growth Management Act. The second quarter percent (1/4%) was transferred into the Debt Service funds to support debt payments for transportation improvements which realized the last debt payment in 2020. Funds were also transferred to support the Noll Road project. Funds in 2021 and 2022 will be used to support the Noll Road project next phase or towards debt payment which will be issued in support of the Noll Road project. As the project progresses Council will determine whether to go into debt or utilize reserves to complete the project.

State legislature took action to allow a portion of REET proceeds to be utilized for the operation and maintenance of existing REET capital projects. In order to use funds towards maintenance, the intention must be established and acknowledged by City Council during the budget process. The 2021-2022 budget has been developed to not utilize funds for maintenance; but reserve for debt payment of items on the Capital Facilities Plan or future transportation improvement projects. The new provisions will require the City demonstrate it has or will have adequate funding from all sources of public funding to pay for capital projects in its Capital Facilities Plan for the succeeding two-year period.

2021-2022 REVENUE SOURCES:

As previously stated, a majority of this fund's revenue is derived from REET. This is a tax levied on each sale of real property within the City. The tax is collected at the rate of one-quarter (1/4) of one percent (1%) of the selling price of the property. The tax is collected in two parts referred to as simply "the first one quarter percent (1/4%) REET I" and "the second one-quarter percent (1/4%) REET II". The Kitsap County Treasurer collects the tax at the time of property closing and disburses the tax back to the City.

The revenue is very difficult to estimate, as it is solely dependent on the number of real estate sales within any year. Although activity has slightly declined in 2020 and is expected to continue into 2021 there are still many new housing developments continuing with planning and construction. Revenue projections have been slightly decreased in anticipation of a slight slowdown. Actual revenues generated over the past several years have exceeded budget projections. Revenue projections including interest are:

- 2021 - \$406,000
- 2020 - \$406,000

2021-2022 EXPENDITURES:

The CIP is prepared and collaborated by City staff. A City Council workshop will review the plan for strategic planning and address long-term policy planning, including capital improvement planning, as part of the City's comprehensive plan. The Finance Department (Budget) will address short-term planning which falls under the budget process congruent with capital improvement projects being reviewed by individual committees, then reviewed by the Finance/Administration Committee, and finally forwarded with recommendations to the full Poulsbo City Council. Expenditures related to the Noll Road transportation project spanning several years will be used in 2021 and 2022. Included in the expenditure budget are transfers for debt payment as outlined in the following chart.

2021 Transfers Out of Fund 121

Fund 204	Debt Service	\$	400,000
Support debt payments related to City Hall & Noll Road debt			

2022 Transfers Out of Fund 121

Fund 204	Debt Service	\$	400,000
Support debt payments related to City Hall & Noll Road debt			

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
CAPITAL IMPROVEMENT FUND																
<u>CAPITAL IMPROVEMENT RESOURCES</u>																
121	121-142-000-399-99	30850000	BEG BAL - ASSIGNED	308,618	607,125	926,190	1,516,287	2,137,547	2,137,547	1,284,947	(852,600)	-39.9%	1,290,947	6,000	0.5%	1,284,947
	121-142-000-300-14	31834000	REET 1-1ST QTR%	373,662	397,390	421,408	458,693	250,000	260,539	200,000	(50,000)	-20.0%	200,000	-	0.0%	400,000
	121-142-000-300-14	31835000	REET 2-2ND QTR%	373,662	397,390	421,408	458,693	250,000	260,539	200,000	(50,000)	-20.0%	200,000	-	0.0%	400,000
	121-142-000-300-16	36110000	INVESTMENT INTEREST	1,064	4,027	12,924	22,734	6,000	13,606	6,000	-	0.0%	6,000	-	0.0%	12,000
	121-142-000-300-16	36130000	GAIN (LOSSES) ON INVESTMENT	(980)	(2,468)	(737)	9,971	-	(5,786)	-	-	0.0%	-	-	0.0%	-
	121-142-000-300-18	39700000	TRANSFERS IN	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	121-142-000-300-18	38810000	PRIOR PERIOD ADJUSTMENTS	-	24,172	-	-	-	-	-	-	0.0%	-	-	0.0%	-
<u>TOTAL CAPITAL IMPROV RESOURCES</u>				1,056,025	1,427,637	1,781,193	2,466,377	2,643,547	2,666,445	1,690,947	(952,600)	-36.0%	1,696,947	6,000	0.4%	2,096,947
<u>CAPITAL IMPROVEMENT USES</u>																
121	121-142-000-597-00	50000090	TRANSFER OUT	448,900	435,292	331,061	328,830	1,358,600	413,145	400,000	(958,600)	-70.6%	400,000	-	0.0%	800,000
<u>TOTAL CAPITAL IMPROV USES</u>				448,900	435,292	331,061	328,830	1,358,600	413,145	400,000	(958,600)	-70.6%	400,000	-	0.0%	800,000
121	<u>FUND BALANCE</u>			607,125	992,345	1,450,132	2,137,547	1,284,947	2,253,301	1,290,947	6,000	0.5%	1,296,947	6,000	0.5%	1,296,947

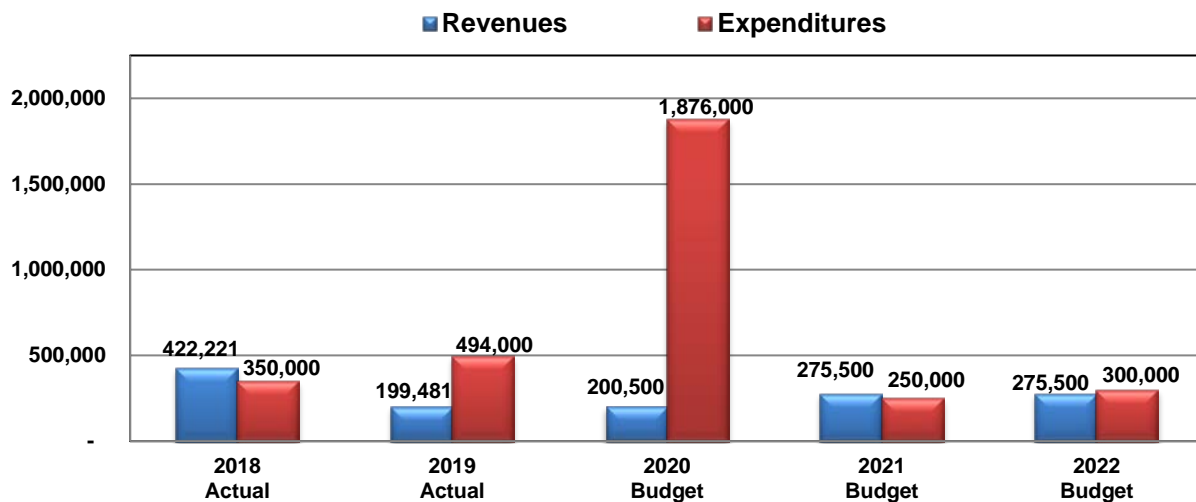
TRANSPORTATION DEVELOPMENT FUND 123

Transportation Development Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 123						
TRANSPORTATION DEVELOPMENT						
RESOURCES						
BEGINNING BALANCE	1,901,467	1,973,688	1,679,170	3,670	29,170	3,670
CHARGE FOR SERVICES	402,664	164,162	200,000	275,000	275,000	550,000
MISCELLANEOUS	19,557	35,319	500	500	500	1,000
TOTAL RESOURCES	2,323,688	2,173,170	1,879,670	279,170	304,670	554,670
FUND 123						
TRANSPORTATION DEVELOPMENT						
USES						
OTHER FINANCING USES	350,000	494,000	1,876,000	250,000	300,000	550,000
FUND BALANCE	1,973,688	1,679,170	3,670	29,170	4,670	4,670
TOTAL USES	2,323,688	2,173,170	1,879,670	279,170	304,670	554,670

Transportation Development Fund (123)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

TRANSPORTATION DEVELOPMENT FUND (123)

PROGRAM DESCRIPTION:

The purpose of this fund is to track revenue and expenditures associated with traffic mitigation fees. Developers are assessed impact fees based on the impact their projects are estimated to have on the flow of traffic in the area near the project.

Fees must be paid prior to the issuance of the building permit. Fees are used to support street improvements to support growing traffic needs.

2021-2022 REVENUE SOURCES:

This fund's revenue is derived from fees assessed to developers. This revenue is difficult to estimate as many variables can delay or halt a project. Revenue has been projected with funds from anticipated developments which have commenced the planning process. Revenue projections including interest are:

- 2021 - \$275,500
- 2022 - \$275,500

2021-2022 EXPENDITURES:

Transfers are planned to support funding for the following projects:

2021

- Noll Road Improvements Phase III \$250,000

2022

- Noll Road Improvements Phase III \$300,000

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
TRANSPORTATION DEVELOPMENT FUND																
<u>TRANSPORTATION DEVELOPMENT SOURCES</u>																
123	123-142-000-399-99	30830000	BEG BAL - RESTRICTED	981,358	1,115,819	1,901,467	1,973,688	1,679,170	1,679,170	3,670	(1,675,500)	-99.8%	29,170	25,500	694.8%	3,670
	123-142-000-350-40	34584000	LOCAL TRANS ACT IMPCT FEE	52,348	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	123-142-000-350-40	34585000	GROWTH MGT ACT IMPCT FEE	55,446	742,705	255,890	164,162	-	56,618	-	-	0.0%	-	-	0.0%	-
	123-142-000-350-40	34586000	SEPA RELATED MITIGATION FEE	280,978	233,522	146,774	-	200,000	69,802	275,000	75,000	37.5%	275,000	-	0.0%	550,000
	123-142-040-300-16	36110000	INVESTMENT INTEREST	-	-	-	23,829	-	-	-	-	0.0%	-	-	0.0%	-
	123-142-000-300-16	36110000	INVESTMENT INTEREST	4,891	8,873	19,852	-	500	17,923	500	-	0.0%	500	-	0.0%	1,000
	123-142-000-300-16	36130000	GAIN (LOSSES) ON INVESTMENT	(2,567)	(4,452)	(295)	11,490	-	(4,176)	-	-	0.0%	-	-	0.0%	-
<u>TOTAL TRANS DEV RESOURCES</u>				1,372,454	2,096,467	2,323,688	2,173,170	1,879,670	1,819,338	279,170	(1,600,500)	-85.1%	304,670	25,500	9.1%	554,670
<u>TRANSPORTATION DEVELOPMENT USES</u>																
123	123-142-000-597-00	50000090	TRANSFER OUT	220,000	195,000	350,000	494,000	1,876,000	500,000	250,000	(1,626,000)	-86.7%	300,000	50,000	20.0%	550,000
<u>TOTAL TRANS DEV USES</u>				220,000	195,000	350,000	494,000	1,876,000	500,000	250,000	(1,626,000)	-86.7%	300,000	50,000	20.0%	550,000
123	<u>FUND BALANCE</u>			1,152,454	1,901,467	1,973,688	1,679,170	3,670	1,319,338	29,170	25,500	694.8%	4,670	(24,500)	-84.0%	4,670

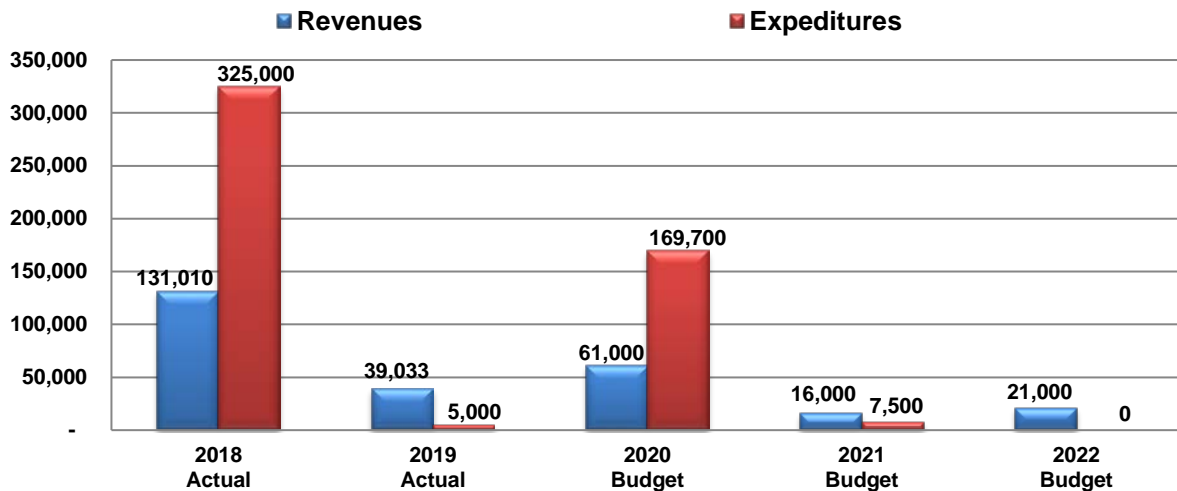
PARK DEVELOPMENT FUND 124

Park Development Fund Uses



	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 101						
FUND 124						
PARK DEVELOPMENT						
RESOURCES						
BEGINNING BALANCE	360,560	166,570	200,603	45,535	54,035	45,535
CHARGE FOR SERVICES	126,746	36,263	60,000	15,000	20,000	35,000
MISCELLANEOUS	4,264	2,770	1,000	1,000	1,000	2,000
TOTAL RESOURCES	491,570	205,603	261,603	61,535	75,035	82,535
FUND 124						
PARK DEVELOPMENT						
USES						
OTHER FINANCING USES	325,000	5,000	169,700	7,500	-	7,500
FUND BALANCE	166,570	200,603	91,903	54,035	75,035	75,035
TOTAL USES	491,570	205,603	261,603	61,535	75,035	82,535

Park Development Fund (124)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

PARK DEVELOPMENT FUND (124)

PROGRAM DESCRIPTION:

The purpose of this fund is to provide a repository for park impact fees paid by developers for park improvements as a means of compliance with the State Environmental Protection Act (SEPA) (prior to October 2011), Park Impact Fees (beginning October 2011) and the Park, Recreation and Open Space element of the City's Comprehensive Plan. The funds shall be used for the acquisition of land, cost of planning, or capital improvements of land to be used for public park purposes. The fund is administered by the Parks & Recreation Department.

REVENUE SOURCES:

Park Impact Fees and developer park mitigation fees provide the revenue for this fund. Fees are assessed by the Planning Department after site plan approval and are required to be paid prior to final plat approval. This revenue is difficult to estimate as many variables can delay or halt a project. Revenue has been projected with funds from anticipated developments which have commenced the planning process. 2019-2020 revenue actuals were less than projected by 57% as of September 30, 2020.

- 2019 - \$ 61,000 projected, \$39,033 actual
- 2020 - \$ 61,000 projected, \$13,377 actual through September 2020

Future projections will need to be reduced as recovery from the pandemic will take some time: Current revenue projections including interest are:

- 2021 - \$16,000
- 2022 - \$21,000

EXPENDITURES:

In the past, the city has used these funds towards the 2018 West Poulsbo Waterfront Park acquisition, athletic field improvements to the community field at Vinland Elementary School, the replacement of an aging playground at Betty Iverson Kiwanis Park, new benches at the Waterfront Park, Nelson Park playground additions, and the pedestrian trail between Nelson Park and Fish Park. These funds are transferred into the Park Reserve Fund (302).

Only one project is slated to use these funds in 2021: Urban Paths and Trails \$7,500. Recovering financially from the pandemic continues to be a priority.

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
PARK DEVELOPMENT FUND																
<u>PARK DEVELOPMENT SOURCES</u>																
124	124-740-000-399-99	30830000	BEG BAL - RESTRICTED	232,651	283,971	360,560	166,570	200,603	200,603	45,535	(155,068)	-77.3%	54,035	8,500	18.7%	45,535
	124-740-000-380-40	34585000	GROWTH MGT ACT IMPCT FEE	8,365	132,913	102,746	36,263	60,000	12,366	15,000	(45,000)	-75.0%	20,000	5,000	33.3%	35,000
	124-740-000-380-40	34586000	SEPA RELATED MITIGATN FEE	52,232	32,000	24,000	-	-	-	-	-	0.0%	-	-	0.0%	-
	124-740-000-300-16	36110000	INVESTMENT INTEREST	1,078	2,844	3,049	2,044	1,000	1,428	1,000	-	0.0%	1,000	-	0.0%	2,000
	124-740-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	(356)	(1,168)	1,215	726	-	(417)	-	-	0.0%	-	-	0.0%	-
<u>TOTAL PARK DEV RESOURCES</u>				293,970	450,560	491,570	205,603	261,603	213,980	61,535	(200,068)	-76.5%	75,035	13,500	21.9%	82,535
<u>PARK DEV USES</u>																
124	124-740-000-597-00	50000090	TRANSFER OUT	10,000	90,000	325,000	5,000	169,700	-	7,500	(162,200)	-95.6%	-	(7,500)	-100.0%	7,500
<u>TOTAL PARK DEV USES</u>				10,000	90,000	325,000	5,000	169,700	-	7,500	(162,200)	-95.6%	-	(7,500)	-100.0%	7,500
124	<u>FUND BALANCE</u>			283,970	360,560	166,570	200,603	91,903	213,980	54,035	(37,868)	-41.2%	75,035	21,000	38.9%	75,035

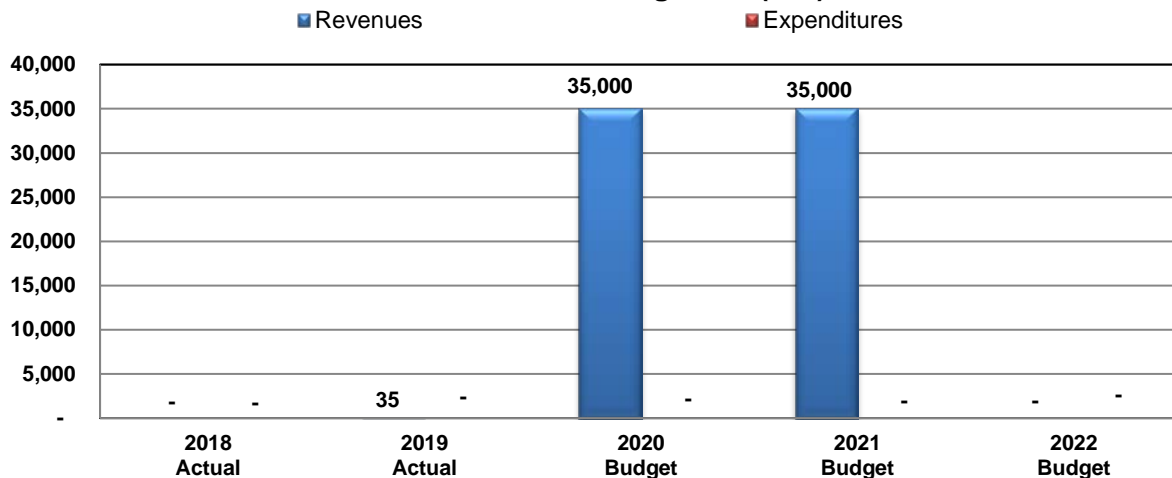
AFFORDABLE HOUSING FUND 125

AFFORDABLE HOUSING Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 125						
AFFORDABLE HOUSING						
RESOURCES						
BEGINNING BALANCE	-	-	35	35,035	70,035	35,035
INTERGOVERNMENTAL	-	3,330	35,000	35,000	-	35,000
MISCELLANEOUS	-	-	-	-	-	-
TOTAL RESOURCES	-	3,330	35,035	70,035	70,035	70,035
FUND 125						
AFFORDABLE HOUSING						
USES						
OTHER FINANCING USES	-	-	-	-	-	-
FUND BALANCE	-	3,330	35,035	70,035	70,035	70,035
TOTAL USES	-	3,330	35,035	70,035	70,035	70,035

Affordable Housing Fund (125)



Note: Revenues are exclusive of Beginning Balance and exclusive of Fund Balance

AFFORDABLE HOUSING FUND (125)

PROGRAM DESCRIPTION:

State House Bill 1406 was approved, by the State Legislature, in 2019. It creates a sales tax revenue sharing program that allows cities and counties to access a portion of state sales tax revenue to make local investments in affordable housing. House Bill 1406 funds can be used to acquire, rehabilitate, or construct affordable housing, which may include new units of affordable housing within existing structures or facilities providing supportive housing services. In September of 2019, Poulsbo City Council passed Ordinance 2019-15 imposing a local sale and use tax in accordance with this state law.

2019-2020 PROGRAM ACCOMPLISHMENTS:

In September of 2019, City Council established an Affordable Housing Task Force to advise the Council on spending sales tax from HB1406. The Task Force presented a report and list of recommendations in February 2020, which were unanimously approved by Council.

Council established a Housing, Health, and Human Services Committee in February 2020, which has met regularly since May 2020, to identify affordable housing ideas and opportunities. The Committee recommended the allocation of two parcels of City land for affordable housing, which was approved by the Council in September of 2020.

The Housing, Health and Human Services Committee, with the approval of full Council, has partnered with Fishline to offer rental assistance to Poulsbo residents effected by the COVID economic downturn. This program is funded by federal CARES dollars.

2020 REVENUE SOURCES:

State House Bill 1406 revenues as approved by the State Legislature in 2019.

2021 Revenues: \$35,000

2021-2022 PROJECTS AND GOALS:

The Council expressed support for the Affordable Housing Task Force's five recommendations in February 2020. The Housing, Health and Human Services Department and Housing, Health and Human Services Committee continue to work toward these goals.

- **Support the creation of temporary shelter (Task Force highest priority recommendation).**

There are no shelter beds available for homeless individuals and families in North Kitsap outside of severe weather shelters. The Task Force recommends, as its highest priority, that City funds be used to create or encourage the creation of places to stay for people needing shelter in Poulsbo for one-30 days.

- **Provide temporary rental assistance for individuals experiencing crisis and displacement.**

Data provided by North Kitsap Fishline suggests that many people that come to the facility experience short-term crisis that leads to the loss or potential loss of housing. Crisis events include a lost job, change in personal/family circumstances, illness, or other medical conditions. It is less expensive for a community to keep people in their current housing than to rehouse them after becoming homeless. The Task Force recommends that City funds be used to help Poulsbo residents in housing crisis situations, with a preference for programs that include ongoing case management.

- **Preserve existing affordable housing, including workforce housing.**

Poulsbo's recent loss of deed restricted affordable housing at Peninsula Glen and Winton Wood and the potential loss of further affordable housing is a significant issue. The Task Force recognizes that land being used for affordable and workforce housing, in Poulsbo, is at risk of being sold and used for market rate housing. It recommends initiatives that will protect and preserve land used for this purpose.

- **Support the creation of temporary affordable housing for low and very low-income individuals.**

The Task Force recommends the support and establishment of deeply affordable housing that can be used for short term, transitional purposes (1-6 months). Task force members urge Council to understand the distinction between shelter beds (our highest priority) and temporary housing—and to support both kinds of initiatives.

- **Support the creation of long-term affordable housing for chronically vulnerable individuals.**

The Task Force recognizes that some individuals will always need assistance and community support for reasons including a disability, injury, trauma, substance abuse history, or mental illness. Members recommend the support and establishment of affordable housing for low and very low-income individuals for whom independent living is impracticable.

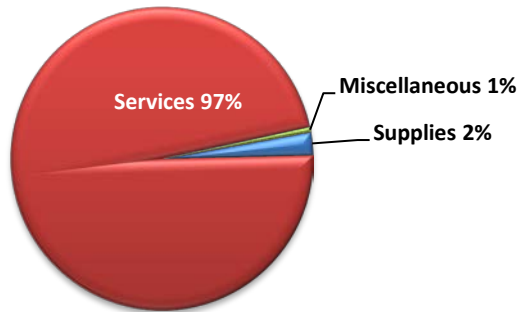
2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
AFFORDABLE HOUSING FUND																
<u>AFFORDABLE HOUSING SOURCES</u>																
125	125-185-000-399-99	30830000	BEG BAL - RESTRICTED				-	35	35	35,035	35,000	100000.0%	70,035	35,000	99.9%	35,035
	125-185-000-300-12	31327000	AFF HOUS SALES & USE TAX				35	35,000	23,405	35,000	-	0.0%		(35,000)	-100.0%	35,000
	125-185-000-300-16	36110000	INVESTMENT INTEREST						3		-	0.0%		-	0.0%	-
<u>TOTAL AFFORDABLE HOUSING RESOURC</u>				-	-	-	35	35,035	23,443	70,035	35,000	99.9%	70,035	-	0.0%	70,035
<u>AFFORDABLE HOUSING USES</u>																
125	125-185-000-597-00	50000090	TRANSFER OUT				-	-	-	-	-	0.0%		-	0.0%	-
<u>TOTAL AFFORDABLE HOUSING USES</u>				-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
125	<u>FUND BALANCE</u>			-	-	-	35	35,035	23,443	70,035	35,000	99.9%	70,035	-	0.0%	70,035

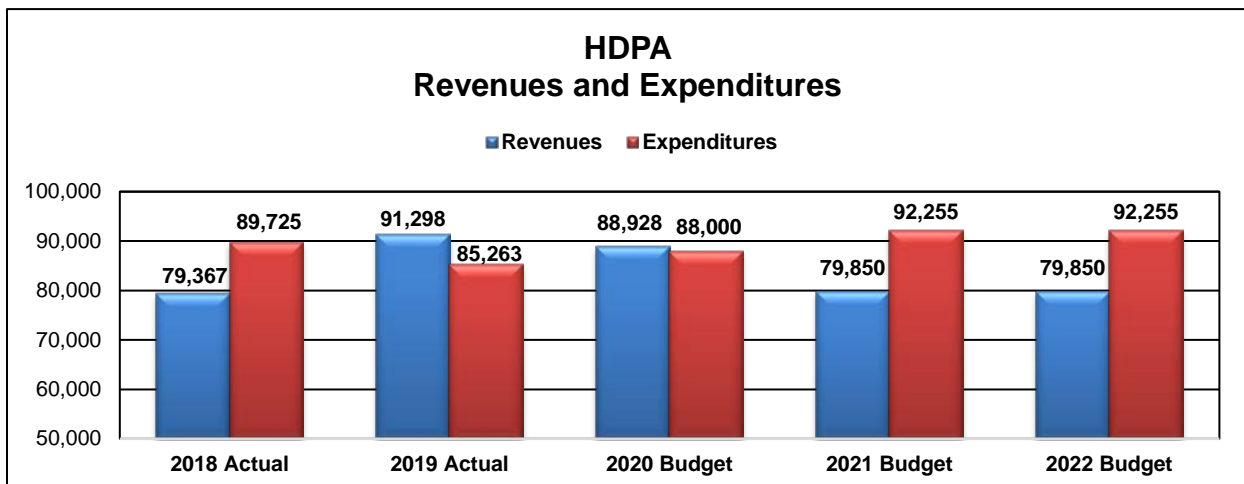
HISTORIC DOWNTOWN POULSBO ASSOCIATION FUND 131

Mission Statement: *To aid general economic development and facilitate business cooperation through promotion and improvement of the Downtown Business District.*

HDPA USES



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 131						
HISTORIC DWNTWN POULSBO ASSN						
RESOURCES						
BEGINNING BALANCE	57,869	47,511	53,546	78,074	65,669	78,074
MISCELLANEOUS	79,367	91,298	88,928	79,850	79,850	159,700
TOTAL RESOURCES	137,236	138,809	142,474	157,924	145,519	237,774
FUND 131						
HISTORIC DWNTWN POULSBO ASSN						
USES						
BAD DEBT EXPENSE	3,113	1,577	500	500	500	1,000
SUPPLIES	566	628	2,200	2,200	2,200	4,400
OTHER SERVICES & CHARGES	82,914	83,058	85,300	89,555	89,555	179,110
PRIOR PERIOD ADJUSTMENT	3,132	-	-	-	-	-
FUND BALANCE	47,511	53,546	54,474	65,669	53,264	53,264
TOTAL USES	137,236	138,809	142,474	157,924	145,519	237,774



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

HISTORIC DOWNTOWN POULSBO ASSOCIATION FUND (HDPa) (131)

PROGRAM DESCRIPTION:

In 1988, business owners in the downtown area, with the cooperation of the City, formed a Business Improvement Area Association (BIAA). This organization, dedicated to the beautification and promotion of historic downtown Poulsbo, is known as the "Historic Downtown Poulsbo Association" (HDPa).

Businesses self-assess fees to support the beautification, preservation, and promotion of downtown Poulsbo. Donations are also accepted from corporations and any other business or individuals who wish to support the program. By attending quarterly member meetings, members can join committees, run for open board positions, and discuss their ideas. The Board communicates through email and in person with the members regarding ongoing projects, and upcoming promotions.

The skill and expertise of HDPa members has been the key to the success of the organization. The volunteer board and committee members decide how the association's budget will be spent. The City Council approves both the budget and expenditures. These funds are used for promotion, beautification, and administration purposes. The City provides the services of accounts receivable, accounts payable and annual report preparation in compliance with Washington state regulations. The City is paid for these services.

BEAUTIFICATION AND MARKETING:

The Association has erected attractive blue standards to hold decorative banners and flower baskets which are planted each spring. Flowers are planted each spring and fall and maintained throughout the planting season in the blue pots throughout the business improvement area. The downtown is decorated for the winter holiday season with lighted structures, wreaths, and garlands, purchased by the HDPa and maintained by the City of Poulsbo.

Brochures, walking maps, television, radio, internet, and print media are used to promote the downtown area. The association's website provides the names and telephone numbers of each association business member as well as a calendar of events. Live web site links are also provided to all member businesses' websites. The marketing committee has also negotiated favorable advertising rates for Association members.

In 2012, a mural was supported by the Association on the "Boehm's" building, featuring a Viking ship, adding to the delightful aesthetics of the downtown. Also, in 2012 six decorative light standards were installed in the Waterfront Park. Pavers and light standards were paid for by donations, leaving a reserve for additional beautification of Historic Downtown Poulsbo. After a year's long spending freeze on special projects, the Association decided to use reserve funds to further our downtown beautification and promotion. The first project was the erecting of three glass and metal swords coming out of an existing stone in the Waterfront Park. The "Guardian Stone" by Lisa Stirrett was commissioned by the Association to represent the "Swords in Rock" found in Stavanger, Norway. Second, we purchased and then gifted the City with much needed bicycle racks. All of this in partner with the City to make downtown a friendly open space supporting retail, pedestrian traffic, and a lively environment.

The Association also works all year long to host or assist with public events: Viking Fest, 3rd of July, Beer Festivals, Waterfront Dance, Where's Waldo, Poulsbo Street Dance, Downtown Trick or Treat, Christmas in Little Norway, Girls Night Out, monthly Art Walks, Ladies Night Out and Winter Rendezvous. The Association is also looking forward to future co-branding with the Sons of Norway and the Maritime/Historical Society.

2021-2022 REVENUE SOURCES:

Businesses located in the downtown area pay an assessment based on the type of business and square footage of floor space. These assessments are levied by applying a quarterly minimum fee, or a fee based on the square footage of floor space, whichever is greater.

HDPa QUARTERLY ASSESSMENT SCHEDULE		
Assessment Type	Minimum Quarterly Base	Assessment per Square Footage
Retail	\$60.00	7.5 cents
Non-Retail	\$45.00	4.5 cents

The Planning Department determines the correct square footage and the Finance Department bills Association members on a quarterly basis. For 2021 & 2022, assessments are estimated to total \$94,000.

The association also recognizes the benefits of maintaining a working relationship with Visit Kitsap Peninsula (our region's Visitors & Convention Bureau), and other tourism marketing groups in efforts to attract tourism. This cooperation makes marketing resources accessible to the downtown core and enhances Poulsbo's overall branding.

In 2019, the HDPa applied to receive grant proceeds from Lodging Tax dollars to be used for marketing. The HDPa was awarded monies from the Lodging Tax Advisory Committee to be used for advertising and promotion of Poulsbo tourism and tourism events. The HDPa hopes to be awarded additional grant monies for 2021 and 2022.

2021-2022 EXPENDITURES:

Ongoing:

- Purchase or replacement of beautification elements when needed
- Event planning and marketing
- Television, Radio & Print Advertising, Digital Marketing
- Website maintenance
- Brochure Printing
- Certified Folder Display Service to Display Walking Maps on WA Ferries
- Co-op ads with Poulsbo Chamber of Commerce and Visit Kitsap Peninsula (VKP), formerly the Kitsap Visitors Convention Bureau.

Seasonal-Spring

- Contract with a local nursery to supply hanging floral baskets. The baskets and potted containers are maintained and watered by the HDPa with a percentage of the watering bill paid for by the City. These are located on Front and Jensen Streets inside the HDPa boundary.
- Light Maintenance, installing bistro bulbs in the courtyard and maintaining string lighting for those members who wish to participate
- Girls Night Out
- Concerts at the waterfront partnering with the Bremerton Symphony

Seasonal-Fall

- Community "Trick or Treat" in downtown Poulsbo
- Classic Car & Boat Show, Partnering with the Port of Poulsbo
- Christmas/Holidays in Poulsbo
 - Decoration of downtown with Christmas banners, lighted garland, placards, and wreaths
 - Father Christmas and the Giving Tree (contributions collected for Fishline)
 - Free horse and carriage rides
 - Streetside and waterfront holiday cheer (Caroling, Lighted Boat Parade, Christmas Ship)
 - Increased on-line presence and print advertising campaign reinforcing - "Experience Little Norway"
 - Advertising campaign with Kitsap Newspaper Group - Holiday Gift Guide

- Art Walks, Monthly Events and shoulder season promotion
- Comcast commercial
- Oktoberfest with our local breweries
- Participate/promote Winter Rendezvous, an annual gathering of boaters and non-boaters to promote use of watercraft and water resources all year long, not only in the summer months.

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
HISTORIC DOWNTOWN POULSBO ASSOCIATION FUND																
<u>HISTORIC DOWNTOWN RESOURCES</u>																
131	131-142-000-399-99	30830000	BEG BAL - RESTRICTED	69,665	48,360	57,869	47,511	53,546	53,546	78,074	24,528	45.8%	65,669	(12,405)	-15.9%	78,074
	131-142-000-300-16	36110000	INVESTMENT INTEREST	153	303	588	406	78	138	100	22	28.2%	100	-	0.0%	200
	131-142-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	131-142-000-300-16	36140000	OTHER INTEREST	466	289	338	674	250	178	250	-	0.0%	250	-	0.0%	500
	131-142-000-380-30	36700000	CONTRIB & DONATIONS	17,047	5,746	29,691	35,650	36,000	3,225	30,000	(6,000)	-16.7%	30,000	-	0.0%	60,000
	131-142-000-380-40	36700000	CONTRIB & DONATIONS	4,543	4,500	2,250	4,500	4,600	-	4,500	(100)	-2.2%	4,500	-	0.0%	9,000
	131-142-000-380-30	36850000	SPEC ASSMNTS - OPERATING	50,064	46,165	46,500	50,068	48,000	38,088	45,000	(3,000)	-6.3%	45,000	-	0.0%	90,000
<u>TOTAL HDBA RESOURCES</u>				141,938	105,363	137,236	138,808	142,474	95,175	157,924	15,450	10.8%	145,519	(12,405)	-7.9%	237,774
<u>HISTORIC DOWNTOWN USES</u>																
	131-142-000-573-90	50000020	BAD DEBT EXPENSE	2,445	1,948	3,113	1,577	500		500	-	0.0%	500	-	0.0%	1,000
		50000310	OFFICE & OPERATING SUPPLY	1,155	129	566	472	2,000	3,137	2,000	-	0.0%	2,000	-	0.0%	4,000
		50000350	SMALL TOOLS & MINOR EQUIP	15,000	-	-	156	200		200	-	0.0%	200	-	0.0%	400
		50000410	PROFESSIONAL SERVICES	15,173	7,650	4,447	11,735	11,400	3,055	7,500	(3,900)	-34.2%	7,500	-	0.0%	15,000
		50000411	ADVERTISING	31,673	10,401	47,235	34,017	56,000	11,755	43,000	(13,000)	-23.2%	43,000	-	0.0%	86,000
		50000420	COMMUNICATION	-	996	461	928	500		1,000	500	100.0%	1,000	-	0.0%	2,000
		50000421	POSTAGE	108	105	100	169	200		250	50	25.0%	250	-	0.0%	500
		50000460	INSURANCE	1,509	1,546	1,563	1,805	1,700	832	1,805	105	6.2%	1,805	-	0.0%	3,610
		50000480	REPAIRS & MAINTENANCE	25,527	21,403	19,644	29,844	12,000	12,855	26,000	14,000	116.7%	26,000	-	0.0%	52,000
		50000490	MISCELLANEOUS	2,215	3,315	9,464	4,560	3,500	3,031	10,000	6,500	185.7%	10,000	-	0.0%	20,000
		50000493	PRINTING & DUPLICATION	-	-	-	-	25		-	-	0.0%	-	-	0.0%	-
		50000910	INTERFUND PROF SERVICES	-	-	-	-	-		-	-	0.0%	-	-	0.0%	-
	131-142-000-588-10	50000088	PRIOR PERIOD ADJT	-	-	3,132	-	-		-	-	0.0%	-	-	0.0%	-
<u>TOTAL HDBA USES</u>				94,803	47,494	89,725	85,263	88,000	34,690	92,255	4,255	4.8%	92,255	-	0.0%	184,510
131	<u>FUND BALANCE</u>			47,135	57,869	47,511	53,546	54,474	60,485	65,669	11,195	20.6%	53,264	(12,405)	-18.9%	53,264

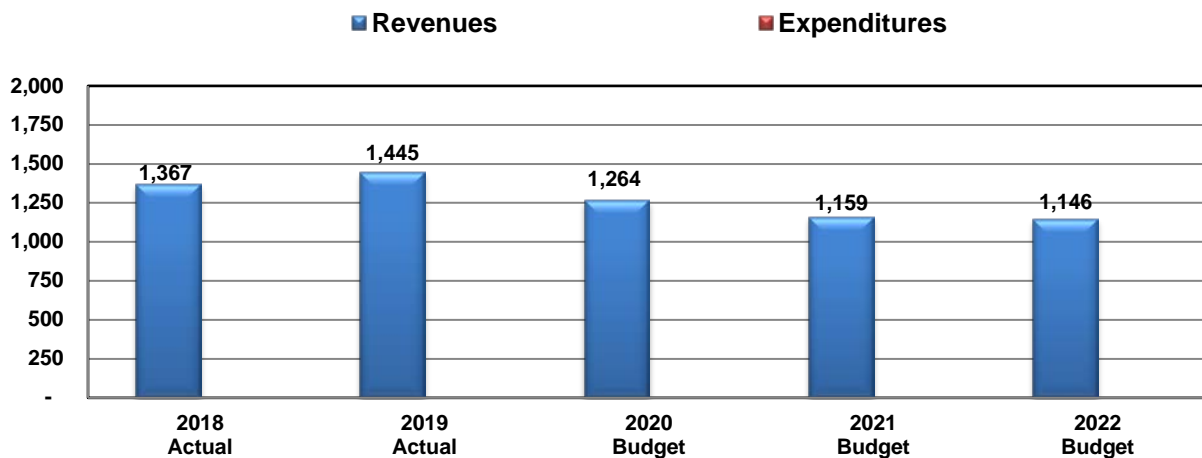
PATHS & TRAILS RESERVE FUND 161

Paths & Trails Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 161						
PATHS AND TRAILS						
RESOURCES						
BEGINNING BALANCE	16,892	18,434	19,791	21,055	22,214	21,055
INTERGOVERNMENTAL	1,144	1,154	1,154	1,159	1,146	2,305
MISCELLANEOUS	223	291	110	-	-	-
TOTAL RESOURCES	18,259	19,879	21,055	22,214	23,360	23,360
FUND 161						
PATHS AND TRAILS						
USES						
OTHER FINANCING USES	-	-	-	-	-	-
FUND BALANCE	18,259	19,879	21,055	22,214	23,360	23,360
TOTAL USES	18,259	19,879	21,055	22,214	23,360	23,360

Path & Trails Reserve Fund (161)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

PATHS & TRAILS RESERVE FUND (161)

PROGRAM DESCRIPTION:

The purpose of this fund is to track revenue and expenditures associated with the paths and trails reserve fund. This fund is administered by the Public Works Department.

2021-2022 REVENUE SOURCES:

.5% of the State Motor Vehicle Fuel Tax is designated to be used specifically for path and trail purposes. The tax is a State shared revenue and is distributed to cities based on their population. The following projections are estimated for the 2021-2022 budget cycle.

2021: \$1,159

2022: \$1,146

2021-2022 EXPENDITURES:

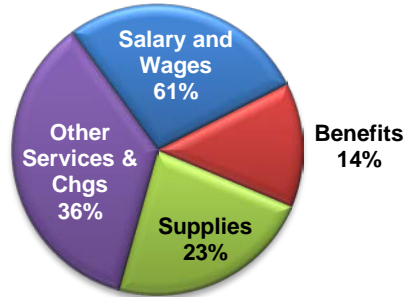
There are currently no anticipated expenditures in 2021 or 2022.

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
PATHS AND TRAILS FUND																
<u>PATHS AND TRAILS RESOURCES</u>																
161	161-300-000-399-99	30830000	BEG BALANCE - RESTRICTED	14,567	15,685	16,892	18,434	19,791	19,791	21,055	1,264	6.4%	22,214	1,159	5.5%	21,055
	161-300-000-350-30	33600870	MV FUEL TAX-CITY ST	1,074	1,281	1,144	1,065	1,154	632	1,159	5	0.4%	1,146	(13)	-1.1%	2,305
	161-300-000-300-16	36110000	INVESTMENT INTEREST	45	101	223	291	110	76		(110)	-100.0%		-	0.0%	-
	161-300-000-305-18	39700000	TRANSFERS IN	-	-	-	-	-	-		-	0.0%		-	0.0%	-
<u>TOTAL PATHS & TRAILS RESOURCES</u>				15,686	17,067	18,259	19,791	21,055	20,499	22,214	1,159	5.5%	23,360	1,146	5.2%	23,360
<u>PATHS AND TRAILS USES</u>																
161	161-300-000-597-00	50000090	TRANSFER OUT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
<u>TOTAL PATHS & TRAILS USES</u>				-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
161	<u>FUND BALANCE</u>			15,686	17,067	18,259	19,791	21,055	20,499	22,214	1,159	5.5%	23,360	1,146	5.2%	23,360

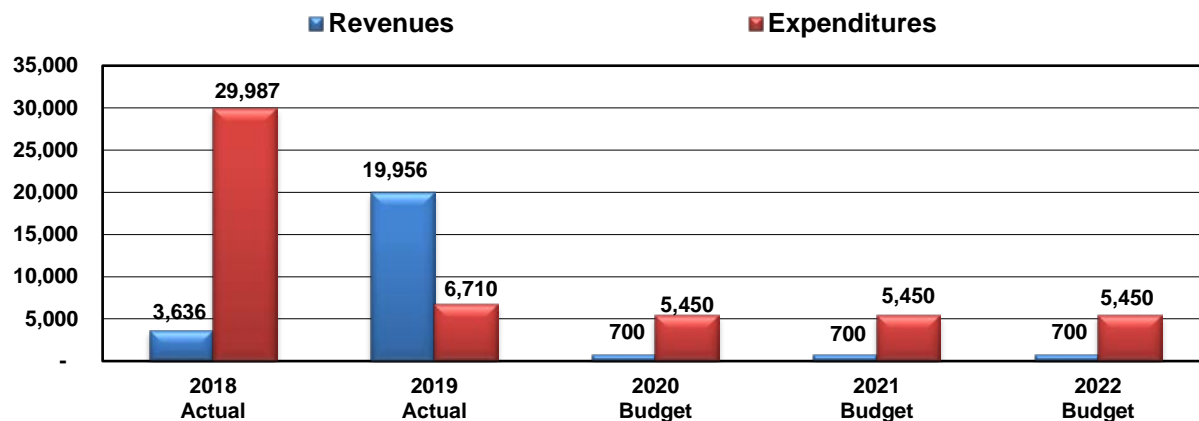
DRUG ENFORCEMENT FUND 171

Drug Enforcement Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 171						
DRUG ENFORCEMENT						
RESOURCES						
BEGINNING BALANCE	73,348	46,998	60,244	55,494	50,744	55,494
FINES AND FORFEITURES	2,771	19,278	700	700	700	1,400
MISCELLANEOUS	865	678	-	-	-	-
TOTAL RESOURCES	76,984	66,954	60,944	56,194	51,444	56,894
FUND 171						
DRUG ENFORCEMENT						
USES						
SALARIES	2,050	810	1,500	1,500	1,500	3,000
BENEFITS	751	274	755	755	755	1,510
SUPPLIES	6,766	4,582	1,300	1,250	1,250	2,500
OTHER SERVICES & CHARGES	5,421	1,044	1,895	1,945	1,945	3,890
OTHER FINANCING USES	15,000	-	-	-	-	-
FUND BALANCE	46,998	60,244	55,494	50,744	45,994	45,994
TOTAL USES	76,984	66,954	60,944	56,194	51,444	56,894

Drug Enforcement Fund (171)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

DRUG ENFORCEMENT FUND (171)

PROGRAM DESCRIPTION:

This fund was created to account for monies and proceeds from the sale of property seized during drug investigations and forfeited as outlined in RCW 69.50.505, or other state or federal laws. All monies received by the City pursuant to a court order prescribing such monies shall be used for drug enforcement and deposited into this fund after certain amounts, if any, are deducted in accordance with state and federal laws. The City shall keep and provide to the State Treasurer records of such deposits.

The use of the monies in this fund are restricted as outlined in RCW 69.50.505 which specify it is exclusively for the expansion and improvement of controlled substance related law enforcement activity including drug awareness education and the purchase, lease, and maintenance of equipment and other items necessary for drug enforcement by the City of Poulsbo Police Department. The monies deposited in this fund shall be expended for these purposes only.

At the end of the budget year, any unexpended funds shall remain in the fund and be carried forward from year to year until expended for drug enforcement.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Successful K9 Program (Narcotics Detection K9 Kilo) – retirement in 2020
- Renewed partnership with Kitsap County SWAT Team
- Renewed partnership with Kitsap County Westnet Team for narcotics investigations

2021-2022 GOALS and WORK PLAN:

- Continue a successful partnership with Kitsap County SWAT Team
- Continue a successful partnership with Kitsap County Westnet Team for narcotics investigations
- Increased emphasis on narcotics training and enforcement for detectives, officers & sergeants
- Further community outreach as it relates to drug awareness and education

2021-2022 RESOURCES:

As described, resources are derived from monies and property seized during drug investigations. The City is very conservative in this revenue estimate because of the type of activity that generates the revenue.

Certain law enforcement activities in concert with federal drug enforcement agencies such as the Drug Enforcement Agency (DEA) or the Department of Homeland Security (DHS) may result in reimbursement of overtime costs.

Revenue projections for 2021-2022 are as follows:

2021: \$700

2021: \$700

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
DRUG ENFORCEMENT FUND																
<u>DRUG ENFORCEMENT RESOURCES</u>																
171	171-200-000-399-99	30830000	BEG BAL - RESTRICTED	56,524	65,362	73,348	46,998	60,244	60,244	55,494	(4,750)	-7.9%	50,744	(4,750)	-8.6%	55,494
	171-200-000-300-16	36110000	INVESTMENT INTEREST	217	450	865	678	700	163	700	-	0.0%	700	-	0.0%	1,400
	171-200-029-330-30	36700000	K9 CONTRIB & DONATIONS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	171-200-000-330-30	36930000	CONFISC FORFEIT PROPERTY	18,925	10,233	2,771	19,278	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL DRUG ENFORCEMENT RESOURCE				75,665	76,045	76,984	66,954	60,944	60,406	56,194	(4,750)	-7.8%	51,444	(4,750)	-8.5%	56,894
<u>SPECIAL UNIT USES</u>																
171	171-200-000-521-23	50000220	UNIFORMS	-	-	65	-	500	239	500	-	0.0%	500	-	0.0%	1,000
		50000229	UNIFORMS TAXABLE	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000310	OFFICE & OPERATING SUPPL	-	197	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000320	FUEL FOR VEHICLE	-	41	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000350	SMALL TOOLS & MINOR EQUIP	582	-	5,901	3,859	500	494	500	-	0.0%	500	-	0.0%	1,000
		50000420	PROFESSIONAL SERVICES	179	-	150	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000420	COMMUNICATION	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000430	TRAVEL	-	754	3,389	-	500	-	500	-	0.0%	500	-	0.0%	1,000
		50000490	MISCELLANEOUS	200	35	9	27	-	14	-	-	0.0%	-	-	0.0%	-
		50000492	TRAINING	-	-	1,070	-	500	-	500	-	0.0%	500	-	0.0%	1,000
TOTAL SPECIAL UNIT USES				961	1,027	10,584	3,885	2,000	747	2,000	-	0.0%	2,000	-	0.0%	4,000
<u>K-9 UNIT USES</u>																
171	171-200-029-521-23	50000120	OVERTIME	2,903	-	2,050	810	1,500	-	1,500	-	0.0%	1,500	-	0.0%	3,000
		50000210	BENEFITS	800	-	685	274	255	-	255	-	0.0%	255	-	0.0%	510
		50000220	UNIFORMS	46	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000310	OFFICE & OPERATING SUPPL	666	1,646	864	723	800	505	750	(50)	-6.3%	750	-	0.0%	1,500
		50000350	SMALL TOOLS & MINOR EQUIP	32	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000410	PROFESSIONAL SERVICES	-	-	325	406	-	-	-	-	0.0%	-	-	0.0%	-
		50000420	COMMUNICATION	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000430	TRAVEL	1,791	-	-	-	450	-	500	50	11.1%	500	-	0.0%	1,000
		50000439	TRAVEL-TAXABLE	-	-	-	37	-	-	-	-	0.0%	-	-	0.0%	-
		50000480	REPAIRS & MAINTENANCE	-	-	33	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000490	MISCELLANEOUS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000491	DUES & SUBSCRIPTIONS	80	-	-	-	50	-	(50)	-100.0%	-	-	-	0.0%	-
		50000492	TRAINING	3,025	23	445	575	395	-	445	50	12.7%	445	-	0.0%	890
TOTAL K9 UNIT USES				9,343	1,669	1,667	1,741	3,450	505	3,450	-	0.0%	3,450	-	0.0%	6,900
171	171-200-000-597-00	50000090	TRANSFER OUT	-	-	15,000	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL DRUG ENFORCEMENT USES				-	-	15,000	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL DRUG ENFORCEMENT FUND USES				10,304	2,696	29,987	6,710	5,450	1,251	5,450	-	0.0%	5,450	-	0.0%	10,900
171	FUND BALANCE			65,362	73,348	46,998	60,244	55,494	59,155	50,744	(4,750)	-8.6%	45,994	(4,750)	-9.4%	45,994

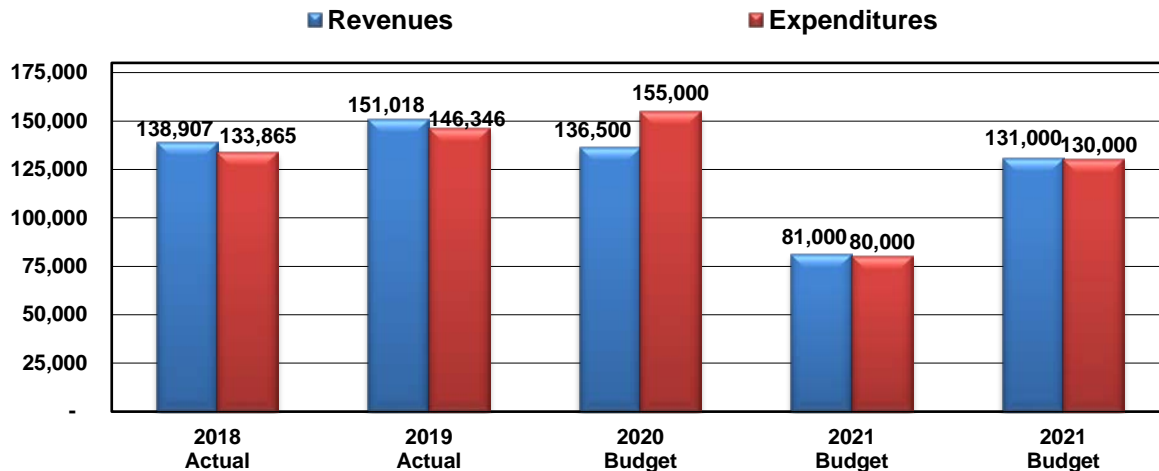
TRANSIENT OCCUPANCY TAX FUND 181

Transient Occupancy Tax Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 181						
TRANSIENT OCCUPANCY TAX						
RESOURCES						
BEGINNING BALANCE	73,417	93,744	88,424	54,228	55,228	54,228
TAXES	137,804	149,524	136,000	80,000	130,000	210,000
MISCELLANEOUS	1,103	1,494	500	1,000	1,000	2,000
TOTAL RESOURCES	212,325	244,762	224,924	135,228	186,228	266,228
FUND 181						
TRANSIENT OCCUPANCY TAX						
USES						
SALARIES	-	-	4,274	-	-	-
BENEFITS	-	-	726	-	-	-
OTHER SERVICES & CHARGES	-	97,346	150,000	80,000	130,000	210,000
MISCELLANEOUS	133,865	49,000	-	-	-	-
FUND BALANCE	78,460	98,416	69,924	55,228	56,228	56,228
TOTAL USES	212,325	244,762	224,924	135,228	186,228	266,228

Transient Occupancy Tax Fund (181)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

TRANSIENT OCCUPANCY TAX FUND (181)

PROGRAM DESCRIPTION:

In April 1982, this fund was created to account for monies received from hotel/motel tax. It is administered by the Finance Director and Parks and Recreation Director. In accordance with RCW 67.28.180 the City levies a 2% tax on lodging activity within the City. This tax is credited against the State sales tax.

In 1998, the City approved Ordinance 98-03 in accordance with RCW 82.08 and authorized by RCW 67.28.181 to levy an additional 2% tax on charges for lodging activity, which is not credited against the sales tax. In order to collect the additional 2% tax the City is required to form a Lodging Tax Advisory Committee (LTAC). As per requirements outlined in RCW 67.28.1817, the Committee must consist of at least five members of whom at least two are representatives from businesses that collect the tax, at least two which are persons involved in activities funded by the tax, and one member from the city who acts as chair. The second 2% tax is subject to recommendations by the lodging tax advisory committee and RCW 67.28.1815 which states, "All revenue from (these) taxes shall be used solely for the purpose of paying all or any part of the cost of tourism promotion, acquisition or tourism-related facilities, or operation of tourism-related facilities."

Eligible activities/projects, as defined per Washington State laws.

RCW 67.28.080 (5) Tourism

RCW 67.28.080 (6) Tourism Promotion

RCW 67.28.080 (7) Tourism-related facility

Allowable Uses, as per Sec. 1 RCW 67.28.1816 AND 2008 c 28 s 1:

Lodging tax revenues under this chapter may be used, directly by any municipality or indirectly through a convention and visitor's bureau or destination marketing organization for:

- a) Tourism marketing
- b) The marketing and operations of special events and festivals designed to attract tourists
- c) Supporting the operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district created under chapters 35.57 and 36.100 RCW; or
- d) Supporting the operations of tourism-related facilities owned or operated by nonprofit organizations described under 26 U.S.C. Sec. 501 c (3) and 26 U.S.C. Sec. 501c (6) of the internal revenue code of 1986, as amended.

2021-2022 REVENUE SOURCES:

The City has two hotels, several VRBOs (Vacation Rental by Owner) and Air BNBs (Bed and Breakfast) on which the tax is levied. A third hotel is slated to open in the Fall of 2021, but because it is in the early stages of construction, we will not account for additional revenues in 2021. The State collects the tax and remits it back to the City on a monthly basis. Revenue projections including interest are:

- 2021 - \$81,000
- 2022 - \$131,000

2021-2022 EXPENDITURES:

The City accepts grant proposals from various eligible organizations for use of the lodging tax to fund tourism related projects, events and facilities. All proposals are reviewed by the Lodging Tax Advisory Committee. The Committee then makes a recommendation to the Community Services Committee prior to coming before the full Council.

In the summer of 2020, a new hotel began site preparations in College Marketplace, just south of the Olympic College. The lodging taxes from this hotel will help boost revenues in late 2021 and 2022.

In 2020, the pandemic put a stall to the tourism industry in Poulsbo, bringing overnight stays in the two hotels and short-term rentals to a standstill. Grantees took a reduction in their 2020 grants, and some did not put on events, so they did not fully spend their grants. It will take at least 2-3 years post-pandemic to come out of this and be back where Poulsbo was in 2019.

2021 awards are dedicated to continuing the collaborative marketing efforts in Poulsbo and through the Puget Sound region and supporting two visitor information centers in the city. The 2022 grant process will occur in June 2021.

2021 Approved Grant Awards:

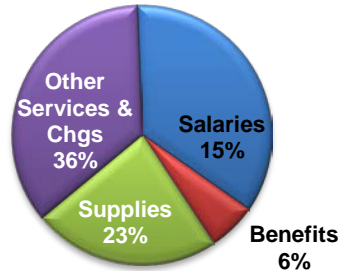
Organization	Purpose	Grant Award
Poulsbo Chamber of Commerce	Poulsbo Marketing and Visitor Center	
Bremerton Symphony	Poulsbo Concert Promotion	
Historic Downtown Poulsbo Assn	Marketing and branding of Little Norway and event marketing support	
Viking Fest Corporation	Marketing two Poulsbo Events	
Poulsbo Historical Society	Marketing Poulsbo museums	
Visit Kitsap Peninsula	Year-Round Tourism Regional Marketing Services & Support	
		Total: \$ -

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
TRANSIENT OCCUPANCY TAX FUND																
<u>TRANSIENT OCCUPANCY TAX RESOURCES</u>																
181	181-740-000-399-99	30830000	BEG BAL - RESTRICTED	59,903	76,460	73,417	93,744	88,424	88,424	54,228	(34,196)	-38.7%	55,228	1,000	1.8%	54,228
	181-740-000-300-13	31331000	HOTEL/MOTEL TX	128,138	130,062	137,804	149,524	136,000	50,048	80,000	(56,000)	-41.2%	130,000	50,000	62.5%	210,000
	181-740-000-300-16	36111000	INVESTMENT INTEREST	235	578	1,103	1,494	500	338	1,000	500	100.0%	1,000	-	0.0%	2,000
	181-740-000-306-06	38810000	PRIOR PERIOD ADJUSTMENT	-	18,345	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	181-740-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
<u>TOTAL TRANSIENT OCC RESOURCES</u>				188,276	225,445	212,325	244,762	224,924	138,810	135,228	(89,696)	-39.9%	186,228	51,000	37.7%	266,228
<u>TRANSIENT OCCUPANCY TAX USES</u>																
181	181-740-000-557-30	50000120	OVERTIME	-	-	-	-	4,274	-	-	(4,274)	-100.0%	-	-	0.0%	-
	181-740-000-557-30	50000130	CASUAL LABOR	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	181-740-000-557-30	50000210	BENEFITS	-	-	-	-	726	-	(726)	-100.0%	-	-	-	0.0%	-
	181-740-000-557-30	50000410	PROFESSIONAL SERVICES	-	-	-	-	-	2,667	-	-	0.0%	-	-	0.0%	-
	181-740-000-557-30	50000411	ADVERTISING	16,799	5,908	-	64,597	150,000	41,059	80,000	(70,000)	-46.7%	130,000	50,000	62.5%	210,000
	181-740-000-557-30	50000490	MISCELLANEOUS	95,017	130,835	2,500	-	-	-	-	-	0.0%	-	-	0.0%	-
	181-740-080-557-30	50000411	ADVERTISING	-	-	29,691	32,750	-	3,225	-	-	0.0%	-	-	0.0%	-
	181-740-080-557-30	50000490	MISCELLANEOUS	-	-	101,674	49,000	-	-	-	-	0.0%	-	-	0.0%	-
<u>TOTAL TRANSIENT OCC USES</u>				111,816	136,743	133,865	146,346	155,000	46,950	80,000	(75,000)	-48.4%	130,000	50,000	62.5%	210,000
181	<u>FUND BALANCE</u>			76,460	88,702	78,460	98,416	69,924	91,859	55,228	(14,696)	-21.0%	56,228	1,000	1.8%	56,228

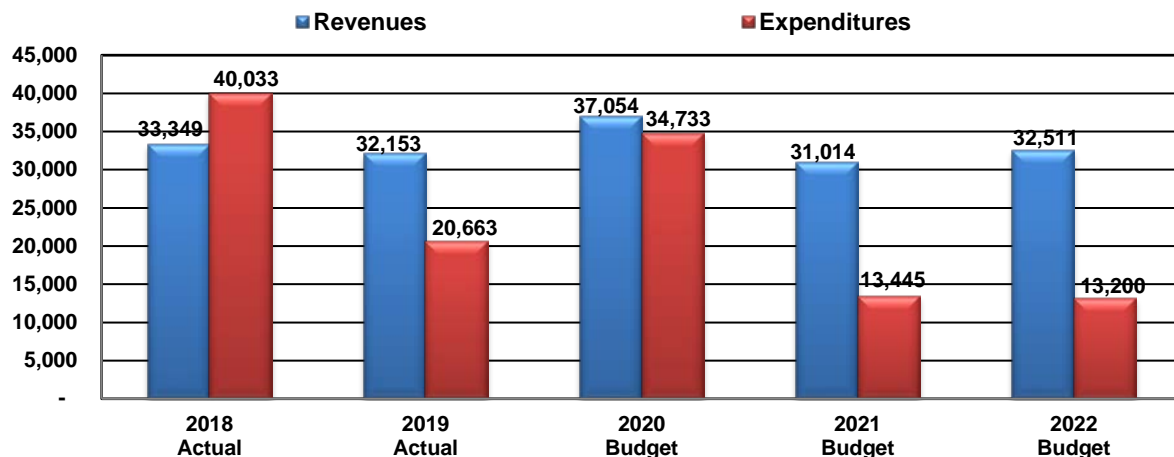
POLICE RESTRICTED FUND 191

Police Restricted Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 191						
POLICE RESTRICTED						
RESOURCES						
BEGINNING BALANCE	135,816	131,831	143,321	145,642	163,211	145,642
INTERGOVERNMENTAL	31,527	28,579	32,254	29,814	31,311	61,125
FINES AND FORFEITURES	1,023	924	100	-	-	-
MISCELLANEOUS	799	2,650	4,700	1,200	1,200	2,400
TOTAL RESOURCES	169,165	163,984	180,375	176,656	195,722	209,167
FUND 191						
POLICE RESTRICTED						
USES						
SALARIES	8,131	1,782	6,150	4,700	4,700	9,400
BENEFITS	2,621	582	1,050	800	800	1,600
SUPPLIES	16,907	9,504	4,300	3,100	3,100	6,200
OTHER SERVICES & CHARGES	5,373	8,794	5,233	4,845	4,600	9,445
TRANSFERS	7,000	-	-	-	-	-
CAPITAL OUTLAY	-	-	18,000	-	-	-
FUND BALANCE	129,132	143,321	145,642	163,211	182,522	182,522
TOTAL USES	169,165	163,984	180,375	176,656	195,722	209,167

Police Restricted Fund (191)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

POLICE RESTRICTED FUNDS (191)

PROGRAM DESCRIPTION:

This fund was created to account for monies which are restricted for use specifically for criminal justice activities. The police department administers this fund of which there are currently three programs identified. These restricted use programs are Marine Safety, Criminal Justice and General Restricted.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Successful Marine Safety Program with boating patrols, safety checks and marine enforcement
- Purchase of new boat motor and new bottom coating to extend the life of marine patrol boat

2021-2022 GOALS and WORK PLAN:

- Continue a successful Marine Safety Program and secure WA St Parks Grant for funding
- Identify further innovative law enforcement strategies and programs

2021-2022 RESOURCES:

Vessel Registration Fees:

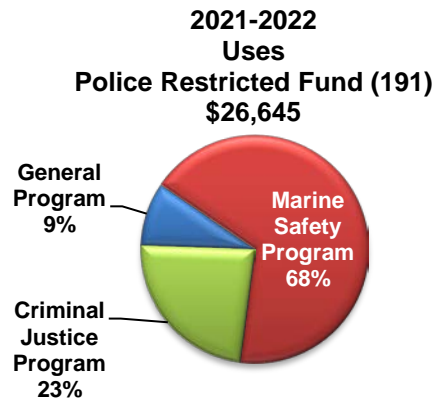
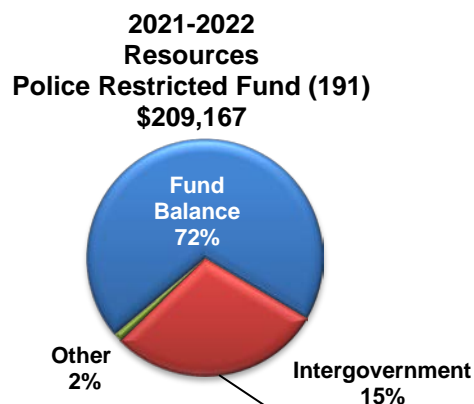
Money is allocated to counties with eligible boat safety programs approved by the State Parks and Recreation Commission. Distribution is based on the number of registered vessels by county of moorage. The county is responsible for equitable allocation to other jurisdictions with approved programs within the county. (RCW 88.02.040)

Criminal Justice Programs:

Criminal Justice funds must be used for innovative law enforcement strategies (RCW 82.14.330(2)(a), programs helping at-risk children or child abuse victims (RCW 82.14.330(2)(b), or programs reducing the level of domestic violence (RCW 82.14.330(2)(c).

General Program:

The revenues for this program could be from donations, Dept of Justice Grants or other non-drug related confiscated property or monies.



2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
POLICE RESTRICTED FUND																
<u>POLICE RESTRICTED RESOURCES</u>																
191	191-200-000-399-99	30850000	BEG BAL - ASSIGNED	20,899	24,576	28,134	19,023	17,004	17,004	2,504	(14,500)	-85.3%	2,504	-	0.0%	2,504
	191-200-000-330-30	33116607	FED-US DEPT OF JUSTICE	3,256	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	191-200-000-300-16	36110000	INVESTMENT INTEREST	276	1,256	1,516	669	1,200	506	1,200	-	0.0%	1,200	-	0.0%	2,400
	191-200-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	67	(664)	(717)	1,380	-	-	-	-	0.0%	-	-	0.0%	-
	191-200-000-330-30	36700000	CONTRIB & DONATIONS	-	-	-	600	-	-	-	-	0.0%	-	-	0.0%	-
	191-200-000-300-20	36930000	CONFISC FORFEIT PROPERTY	1,680	4,047	826	606	-	-	-	-	0.0%	-	-	0.0%	-
	191-200-000-306-06	38810000	PRIOR PERIOD ADJUSTMENT	-	2,569	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	191-200-000-306-06		PROC SALES OF CAPITAL	-	-	-	-	3,500	3,500	-	(3,500)	-100.0%	-	-	0.0%	-
	191-200-000-305-18	39700000	TRANSFERS IN	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL GENERAL PRGRM RESOURCES	26,177	31,784	29,759	22,279	21,704	21,010	3,704	(18,000)	-82.9%	3,704	-	0.0%	4,904
	191-200-021-399-99	30830000	BEG BAL - RESTRICTED	41,944	52,929	59,311	61,870	69,253	69,253	77,053	7,800	11.3%	84,353	7,300	9.5%	77,053
	191-200-021-330-30	33397012	FED-BOATING SAFETY	11,416	5,987	12,832	8,516	12,000	8,155	9,000	(3,000)	-25.0%	9,000	-	0.0%	18,000
	191-200-021-330-30	33600840	VESSEL REGIS FEES	8,027	7,100	7,522	8,175	7,800	7,305	7,300	(500)	-6.4%	7,800	500	6.8%	15,100
			TOTAL MARINE SAFETY PRGRM RESOUR	61,387	66,016	79,666	78,560	89,053	84,713	93,353	4,300	4.8%	101,153	7,800	8.4%	110,153
	191-200-022-399-99	30830000	BEG BAL - RESTRICTED	36,636	42,017	48,371	50,937	57,064	57,064	66,085	9,021	15.8%	76,354	10,269	15.5%	66,085
	191-200-022-330-30	33606260	CRMNL JSTC-SPCL PRGRMS	9,992	10,607	11,172	11,889	12,454	6,268	13,514	1,060	8.5%	14,511	997	7.4%	28,025
	191-200-022-330-30	35690000	OTHER CRIM NON-TRFC FINES	-	231	197	317	100	144	-	(100)	-100.0%	-	-	0.0%	-
			TOTAL CRIMINAL JUSTICE PRGRM RESOU	46,628	52,854	59,740	63,143	69,618	63,476	79,599	9,981	14.3%	90,865	11,266	14.2%	94,110
			TOTAL POLICE RESTRICTED RESOURCES	134,192	150,655	169,165	163,983	180,375	169,199	176,656	(3,719)	-2.1%	195,722	19,066	10.8%	209,167
<u>POLICE RESTRICTED USES</u>																
	191-200-000-521-20	50000310	OFFICE & OPERATING SUPPLY	38	1,082	4,581	1,657	1,200	557	1,200	-	0.0%	1,200	-	0.0%	2,400
		50000350	SMALL TOOLS & MINOR EQUIP	-	-	1,853	920	-	-	-	-	0.0%	-	-	0.0%	-
		50000490	MISCELLANEOUS	1,563	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000090	TRANSFER OUT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL GENERAL PRGRM USES	1,601	1,082	6,434	2,576	1,200	557	1,200	-	0.0%	1,200	-	0.0%	2,400
	191-200-021-521-23	50000110	SALARIES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000120	OVERTIME	4,934	3,248	8,131	1,782	6,150	1,168	4,700	(1,450)	-23.6%	4,700	-	0.0%	9,400
		50000210	BENEFITS	1,600	1,082	2,621	582	1,050	382	800	(250)	-23.8%	800	-	0.0%	1,600
		50000220	UNIFORMS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000310	OFFICE & OPERATING SUPPL	2,769	946	5,709	1,531	1,000	561	800	(200)	-20.0%	800	-	0.0%	1,600
		50000320	FUEL FOR VEHICLE	359	200	199	120	600	47	400	(200)	-33.3%	400	-	0.0%	800
		50000350	SMALL TOOLS & MINOR EQUIP	5,274	446	-	545	1,500	79	700	(800)	-53.3%	700	-	0.0%	1,400
		50000430	TRAVEL	-	539	606	830	1,000	-	800	(200)	-20.0%	800	-	0.0%	1,600
		50000480	REPAIRS & MAINTENANCE	264	-	9	3,673	-	6,646	100	100	0.0%	100	-	0.0%	200
		50000490	MISCELLANEOUS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000491	DUES & SUBSCRIPTIONS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000492	TRAINING	-	245	520	245	700	-	700	-	0.0%	700	-	0.0%	1,400
			TOTAL MARINE SAFETY PRGRM USES	15,199	6,705	17,796	9,308	12,000	8,883	9,000	(3,000)	-25.0%	9,000	-	0.0%	18,000
	191-200-022-521-23	50000350	SMALL TOOLS	-	-	4,565	4,733	-	-	-	-	0.0%	-	-	0.0%	-
		50000410	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000440	TAXES & OPERATING ASSMTS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000490	MISCELLANEOUS	4,611	4,353	4,088	4,046	3,533	1,731	3,245	(288)	-8.2%	3,000	(245)	-7.6%	6,245
		50000492	TRAINING	-	-	150	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL CRIMINAL JUSTICE PRGRM USES	4,611	4,353	8,803	8,778	3,533	1,731	3,245	(288)	-8.2%	3,000	(245)	-7.6%	6,245
	191-200-021-594-21	50000640	MACHINERY & EQUIPMENT	-	-	-	-	18,000	17,281	-	(18,000)	-100.0%	-	-	0.0%	-
				-	-	-	-	18,000	17,281	-	(18,000)	-100.0%	-	(245)	0.0%	-
	191-200-000-597-00	50000090	TRANSFER OUT	-	-	7,000	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL TRANSFERS OUT	-	-	7,000	-	-	-	-	-	0.0%	-	(245)	0.0%	-
			TOTAL POLICE RESTRICTED USES	21,411	12,140	40,033	20,663	34,733	28,452	13,445	(21,288)	-61.3%	13,200	(245)	-1.8%	26,645
191			FUND BALANCE	112,781	138,514	129,132	143,320	145,642	140,747	163,211	17,569	12.1%	182,522	19,311	11.8%	182,522

DEBT SERVICE FUNDS (200's)

These funds account for the accumulation of resources for, and the payment of, long-term debt principal and interest for debt associated with the Governmental Funds.

Note: Debt associated with the Proprietary Funds is accounted for in the Proprietary Funds.

TYPES OF GOVERNMENTAL DEBT:

Voted General Obligation (GO) Bonds: These bonds are the most common form of debt issuance by governments for general purpose, open space, parks, and infrastructure. The bonds offer maximum security to investors through the pledge of the issuer's full faith and credit. These GO bonds require 60% voter approval and assess property owners a special tax levy. The City has no Voted GO debt issued at this time.

Non-Voted General Obligation (GO): This debt requires the City to levy a property tax sufficient to meet its non-voted debt service obligations up to a statutory limit. This debt is issued without voter approval for capital purposes only. The debt can also be in the form of purchase, sales, or lease contracts. Typically, these types of debts are very simple financial arrangements between the government and the vendor who is providing the property being acquired.

Public Works Trust Fund Loan (PWTF): This debt is a low interest intergovernmental loan from Washington State's Public Works Board that is used for repairing, replacing or creating domestic water systems, sanitary sewer systems, storm sewer systems, roads and solid waste public works projects.

Revenue Bonds: Bonds that are used for financing construction or improvements to facilities of enterprise systems such as water, sewer, solid waste, and storm drain. Revenue Bonds are retired by means of revenue in proprietary funds. There is no general tax liability for these obligations. Revenue bond debt is accounted for in the enterprise funds (400's) and is controlled by bond covenants.

Local Option Capital Asset Lending (LOCAL) Program Debt: A financing contract with the Office of the State Treasurer for financing equipment and capital needs.

Limited Tax General Obligation (LTGO) Bond Anticipation Note: An obligation which is used for meeting immediate financing needs of a project for which funding has been secured but not received.

- All debt funds are administered by the City's Finance Department •

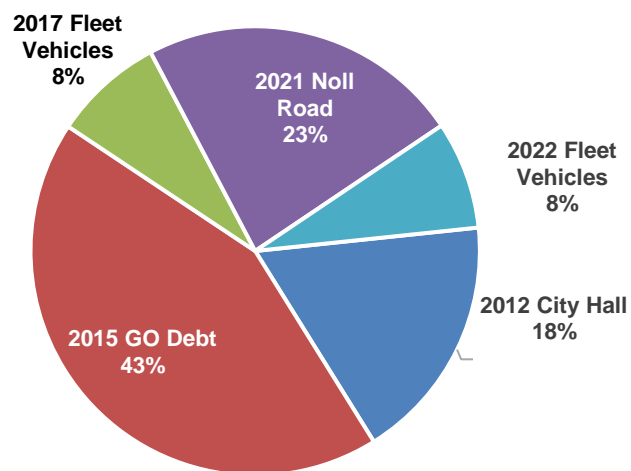
SUMMARY OF THE CITY'S DEBT SERVICE FUNDS

FUND 204 - NON VOTED GENERAL OBLIGATION DEBT
<i>2012 City Hall</i>
In early 2012, the City secured a \$2,455,000 Limited Tax General Obligation Bond. \$1,795,000 was to pay off the City Hall Line of Credit and \$660,000 was to pay off the 2003 Limited Tax General Obligation Bond Anticipation Note, commonly known as Morris Property/Transportation. The \$660,000 transportation bond portion was paid off in December of 2017; the \$1,795,000 bond will be paid off in December of 2031.
<i>2015 LTGO Debt</i>
In late 2015, the City secured a \$7,320,000 Limited Tax General Obligation Bond. \$3,080,000 was obligated to refund the 2005 Municipal Campus Debt and \$4,225,000 was obligated to refund the callable portion of the 2009 City Hall Debt. The refunding of these two debts will save the City approximately \$59,000 per year in interest. This debt will be paid off in December of 2033.
<i>2017 Vehicle Fleet Debt</i>
In 2017, the City financed \$460,000 for the purchase of (10) New Fleet Vehicles; one for the Building Department and 9 for the Police Department in a LOCAL Certificate of Participation with the State of Washington. This debt will be paid off in June of 2021.
<i>2021 GO LTGO Transportation Debt - Noll Road (Intended to issue in 2021)</i>
A large transportation project with collaboration with the County and State to make safety and transportation projects to City, County and State highways. Road improvements will create an additional main access through the City of Poulsbo serving into State Route 305 (SR305). A roundabout with a pedestrian crossing is planned in the project. Much of the project will be grant funded, City reserves and the difference to be funded by debt issue. (\$1,500,000)
<i>2022 Vehicle Fleet Debt (Intended to issue in 2022)</i>
Anticipated debt issue for the purchase of 8 New Fleet Vehicles for the Police Department. (\$400,000)

2021					
Fund #	Fund Name	Beginning Balance	Total Resources	Total Uses	Ending Balance
204	Non-Voted General Obligation	\$11,260	\$1,176,921	\$1,177,321	\$10,860

2022					
Fund #	Fund Name	Beginning Balance	Total Resources	Total Uses	Ending Balance
204	Non-Voted General Obligation	\$10,860	\$1,170,450	\$1,171,150	\$10,160

**2021 - 2022
Debt Payment Distribution by Issue**



MISCELLANEOUS GOVERNMENTAL DEBT FUND 201

MISCELLANEOUS GOVERNMENTAL DEBT (201)

PROGRAM DESCRIPTION:

Fund 201 accounts for the revenue and debt expenditures associated with miscellaneous governmental debt.

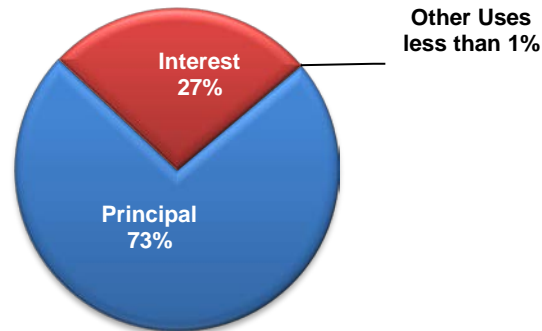
The Public Works Trust Fund Debt for improvements to Front Street, between Bond Road and Jensen Way, was accounted for in Fund 201 with the final payment in 2020. Since no other debt is accounted for in this fund, the 2020 ending fund balance will be carried over into the General Fund (001). Once completed, the fund will be dissolved.

The table below is included for historical purposes and will not include budgeted revenues or expenditures for 2021-2022.

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 201						
MISC GOVERNMENTAL DEBT						
RESOURCES						
BEGINNING BALANCE	4,403	4,550	4,755	-	-	-
MISCELLANEOUS	148	205	50	-	-	-
OTHER FINANCING SOURCES	81,061	78,830	76,600	-	-	-
TOTAL RESOURCES	85,612	83,585	81,405	-	-	-
FUND 201						
MISC GOVERNMENTAL DEBT						
USES						
DEBT SERVICE - PRINCIPAL	74,368	74,368	74,369	-	-	-
DEBT SERVICE - INTEREST	6,693	4,462	2,231	-	-	-
FUND BALANCE	4,550	4,755	4,805	-	-	-

NON-VOTED GENERAL OBLIGATION DEBT FUND 204

**Non-Voted General Obligation Debt
Fund Uses**



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 204						
NON-VOTED GENERAL OBLIGATION DEBT						
RESOURCES						
BEGINNING BALANCE	11,963	11,787	11,960	11,260	10,860	11,260
MISCELLANEOUS	3,349	971	500	500	500	1,000
OTHER FINANCING SOURCES	995,307	1,219,242	1,208,940	1,176,421	1,169,950	2,346,371
TOTAL RESOURCES	1,010,619	1,232,000	1,221,400	1,188,181	1,181,310	2,358,631
FUND 204						
NON-VOTED GENERAL OBLIGATION DEBT						
USES						
DEBT SERVICE - PRINCIPAL	654,409	898,685	805,120	859,825	856,720	1,716,545
DEBT SERVICE - INTEREST	343,547	320,556	403,820	316,596	313,230	629,826
DEBT SERVICE - ISSUE COSTS	876	800	1,200	900	1,200	2,100
FUND BALANCE	11,788	11,959	11,260	10,860	10,160	10,160
TOTAL USES	1,010,619	1,232,000	1,221,400	1,188,181	1,181,310	2,358,631

NON-VOTED GENERAL OBLIGATION DEBT (204)

PROGRAM DESCRIPTION:

Fund 204 accounts for revenue and expenditures associated with the following debt:

- **2012 CITY HALL**

In early 2012, the City secured a \$2,455,000 LTGO bond. Of this, \$1,795,000 was delegated to pay off the remaining balance of the Line of Credit and \$660,000 was delegated to refund the 2003 Limited Tax Obligation Bond Anticipation Note, commonly known as Morris Property/Transportation. The transportation portion of \$660,000 was paid off in 2017; the remaining bonds will be paid off in December of 2031. AA+

2021 - Funding sources:

○ General Fund	\$136,600
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2022 - Funding sources:

○ General Fund	\$138,750
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- **2015 LTGO DEBT**

In late 2015, the City went out for \$7,320,000 of debt to refund \$3,080,000 of the 2005 City Hall Debt and to refund \$4,225,000, the callable portion, of 2009 City Hall Debt. The refunding of these bonds will save the City approximately \$59,000 per year in interest. AA+

2021 - Funding sources:

○ General Fund	\$337,000
○ Capital Improvement Fund	\$400,000

2022 - Funding sources:

○ General Fund	\$331,200
○ Capital Improvement Fund	\$400,000

- **2017 VEHICLE FLEET DEBT**

In 2017, the City entered into a Certificate of Participation with the Washington State Treasurer's office for \$460,000 to finance the acquisition of 10 new fleet vehicles: one for the Building Department and nine for the Police Department. The debt will be paid off in June of 2021. AA+

2021 - Funding sources:

○ General Fund	\$122,821
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- **2021 TRANSPORTATION NOLL ROAD ANTICIPATED DEBT**

It is anticipated that General Obligation Debt will be issued in 2021 to fund the Noll Road Corridor project. A large transportation project spanning several years connecting a City road with State Highway. It includes increasing the capacity for Noll Road creating another main thoroughfare through the City and connecting to the State highway with a large round-about.

2021 - Funding sources:

○ General Fund	\$180,000
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2022 - Funding sources:

○ General Fund	\$180,000
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- **2022 VEHICLE FLEET ANTICIPATED DEBT**

It is anticipated that General Obligation Debt will be issued in 2022 to fund the acquisition of (8) new Police Fleet Vehicles.

2022 - Funding sources:

○ General Fund \$120,000

2021-2022 EXPENDITURES:

2021				
Debt Issue	Principal	Interest	Ending Balance	Payoff Year
2012 City Hall Bonds	\$ 95,000	\$ 41,600	\$ 1,160,000	2030
2015 LTGO Debt	\$ 520,000	\$ 217,000	\$ 4,905,000	2031
2017 LOCAL Vehicle Fleet	\$ 119,825	\$ 2,996	\$ -	2021
2021 Noll Road Anticipated Debt*	\$ 125,000	\$ 55,000	\$ 1,375,000	*estimated to be 10 years from date of issue
2022				
Debt Issue	Principal	Interest	Ending Balance	Payoff Year
2012 City Hall Bonds	\$ 100,000	\$ 38,750	\$ 1,060,000	2030
2015 LTGO Debt	\$ 535,000	\$ 196,200	\$ 4,370,000	2031
2021 Noll Road Anticipated Debt*	\$ 125,000	\$ 55,000	\$ 1,250,000	*estimated to be 10 years from date of issue
2022 Vehicle Fleet Anticipated Debt*	\$ 97,000	\$ 23,000	\$ 303,000	*estimated to be 4 years from date of issue

*All amounts are estimated based on the anticipated debt issue. These estimates will vary based on the actual debt issued.

2021-2022 Proposed Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
NON VOTED GENERAL OBLIGATION DEBT FUND												
<u>NON VOTED DEBT RESOURCES</u>												
204	204-142-000-399-99	30830000	BEG BAL - RESTRICTED	11,960	11,960	11,260	(700)	-5.9%	10,860	(400)	-3.6%	11,260
	204-142-000-300-16	36110000	INVESTMENT INTEREST	500	44	500	-	0.0%	500	-	0.0%	1,000
	204-142-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-305-18	38900000	G O BOND PROCEEDS	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-305-18	38900000	PREMIUM ON BONDS SOLD	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-305-18	39700000	TRANSFERS IN	1,208,940	839,670	1,176,421	(32,519)	-2.7%	1,169,950	(6,471)	-0.6%	2,346,371
	204-142-000-306-06	38900000	REFUNDING DEBT ISSUE	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL NON VOTED DEBT RESOURCES				1,221,400	851,675	1,188,181	(33,219)	-2.7%	1,181,310	(6,871)	-0.6%	2,358,631
<u>NON VOTED DEBT USES</u>												
204	204-142-000-591-18	50000710	PRINCIPAL GO BONDS-CTRL SVC	595,000	-	615,000	20,000	3.4%	635,000	20,000	3.3%	1,250,000
	204-142-000-591-19	50000710	PRINCIPAL GO BONDS-GG	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-591-21	50000710	PRINCIPAL GO BONDS-LAW ENF	106,130	106,702	111,437	5,307	5.0%	97,000	(14,437)	-13.0%	208,437
	204-142-000-591-41	50000710	PRINCIPAL GO BONDS-RD PRSV	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-591-48	50000710	PRINCIPAL GO BONDS-PW CTRL FAC	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-591-58	50000710	PRINCIPAL GO BONDS-COMM DEV	7,990	7,418	8,388	398	5.0%	(8,388)	-100.0%	8,388	-
	204-142-000-591-75	50000710	PRINCIPAL GO BONDS-REC FAC	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-591-95	50000710	PRINCIPAL GO BONDS-ROADS	96,000	-	125,000	29,000	30.2%	125,000	-	0.0%	250,000
	204-142-000-599-10	50000710	DEBT TO ESCROW	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-592-18	50000830	INTEREST L TERM DEBT-CTRL SVC	280,975	140,488	258,600	(22,375)	-8.0%	234,950	(23,650)	-9.1%	493,550
		50000890	DEBT SERVICE COSTS-CTRL SVC	900	-	600	(300)	-33.3%	600	-	0.0%	1,200
	204-142-000-592-19	50000830	INTEREST L TERM DEBT-GG	-	-	-	-	0.0%	-	-	0.0%	-
		50000840	DEBT SERVICE COSTS-GG	-	-	-	-	0.0%	-	-	0.0%	-
		50000890	DEBT SERVICE COSTS-GG	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-592-21	50000830	INTEREST L TERM DEBT-LAW ENF	8,225	5,468	2,786	(5,439)	-66.1%	23,000	20,214	725.5%	25,786
		50000890	DEBT SERVICE COSTS-LAW ENF	-	-	-	-	0.0%	300	300	0.0%	300
	204-142-000-592-41	50000830	INTEREST L TERM DEBT-RD PRSV	-	-	-	-	0.0%	-	-	0.0%	-
		50000890	DEBT SERVICE COSTS-RD PRSV	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-592-48	50000830	INTEREST L TERM DEBT-PW CTRL FAC	-	-	-	-	0.0%	-	-	0.0%	-
		50000890	DEBT SERVICE COSTS-PW CTRL FAC	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-592-58	50000830	INTEREST L TERM DEBT-COMM DEV	620	380	210	(410)	-66.2%	(210)	-100.0%	210	-
		50000890	DEBT SERVICE COSTS-COMM DEV	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-592-75	50000830	INTEREST L TERM DEBT-REC FAC	-	-	-	-	0.0%	-	-	0.0%	-
		50000890	DEBT SERVICE COSTS-REC FAC	-	-	-	-	0.0%	-	-	0.0%	-
	204-142-000-592-95	50000830	INTEREST L TERM DEBT-ROADS	114,000	-	55,000	(59,000)	-51.8%	55,000	-	0.0%	110,000
		50000890	DEBT SERVICE COSTS-ROADS	300	-	300	-	0.0%	300	-	0.0%	600
TOTAL NON VOTED DEBT USES				1,210,140	260,455	1,177,321	(32,819)	-2.7%	1,171,150	(6,171)	-0.5%	2,348,471
204	FUND BALANCE			11,260	591,219	10,860	(400)	-3.6%	10,160	(700)	-6.4%	10,160

CAPITAL PROJECT FUNDS (300's)

These funds account for financial resources to be used for the acquisition or construction of major capital facilities, other than those financed by proprietary and trust funds.

CAPITAL PROJECT FUNDS SUMMARY			
Fund	Fund Name	Description	Funding Source
301	Equipment Acquisition Fund	Replacement of existing and acquisition of new capital equipment	General Fund (Transfer)
302	Park Reserve Fund	Development of parks	2.5% of Property Tax Revenue Grants Park Dev Fund 124 (Transfer)
311	Street Reserve Fund	Capital street projects	Approx. 2% Property Tax Rev. Grants Traffic Impr Fund 123 (Transfer)
314	Cemetery Reserve Fund	Capital improvements to City Cemetery	Gravesite Sales
331	Facilities Fund	Capital improvements to facilities	Bond Proceeds Property Sale Proceeds

2021					
Fund	Fund Name	Beginning Balance	Total Resources	Total Uses	Ending Balance
301	Equipment Acquisition Fund	\$ 480,709	\$ 53,110	\$ 110,000	\$ 423,819
302	Park Reserve Fund	\$ 168,244	\$ 107,175	\$ 100,475	\$ 174,944
311	Street Reserve Fund	\$ 390,308	\$ 4,464,000	\$ 4,495,000	\$ 359,308
314	Cemetery Reserve Fund	\$ 34,379	\$ 3,100	\$ -	\$ 37,479
331	Facilities Fund	\$ 898,553	\$ 25,000	\$ -	\$ 923,553
2022					
Fund	Fund Name	Beginning Balance	Total Resources	Total Uses	Ending Balance
301	Equipment Acquisition Fund	\$ 423,819	\$ 62,250	\$ -	\$ 486,069
302	Park Reserve Fund	\$ 174,944	\$ 722,200	\$ 780,000	\$ 117,144
311	Street Reserve Fund	\$ 359,308	\$ 1,210,000	\$ 425,000	\$ 1,144,308
314	Cemetery Reserve Fund	\$ 37,479	\$ 3,100	\$ -	\$ 40,579
331	Facilities Fund	\$ 923,553	\$ 25,000	\$ -	\$ 948,553

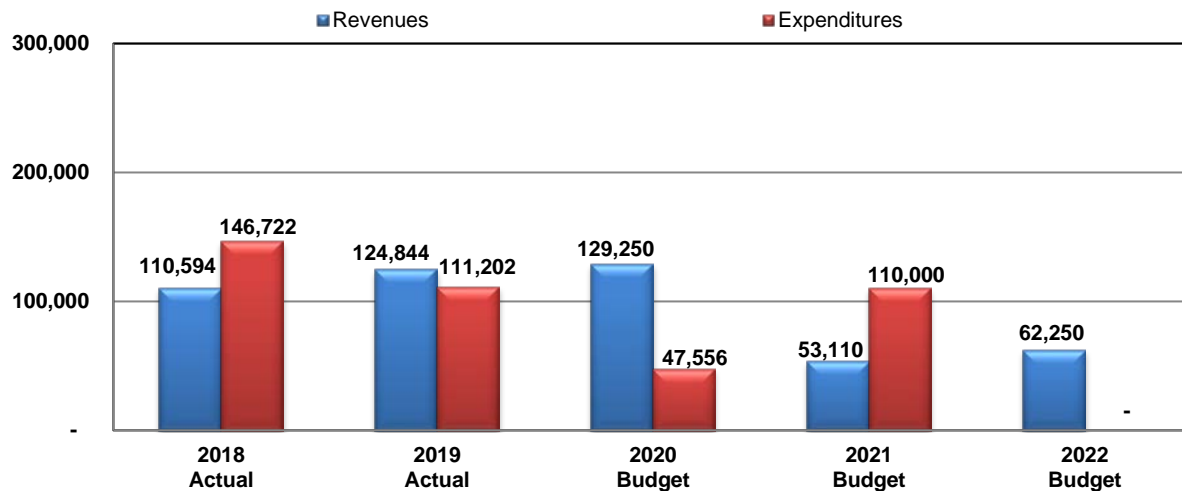
EQUIPMENT ACQUISITION FUND 301

Equipment Acquisition Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 301						
EQUIPMENT ACQUISITION						
RESOURCES						
BEGINNING BALANCE	421,820	385,373	399,015	480,709	423,819	480,709
MISCELLANEOUS	3,611	6,894	3,000	-	-	-
OTHER FINANCING SOURCES	106,983	117,950	126,250	53,110	62,250	115,360
TOTAL RESOURCES	532,414	510,217	528,265	533,819	486,069	596,069
FUND 301						
EQUIPMENT ACQUISITION						
USES						
CAPITAL OUTLAY	146,722	111,202	47,556	110,000	-	110,000
FUND BALANCE	385,692	399,015	480,709	423,819	486,069	486,069
TOTAL USES	532,414	510,217	528,265	533,819	486,069	596,069

Equipment Acquisition Fund (301)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

EQUIPMENT ACQUISITION FUND (301)

PROGRAM DESCRIPTION:

This fund, under the direction of the City's Finance Department, provides funding for the acquisition of capital equipment for all departments other than items funded in the proprietary funds. The equipment can be of two types: a replacement of existing equipment, or equipment for a newly approved program. When preparing their budgets for the upcoming years, departments submit requests for capital equipment to the Finance Director. The list is then reviewed with the Mayor and recommendations are made to be presented to the Finance/Administration Committee during the budget process. The Committee makes a formal recommendation to the full City Council. The City Council makes the final determination on how the funds will be allocated.

The City's capitalization policy sets the capital purchase threshold at \$5,000. Computers, printers, software and items of "small tools" in nature are purchased directly through the General Fund reducing the General Fund transfer to this fund.

2019 - 2020 PROGRAM ACCOMPLISHMENTS:

Items purchased in 2019 and 2020:

- New Vehicle Radios for more reliable communication options for City Staff in the event of a natural disaster
- Mower
- Door Locks
- Laserfiche
- RingCentral Phone Services
- Police Department Front Counter Remodel for certification
- PW Backhoe
- New boat motor

2021-2022 REVENUE SOURCES:

Funding is provided through operating transfers from the General Fund.

In 2021-2022 the yearly transfers are approximately 6% of sales tax. The transfer is then reduced by the amount intended for computer replacements, copier lease amounts, a portion of the debt intended to replace police vehicles and a portion used for City Hall debt payment.

Transfers are as below:

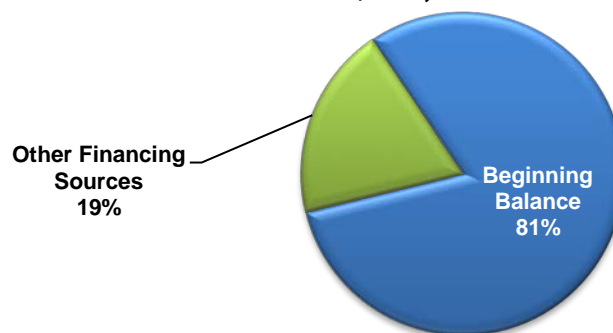
- 2021 - \$53,110
- 2022 - \$62,250

2021-2022 EXPENDITURES:

The Police Department submitted a request to replace 20 Dell Laptops and 2 Panasonic Laptops purchased in 2017 for use as Mobile Computer Terminals for patrol vehicles. Many of the laptops have extensive wear and tear due to the nature of their use. Dell no longer manufactures these computers, so spare parts are difficult to acquire and soon obsolete. The cost of equipment is estimated at \$110,000, with in-house installation to save on cost.

CAPITAL REPLACEMENT					
2021			2022		
	Requested Amount	Funded		Requested Amount	Funded
<i>Police Department</i>			<i>Department Name</i>		
Police Laptops	110,000		Item		
TOTAL Capital Replacement	110,000	-	TOTAL Capital Replacement	-	-

**2021-2022
Resources
Equipment Acquisition Fund (301)
\$596,069**

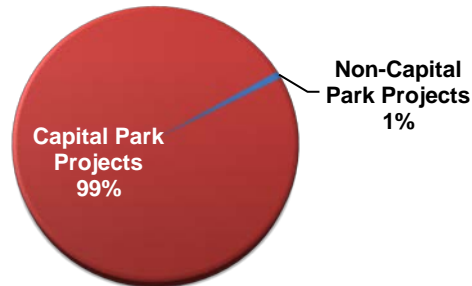


2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
EQUIPMENT ACQUISITION FUND																
<u>EQUIPMENT ACQUISITION RESOURCES</u>																
301	301-142-000-399-99	30850000	BEG BAL - ASSIGNED	568,089	485,432	421,820	385,373	399,015	399,015	480,709	81,694	20.5%	423,819	(56,890)	-11.8%	480,709
	301-142-000-330-40	36700000	CONTRIBUTION & DONATION	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-300-16	36110000	INVESTMENT INTEREST	1,984	2,977	3,951	6,781	3,000	2,195	-	(3,000)	-100.0%	-	-	0.0%	-
	301-142-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	(86)	701	(340)	114	-	152	-	-	0.0%	-	-	0.0%	-
	301-142-000-306-06	39190000	PROC OF OTHER L/T DEBT	-	422,038	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-306-06	39200000	PREM ON BONDS SOLD	-	39,280	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-060-305-18	39700000	TRANSFERS IN CAP NW	-	-	33,500	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-305-18	39700000	TRANSFERS IN	175,927	166,826	73,483	117,950	126,250	94,687	53,110	(73,140)	-57.9%	62,250	9,140	17.2%	115,360
			TOTAL EQUIP ACQU RESOURCES	745,913	1,117,254	532,414	510,217	528,265	496,050	533,819	5,554	1.1%	486,069	(47,750)	-8.9%	596,069
<u>EQUIPMENT ACQUISITION USES</u>																
301	301-142-000-594-12	50000640	MACH & EQUIP/JUDICIAL	-	-	18,199	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-594-18	50000640	MACH & EQUIP/CENT SVC	32,123	32,982	-	36,631	28,500	-	-	(28,500)	-100.0%	-	-	0.0%	-
	301-142-000-594-21	50000640	MACH & EQUIP/LAW ENFORCE	64,207	433,608	14,996	7,082	-	-	110,000	110,000	0.0%	-	(110,000)	-100.0%	110,000
	301-142-000-594-58	50000640	MACH & EQUIP/PLANNING	-	27,199	105	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-594-43	50000640	MACH & EQUIP/ENG	7,525	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-594-44	50000640	MACH & EQUIP/STREETS	71,393	163,676	53,630	35,592	3,776	1,002	-	(3,776)	-100.0%	-	-	0.0%	-
	301-142-000-594-48	50000640	MACH & EQUIP/PUBLIC WORKS	-	-	-	11,607	5,830	-	-	(5,830)	-100.0%	-	-	0.0%	-
	301-142-000-594-57	50000640	MACH & EQUIP/COMMUNITY SVCS	59,693	9,660	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-594-73	50000640	MACH & EQUIP/RECREATION	-	-	-	6,961	9,450	9,810	-	(9,450)	-100.0%	-	-	0.0%	-
	301-142-000-594-76	50000640	MACH & EQUIP/PARKS	25,541	26,343	2,507	13,329	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-592-21	50000840	DEBT SVC COST - LAW ENF	-	2,167	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-592-58	50000840	DEBT SVC COST - COMM PLNN	-	151	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-000-597-00	50000090	TRANSFER OUT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-060-594-18	50000640	MACH & EQUIP/CENT SVC	-	-	49,278	-	-	-	-	-	0.0%	-	-	0.0%	-
	301-142-060-594-21	50000640	MACH & EQUIP/LAW ENFORCE	-	-	8,007	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL CAPITAL RPLMNT USES	260,482	695,787	146,722	111,202	47,556	10,812	110,000	(1,202)	-1.1%	-	(110,000)	-100.0%	110,000
301	301-142-000-588-10	50000088	PRIOR PERIOD ADJUSTMENT	-	(33)	-	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL EQUIP ACQUISITION USES	260,482	695,753	146,722	111,202	47,556	10,812	110,000	(1,202)	-1.1%	-	(110,000)	-100.0%	110,000
301			TOTAL FUND BALANCE	485,432	421,501	385,692	399,015	480,709	485,238	423,819	(56,890)	-11.8%	486,069	62,250	14.7%	486,069

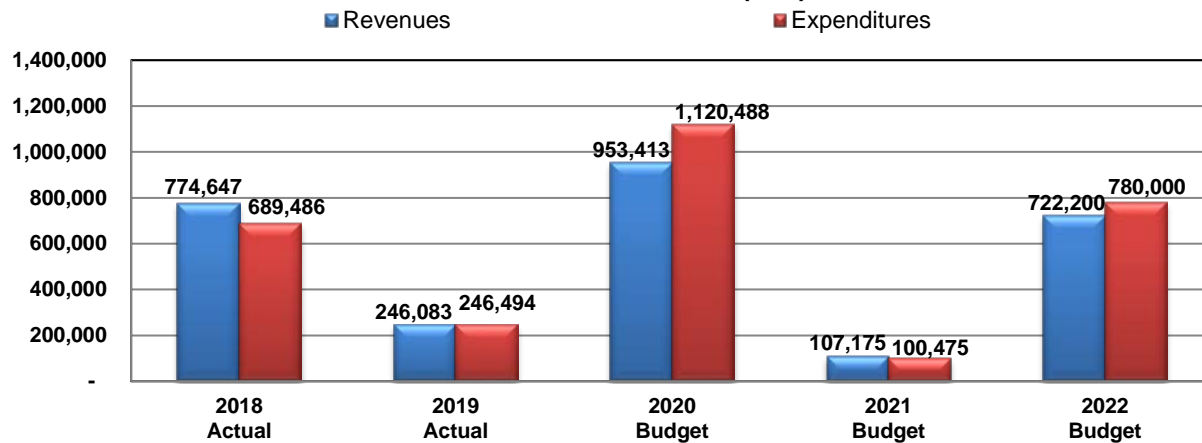
PARK RESERVE FUND 302

Park Reserve Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 302						
PARK RESERVE						
RESOURCES						
BEGINNING BALANCE	210,630	295,790	303,999	168,244	174,944	168,244
INTERGOVERNMENTAL	336,966	126,065	668,713	30,475	650,000	680,475
MISCELLANEOUS	6,681	5,018	1,000	1,200	1,200	2,400
OTHER FINANCING SOURCES	431,000	115,000	283,700	75,500	71,000	146,500
TOTAL RESOURCES	985,277	541,873	1,257,412	275,419	897,144	997,619
FUND 302						
PARK RESERVE						
USES						
CAPITAL OUTLAY	683,270	246,494	1,120,488	100,475	780,000	880,475
OTHER FINANCING USES	2,500	-	-	-	-	-
PRIOR PERIOD ADJUSTMENT	3,716	-	-	-	-	-
FUND BALANCE	295,790	295,379	136,924	174,944	117,144	117,144
TOTAL USES	985,277	541,873	1,257,412	275,419	897,144	997,619

Park Reserve Fund (302)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

PARK RESERVE FUND (302)

PROGRAM DESCRIPTION:

The purpose of this fund is to provide monies for improvements to City parks. The fund is administered by the Parks & Recreation Department.

2019-2020 PROGRAM ACCOMPLISHMENTS:

The City will continue to create successful partnerships with other government agencies, service organizations, businesses, and citizens which is paramount to a successful Parks and Recreation Department. Poulsbo recreation programs and City parks have benefited from these partnerships for many years, and these relationships will continue.

The City of Poulsbo completed its 6-year update of the Park, Recreation and Open Space Plan (PROS) in January 2016; the next update will need to be done by January 2022. This update is required for cities to remain eligible for state grant funding, and allows the public to give input on future plans. The Park and Recreation Commission (PRC) will work with the Planning Dept on this visionary plan that will be completed by late 2021.

- **Poulsbo's Fish Park,**

Located on the Dogfish Creek estuary at the north end of Liberty Bay along Lindvig Way, Poulsbo's Fish Park continues to successfully involve the citizenry, businesses, government and service organizations in its development. In March 2017, the City acquired 2.61 acres at the north end of the park for \$1. This property sits in the flood plain of Dogfish Creek and the house was flooded many times throughout the year. The park is now 40 acres.

In February of 2018, the City was notified that they had received two different grants for Poulsbo's Fish Park – Phase IV. The first grant is through the Wa State Department of Commerce, and it will create a pedestrian connection to the "Lord" property, the only property in Fish Park previously inaccessible to visitors. Improvements to the Lord property will include paths, salmon viewing observation areas, picnicking sites and shoreline restoration on the estuary. The second source is an Aquatic Lands Enhancement Account grant through the Wa State Recreation and Conservation Office. It will fund improvements to the Bond Road parking lot, viewing platforms, trails and boardwalk, a climbing structure, interpretive signage and landscaping. This work will be done on the Lof, Holm and Hansen parcels.

Ongoing stewardship and general maintenance projects in the park continues. Eagle Scout candidates contribute to the park in a variety of ways through volunteerism and development. Poulsbo's Fish Park Steering Committee has continued to be the driving force in this mostly volunteer effort. They have led park planning and provide stewardship of this nature park within the city. Salmon Tours was held in November, and Poulsbo's Fish Park is a popular stop during this countywide, family event.

- **Rotary Morrow Community Park**

The property donation was completed in April 2019, but the park development project did not score well on state grants for two cycles. In 2020, Fischer-Bouma Partnership finalized the plan, secured land use permits and split the project into two phases in order to get some improvements completed. Vegetation removal and trails will be installed in 2021.

- **Austurbruin Park Improvements**

The original playground toy from 1999 was out of date and needed to be replaced. Not only did the park receive two new pieces of equipment but deteriorating retaining walls were replaced in the park which gives the park a fresh new look.

- **Muriel Iverson Williams Waterfront Park**

The jewel of Poulsbo parks has been slowly getting renovated. In 2019, the north end of the park received new sidewalks and landscaping to match with improvements done in 2015-2018.

- **Lions Park Improvements**

Lions Park is a small but well loved neighborhood park in the Old Town area of Poulsbo. 2019 improvements included the replacement of the merry go round and donated/installed fencing by Viking Fence around the perimeter of the park.

- **Poulsbo Event and Recreation Center (the PERC)**

The City of Poulsbo recently entered into an agreement with the Kitsap County Public Facilities District to assess the feasibility of constructing a 30,000 to 40,000 PERC square foot public event and recreation center on City-owned property near the Olympic College Campus at Poulsbo's College Market Place. The Poulsbo Events and Recreation Center will include an events space, indoor recreation facilities, and up to 4 acres of synthetic turf fields. In May 2020, the City hired Perteet to conduct a feasibility study of the project over the next several months, which will involve several sub-consultants to complete the following elements:

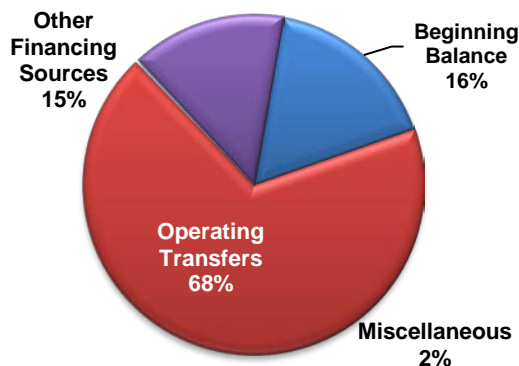
- Supporting the City with their outreach to the community and key stakeholders
- Conducting a market analysis to assess and identify the demand for the PERC
- Preparing a preliminary management and marketing strategy for PERC operations
- Evaluating site conditions and developing a conceptual site plan for the PERC and ancillary facilities (parking, infrastructure, trails)
- A financial analysis of the development costs, community benefits (i.e. jobs, tax revenue) and operational commitments including potential funding sources Coordination with the Kitsap Public Facilities District to ensure ILA commitments and milestones are being achieved

2021-2022 REVENUE SOURCES:

Historically, the City has transferred a portion (approx. 5%) of property taxes received in the General Fund (001) into the Park Reserve Fund. This percentage was reduced to approx. 2.5% for the 2021-2022 budget. The City is flattening out the transfers and making a monthly allocation not dependent on the timing of the collection of property taxes.

2021		
Fund 001	General Fund	\$68,000
	To fund portions of capital park projects	
Fund 124	Park Development Fund	\$7,500
	To fund a portion of the Urban Paths & Trails project	
2022		
Fund 001	General Fund	\$71,000
	To fund portions of capital park projects	

**2021-2022 Resources
Park Reserve Fund (302)
\$997,619**



2021-2022 PARK PROJECTS AND GOALS:

Parks have become more important in the post Covid 19 time. The City will continue to look for new acquisitions, especially on the shoreline. Design of new or existing spaces will look at pedestrian flow a little closer, which providing different amenities and spaces. Outdoor spaces are important for the health and well being of all visitors.

Poulsbo Fish Park

Description: With the assistance of a grant through the ALEA/RCO and the Dept of Commerce, development will continue into Phase 4 on the newest parcels of this 42.6-acre park. Increased public access, environmental education and near shore improvements are planned.

Goal: **Continue pedestrian access and restoration of Poulsbo's Fish Park**

Objective: Final work on the park's east side improvements will be completed in the first part of 2021, as the RCO grant will expire 6/30/2021. The new funds for 2021 will be for supplies for volunteer projects throughout the year.

Measurement: Utilize RCO grant funding prior to 6/30/2021.

Council Goal: #4 - Natural Environment
#7 - Parks & Recreation and Open Space

Funding:	2021 Project Funding:	
	ALEA/RCO grant	\$ 30,475
	Park Reserves	\$ 5,000
	2021 Total	\$ 35,475
	2022 Project Funding:	
	Park Reserves	\$ 5,000
	2022 Total	\$ 5,000
	2021-2022 Total	\$ 40,475

Forest Rock Hills Park

Description: The only swings at this park were removed in 2018. This project will add two new bays of swings - one bay for infant swings and one bay for belt swings.

Council Goal: #4 - Natural Environment
#7 - Parks & Recreation and Open Space

Funding:	2021 Project Funding:	
	Park Reserves	\$ 7,500
	2021 Total	\$ 7,500
	2022 Project Funding:	
	Park Reserves	\$ -
	2022 Total	\$ -
	2021-2022 Total	\$ 7,500

Urban Paths and Trails

Description: Urban trails are installed to connect neighborhoods, parks, retail areas and offices. These trails may be placed on city property or rights-of-way, in parks or other city properties, or in other specified areas where a recreational easement between the private property owner and the City is in place.

Goal: Funding for trails that may or may not be part of another project, and may include Vista Pathway in College Marketplace.

Council Goal: #4 - Natural Environment
#7 - Parks & Recreation and Open Space

Funding:	2021 Project Funding:		
	Fund 124 Park Development	\$	7,500
	2021 Total	\$	7,500
	2022 Project Funding:		
	Park Reserves	\$	-
	2022 Total	\$	-
	2021-2022 Total	\$	7,500

Waterfront Boardwalk

Description: An official inspection is needed to see how the waterfront boardwalk is holding up and what improvements might be necessary.

Goal: This project calls for the structural engineer's report first, followed up by unknown improvements.

Council Goal: #4 - Natural Environment
#7 - Parks & Recreation and Open Space

Funding:	2021 Project Funding:		
	Park Reserves	\$	50,000
	2021 Total	\$	50,000
	2022 Project Funding:		
	Park Reserves	\$	-
	2022 Total	\$	-
	2021-2022 Total	\$	50,000

Muriel Iverson Williams Waterfront Park

Description: The Muriel Iverson Williams Waterfront Park is the crown jewel of Poulsbo's parks. Located on Liberty Bay, this park hosts many residents and visitors as they walk through historic downtown Poulsbo. The park has gone under renovation over the past 6 years, including new restrooms, benches, pavilion upgrades, sidewalks and sod.

Goal: This project will finish off renovations by replacing the picnicking area at the sound end of the park with removal of the concrete tables, new sidewalks, landscaping, and modern picnic tables.

Council Goal: #4 - Natural Environment
#7 - Parks & Recreation and Open Space

Funding:	2021 Project Funding:		
	Park Reserves	\$	-
	2021 Total	\$	-
	2022 Project Funding:		
	Park Reserves	\$	25,000
	2022 Total	\$	25,000
	2021-2022 Total	\$	25,000

Play for All at Raab Park

Description: Play for All at Raab Park is a community effort to build an inclusive playground in Poulsbo. This is a project of the Poulsbo-North Kitsap Rotary Club, operating in partnership with a citizen steering committee and the City of Poulsbo. The group will be conducting a capital campaign to raise the funds to purchase and install inclusive playground equipment at Raab Park.

Goal: Work to obtain funding/grants for this project.

Council Goal: #4 - Natural Environment
#7 - Parks & Recreation and Open Space

Funding:	2021 Project Funding:		
	Park Reserves	\$	-
	2021 Total	\$	-
	2022 Project Funding:		
	State Grant	\$	370,000
	Park Reserves	\$	100,000
	Donation/Inkind	\$	280,000
	2022 Total	\$	750,000
	2021-2022 Total	\$	750,000

Park Capital Projects Progressing in 2021	Total Overall Park Project Cost	2021 Expenditures
Poulsbo's Fish Park	\$ 1,132,848	\$ 35,475
Urban Paths & Trails	\$ 50,000	\$ 7,500
Waterfront Boardwalk	\$ 50,000	\$ 50,000
Total	\$ 1,232,848	\$ 92,975

Park Capital Projects Progressing in 2022	Total Overall Park Project Cost	2022 Expenditures
Poulsbo's Fish Park	\$ 1,132,848	\$ 5,000
Muriel Iverson Williams Waterfront Park	\$ 25,000	\$ 25,000
Play for All at Raab Park	\$ 750,000	\$ 750,000
Total	\$ 1,907,848	\$ 780,000

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
PARK RESERVE FUND																
<u>PARK RESERVE RESOURCES</u>																
302	302-740-000-399-99	30850000	BEG BAL - ASSIGNED	193,562	210,355	210,630	295,790	303,999	303,999	168,244	(135,755)	-44.7%	174,944	6,700	4.0%	168,244
	302-740-000-380-40	33402300	ALEA/DEPT NATURAL RESRCE	15,786	6,048	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	302-740-000-380-40	33402703	RCO (IAC) - ALEA GRANT	-	-	290,749	86,720	668,713	28,730	30,475	(638,238)	-95.4%	-	(30,475)	-100.0%	30,475
	302-740-000-380-40	33404200	ST-DEPT OF COMMERCE	-	-	19,366	37,345	-	19,077	-	-	0.0%	-	-	0.0%	-
	302-740-000-380-40	33705000	SUQUAMISH TRIBE	-	-	26,850	2,000	-	-	-	-	0.0%	-	-	0.0%	-
	302-740-000-300-16	36110000	INVESTMENT INTEREST	701	1,718	1,536	4,389	1,000	985	1,200	200	20.0%	1,200	-	0.0%	2,400
	302-740-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	302-740-000-380-40	36700000	CONTRIB & DONATIONS	2,108	30,268	5,145	629	-	4,511	-	-	0.0%	280,000	280,000	0.0%	280,000
	302-740-000-380-40	36991000	OTHER MISC REVENUE	-	-	-	-	-	30	-	-	0.0%	370,000	370,000	0.0%	370,000
	302-740-000-305-18	39700000	TRANSFERS IN	105,000	460,000	431,000	115,000	283,700	85,500	75,500	(208,200)	-73.4%	71,000	(4,500)	-6.0%	146,500
TOTAL PARK RESV RESOURCES				317,156	708,389	985,277	541,873	1,257,412	442,833	275,419	(981,993)	-78.1%	897,144	621,725	225.7%	997,619
<u>PARK RESERVE USES</u>																
	302-740-000-594-76	50000110	SALARIES	-	-	-	-	7,021	-	-	-	0.0%	-	-	0.0%	-
	302-740-000-594-76	50000120	OVERTIME	-	-	-	-	321	-	-	-	0.0%	-	-	0.0%	-
	302-740-000-594-76	50000210	BENEFITS	-	-	-	-	3,312	-	-	-	0.0%	-	-	0.0%	-
302	302-740-000-594-76	50000610	LAND AND LAND IMPROVEMENT	-	1,285	557,415	105	-	-	-	-	0.0%	-	-	0.0%	-
	302-740-000-594-76	50000650	CONSTRUCTION CAPITAL ASST	106,802	492,349	125,855	246,389	1,120,488	86,869	100,475	(1,020,013)	-91.0%	780,000	679,525	676.3%	880,475
	302-740-000-588-10	50000088	PRIOR PERIOD ADJUSTMENT	-	-	3,716	-	-	-	-	-	0.0%	-	-	0.0%	-
	302-740-000-597-00	50000090	TRANSFER OUT	-	4,125	2,500	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL OTHER FINANCING USES				106,802	497,759	689,486	246,494	1,120,488	97,523	100,475	(1,020,013)	-91.0%	780,000	679,525	676.3%	880,475
TOTAL PARK RESERVE USES				106,802	497,759	689,486	246,494	1,120,488	97,523	100,475	(1,020,013)	-91.0%	780,000	679,525	676.3%	880,475
302	FUND BALANCE			210,355	210,630	295,790	295,379	136,924	345,310	174,944	38,020	27.8%	117,144	(57,800)	-33.0%	117,144

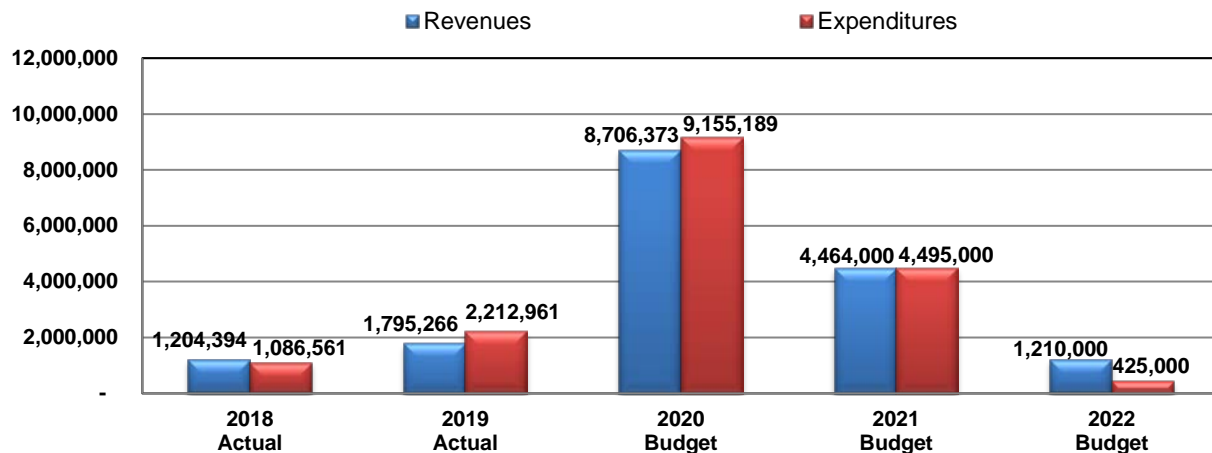
STREET RESERVE FUND 311

Street Reserve Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 311						
STREET RESERVE						
RESOURCES						
BEGINNING BALANCE	1,138,987	1,256,820	839,124	390,308	359,308	390,308
INTERGOVERNMENTAL	418,787	1,120,135	3,272,373	4,155,000	850,000	5,005,000
MISCELLANEOUS	14,027	20,131	4,000	-	-	-
GO BOND PROCEEDS	-	-	2,500,000	-	-	-
OTHER FINANCING SOURCES	553,000	655,000	2,930,000	309,000	360,000	669,000
PRIOR PERIOD ADJUSTMENT	218,580	-	-	-	-	-
TOTAL RESOURCES	2,343,382	3,052,086	9,545,497	4,854,308	1,569,308	6,064,308
FUND 311						
STREET RESERVE						
USES						
CAPITAL OUTLAY	867,291	2,212,961	9,155,189	4,495,000	425,000	4,920,000
PRIOR PERIOD ADJUSTMENT	219,270	-	-	-	-	-
FUND BALANCE	1,256,820	839,125	390,308	359,308	1,144,308	1,144,308
TOTAL USES	2,343,382	3,052,086	9,545,497	4,854,308	1,569,308	6,064,308

Street Reserve Fund (311)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

STREET RESERVE FUND (311)

PROGRAM DESCRIPTION:

Fund 311, under the administration of the Engineering Department, provides for the planning, design and construction of improvements associated with the City of Poulsbo's transportation system.

The program includes construction of roads, traffic control devices, curbs, gutters, and sidewalks as well as roadway drainage improvements, and pavement restoration.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Completed design on the Johnson Pkwy/SR305 Roundabout project and completed the right-of-way acquisition process for Johnson Parkway. Advertised Johnson Parkway construction and awarded the construction contract. Completed agreements with jurisdictional partners and Johnson Parkway/SR305 Roundabout project is ready to begin construction. Right of Way acquisitions initiated for the North and Middle segments.
- Advertised Finn Hill Shared Use Path project and awarded the construction contract. Construction is underway and expected to complete in Fall 2020.
- Continued design on the Liberty Bay Waterfront Trail project and moved forward with the permitting process.

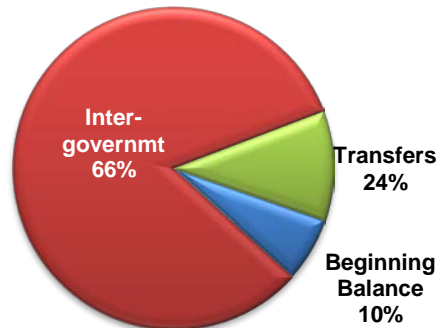
2021-2021 REVENUE SOURCES:

The Street Reserve Fund (311) derives the majority of its revenues from State Transportation Improvement Board (TIB) grant programs, Federal Surface Transportation Program & Safe Routes to School (STP & SRTS) grant programs and operating transfers.

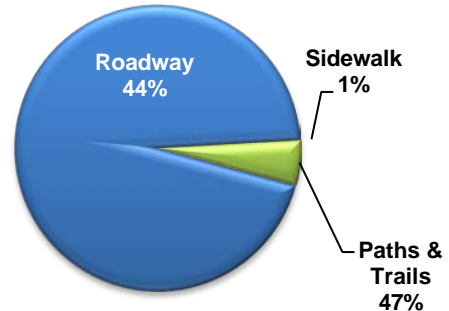
2021 Operating Transfers Into Fund 311		
Fund 123	Traffic Development Fund	\$ 250,000
	Accumulated traffic impact fees to support street projects	
Fund 001	General Fund	\$ 59,000
	To fund portions of capital transportation projects	

2022 Operating Transfers Into Fund 311		
Fund 123	Traffic Development Fund	\$ 300,000
	Accumulated traffic impact fees to support street projects	
Fund 001	General Fund	\$ 60,000
	To fund portions of capital transportation projects	

**2021-2022
Resources
Street Reserve Fund (311)
\$6,064,308**



**2021-2022
Uses
Street Reserve Fund (311)
\$4,920,000**



2020-2021 PROGRAM PROJECTS and GOALS:

Noll Road Improvements Phase III - Excluding Middle-North Segments

(see Middle-North Segment for additional project information)

Description: The project as a whole extends from SR305 & Johnson Way vicinity to Lincoln Rd along a new alignment as shown on the City Transportation Plan. This project will be implemented in several phases (segments). Construction will be divided into three or more phases – the South Segment, Middle Segment, and North Segment:
The South Segment is fully funded and was advertised in 2020 and includes approximately 3600 LF of new roadway from SR305 & Johnson Way vicinity to Noll Road at Storhoff; construction of this segment will take place in 2020/21/22.

Council Goal: #3 - Transportation

Funding:	2021 Project Funding:	
	Federal Grant	\$ 2,420,000
	State Grants	\$ 1,000,000
	City Impact Fees	\$ 50,000
	2021 Total	\$ 3,470,000
	2022 Project Funding:	
	Transportation Reserves	\$ -
	2022 Total	\$ -
	2021-2022 Total	\$ 3,470,000

Noll Road Improvement Project Middle-North Segments***Broken out from main Noll Road Improvements - Phase III***

Description: The project as a whole extends from SR305 & Johnson Way vicinity to Lincoln Rd along a new alignment as shown on the City Transportation Plan. This project will be implemented in several phases (segments). Construction will be divided into three or more phases – the South Segment, Middle Segment, and North Segment. The North Segment completes the connection between Mesford Rd and Lincoln Rd and will start construction in 2024. The Middle segment constructs the road from Storhoff Rd NE to Langaunet Rd and will complete construction in 2026. ROW acquisitions for the Middle and North segments will begin in 2020.

Council Goal: #3 - Transportation

Funding:	2021 Project Funding:
	Federal Grant \$ 500,000
	City Impact Fees \$ 200,000
	2021 Total \$ 700,000
	2022 Project Funding:
	City Impact Fees \$ 300,000
	2022 Total \$ 300,000
	2021-2022 Total \$ 1,000,000

Transportation Capital Projects Progressing in 2021	Total Overall Transportation Project Cost	2021 Expenditures
Citywide Safety Improvements	\$ 260,000	\$ 200,000
Local Neighborhood Road Maintenance	\$ 1,579,046	\$ 150,000
Noll Road Improvements - Phase III	\$ 21,777,835	\$ 4,170,000
Total	\$ 23,616,881	\$ 4,520,000

Transportation Capital Projects Progressing in 2022	Total Overall Transportation Project Cost	2022 Expenditures
Local Neighborhood Road Maintenance	\$ 1,579,046	\$ 150,000
Noll Road Improvements - Phase III	\$ 21,777,835	\$ 300,000
Total	\$ 23,356,881	\$ 450,000

2021-2022 Preliminary Budget

				2016	2017	2018	2019	2020	2020	2021	Budget 2021	Percent	2022	Budget 2022	Percent	2021-2022
Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	Actual	Actual	Actual	Actual	Budget	Actual YTD	Budget	to 2020	Variance	Budget	to 2021	Variance	Budget
			STREET RESERVE FUND													
			STREET RESERVE RESOURCES													
311	311-540-000-399-99	30850000	BEG BAL - ASSIGNED	40,756	292,726	407,911	398,583	(9,256)	(9,256)	(160,072)	(150,816)	1629.4%	(66,072)	94,000	-58.7%	(160,072)
	311-540-000-350-40	33320200	FED HWY DOT GRANT	-	-	-	-	484,798	336,432	-	(484,798)	-100.0%	-	-	0.0%	-
	311-540-000-350-40	33320205	FED-HWY PLAN & CONSTRC	473,946	124,075	380,791	638,483	1,337,575	95,833	2,615,000	1,277,425	95.5%	(2,615,000)	-100.0%	-	2,615,000
	311-540-000-350-40	33403600	ST DOT GRANT	-	-	-	-	800,000	-	-	(800,000)	-100.0%	-	-	0.0%	-
	311-540-000-350-40	33403800	TIB GRANT	-	-	-	-	650,000	31,159	1,540,000	890,000	136.9%	850,000	(690,000)	-44.8%	2,390,000
	311-540-000-350-40	33709000	KITSAP CO - PW	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	311-540-000-300-16	36110000	INVESTMENT INTEREST	1,641	6,019	13,275	15,414	4,000	7,607	-	(4,000)	-100.0%	-	-	0.0%	-
	311-540-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	(227)	(2,012)	752	4,717	-	(3,230)	-	-	0.0%	-	-	0.0%	-
	311-540-000-306-06	39110000	BOND PROCEEDS	-	-	-	-	2,500,000	-	-	(2,500,000)	-100.0%	-	-	0.0%	-
	311-540-000-306-06	38810000	PRIOR PERIOD	-	-	218,580	-	-	-	-	-	0.0%	-	-	0.0%	-
	311-540-000-305-18	39700000	TRANSFERS IN	325,500	244,000	403,000	505,000	2,815,000	42,750	309,000	(2,506,000)	-89.0%	360,000	51,000	16.5%	669,000
			TOTAL STREET RESV GEN PRGRM	841,615	664,808	1,424,310	1,562,197	8,582,117	501,295	4,303,928	(4,278,189)	-49.9%	1,143,928	(3,160,000)	-73.4%	5,513,928
311	311-540-090-399-99	30850000	BEG BAL - ASSIGNED	668,297	277,593	277,593	254,754	94,897	94,897	94,897	-	0.0%	94,897	-	0.0%	94,897
	311-540-090-350-40	33403800	TIB GRANT	-	-	37,996	481,652	-	-	-	-	0.0%	-	-	0.0%	-
	311-540-090-305-18	39700000	TRANSFERS IN	-	-	-	-	-	632,000	-	-	0.0%	-	-	0.0%	-
			TOTAL PVMNT RESTORATION PRGRM	668,297	277,593	315,589	736,406	94,897	726,897	94,897	-	0.0%	94,897	-	0.0%	94,897
311	311-540-093-399-99	30850000	BEG BAL - ASSIGNED	-	569,529	453,483	603,483	753,483	753,483	455,483	(298,000)	-39.5%	330,483	(125,000)	-27.4%	455,483
	311-540-093-305-18	39700000	TRANSFERS IN	450,000	150,000	150,000	150,000	115,000	86,250	-	(115,000)	-100.0%	-	-	0.0%	-
			TOTAL NEIGHBORHOOD STRT PRGRM	450,000	719,529	603,483	753,483	868,483	839,733	455,483	(413,000)	-47.6%	330,483	(125,000)	-27.4%	455,483
			TOTAL STRT RSV RESOURCES	1,959,912	1,661,930	2,343,382	3,052,086	9,545,497	2,067,925	4,854,308	1,802,222	59.0%	1,569,308	(3,285,000)	-67.7%	6,064,308
			STREET RESERVE USES													
311	311-540-000-851-20	50000080	INTERFND REPAYMENT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-20	50000110	SALARIES - RGT WAY	-	-	-	-	-	1,543	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-20	50000210	BENEFITS - RGT WAY	-	-	-	-	-	716	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-20	50000610	RGT WAY LAND AND LA	68,205	81,525	193,811	686,119	605,791	81,650	(605,791)	-100.0%	-	-	0.0%	-	
	311-540-000-595-30	50000110	SALARIES - RDWAY	-	-	-	-	-	114,676	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-30	50000120	OVERTIME-RDWAY	-	-	-	-	-	8,732	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-30	50000210	BENEFITS - RDWAY	-	-	-	-	-	50,338	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-30	50000310	OFFICE & OPERATING - RDWAY	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-30	50000630	OTHER IMPROVEMENTS-RDWAY	341,471	129,762	604,192	877,410	7,688,009	946,767	4,170,000	(3,518,009)	-45.8%	300,000	(3,870,000)	-92.8%	4,470,000
	311-540-000-595-61	50000630	OTHER IMPROVEMENTS-SDWLKS	-	-	-	-	260,000	-	200,000	(60,000)	-23.1%	-	(200,000)	-100.0%	200,000
	311-540-000-595-62	50000110	SALARIES - PATHS	-	-	-	-	-	1,528	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-62	50000210	BENEFITS - PATHS	-	-	-	-	-	664	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-62	50000630	OTHER IMPROVEMENTS-PATHS	76,760	56,195	8,453	7,064	188,389	8,912	(188,389)	-100.0%	-	-	0.0%	-	
	311-540-000-595-64	50000630	OTHER IMPROVEMENTS-TR DEVICES	49,662	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-65	50000630	OTHER IMPROVEMENTS-PRKNG	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	311-540-000-595-70	50000630	OTHER IMPROVEMENTS-RDSD DEVEL	6,500	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	311-540-000-597-00	50000990	TRANSFER OUT	5,000	11,300	-	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL STREET RESV GEN PRGRM	547,598	278,782	806,456	1,570,593	8,742,189	1,215,526	4,370,000	(4,372,189)	-50.0%	300,000	(4,070,000)	-93.1%	4,670,000
311	311-540-090-595-30	50000630	OTHER IMPROVEMENTS	266,175	-	60,835	642,368	-	1,213	-	-	0.0%	-	-	0.0%	-
			TOTAL PVMNT RESTORATION PRGRM	266,175	-	60,835	642,368	-	1,213	-	-	0.0%	-	-	0.0%	-
311	311-540-093-595-30	50000110	SALARIES - NBR STRTS	-	-	-	-	2,405	-	-	-	0.0%	-	-	0.0%	-
	311-540-093-595-30	50000120	OVERTIME	-	-	-	-	299	-	-	-	0.0%	-	-	0.0%	-
	311-540-093-595-30	50000210	BENEFITS - NBR STRTS	-	-	-	-	1,133	-	-	-	0.0%	-	-	0.0%	-
	311-540-093-595-30	50000310	OFFICE & OPERATING - NBR STRTS	-	-	-	-	3,434	-	-	-	0.0%	-	-	0.0%	-
	311-540-093-595-30	50000650	CONSTR CAPITAL ASST	-	266,046	-	-	413,000	30,435	125,000	(288,000)	-69.7%	125,000	-	0.0%	250,000
	311-540-093-597-00	50000090	TRANSFER OUT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL NEIGHBORHOOD STRT PRGRM	-	266,046	-	-	413,000	37,705	125,000	(288,000)	-69.7%	125,000	-	0.0%	250,000
311	31154000058810	50000088	PRIOR PERIOD ADJUSTMENT	-	(15,864)	219,270	-	-	-	-	-	0.0%	-	-	0.0%	-
			TOTAL STRT RSV USES	813,773	528,964	1,086,562	2,212,961	9,155,189	1,254,444	4,495,000	(9,320,378)	-50.9%	425,000	(8,140,000)	-90.5%	4,920,000
311			FUND BALANCE	1,146,140	1,132,967	1,256,820	839,125	390,308	813,480	359,308	11,122,600	-7.9%	1,144,308	785,000	218.5%	1,144,308

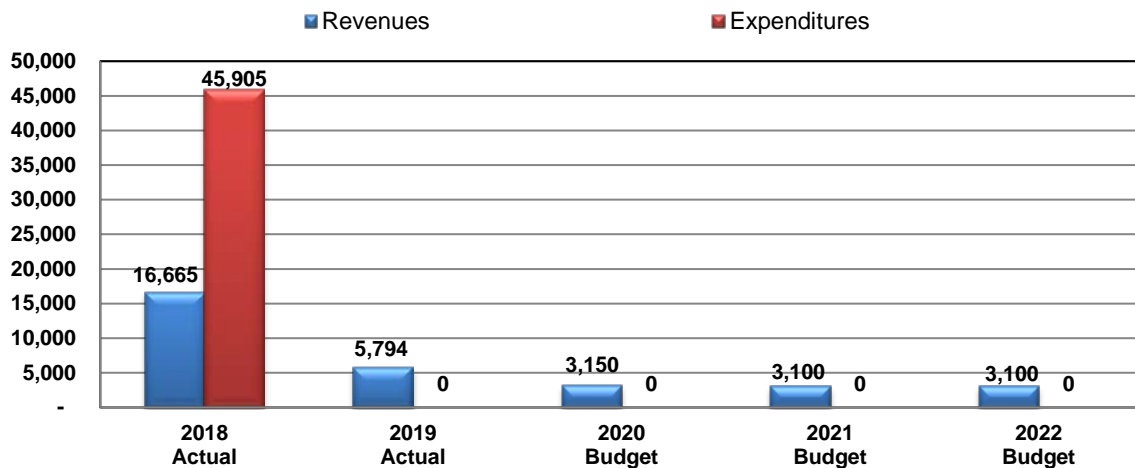
CEMETERY RESERVE FUND 314

Cemetery Reserve Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 314						
CEMETERY RESERVE						
RESOURCES						
BEGINNING BALANCE	54,676	25,435	31,229	34,379	37,479	34,379
CHARGE FOR SERVICES	6,400	5,994	3,000	3,000	3,000	6,000
MISCELLANEOUS	765	-	-	-	-	-
OTHER FINANCING SOURCES	10,900	1,400	150	100	100	200
PRIOR PERIOD ADJUSTMENT	(1,400)	(1,600)	-	-	-	-
TOTAL RESOURCES	71,341	31,229	34,379	37,479	40,579	40,579
FUND 314						
CEMETERY RESERVE						
USES						
CAPITAL OUTLAY	45,905	-	-	-	-	-
OTHER FINANCING USES	-	-	-	-	-	-
FUND BALANCE	25,436	31,229	34,379	37,479	40,579	40,579
TOTAL USES	71,341	31,229	34,379	37,479	40,579	40,579

Cemetery Reserve Fund (314)



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

CEMETERY RESERVE FUND (314)

PROGRAM DESCRIPTION:

The City owns 5.1 acres of land known as the Poulsbo Cemetery, which dates back to 1900. The land is plotted for approximately 2913 gravesite plots and 534 cremains sites.

This fund was established as a repository for receipts paid for cemetery gravesites. The funds may be used for cemetery improvements. The fund is administered by the Public Works Department in conjunction with the City Clerk.

A total of 9 plots were sold in 2020 (7 regular and 2 cremain) and a total of 15 plots were sold in 2019 (13 regular and 2 cremain). A total of six plots were refunded and made available for purchase in 2019 and 2020.

2019-2020 PROGRAM ACCOMPLISHMENTS:

Volunteer groups provided additional beautification efforts in 2019 but have been put on hold during the 2020 Pandemic. We are looking into adding an additional wide gate for large vehicles during the 2021-2022 budget cycle.

2021-2022 REVENUE SOURCES:

Revenue is derived from the sale of gravesites.

Cemetery Site Rates	
Cremains gravesite	\$200
Regular gravesite	\$400
Family lot (6 regular grave sites)	All sold
Block (24 regular grave sites)	All sold

2021-2022 Preliminary Budget

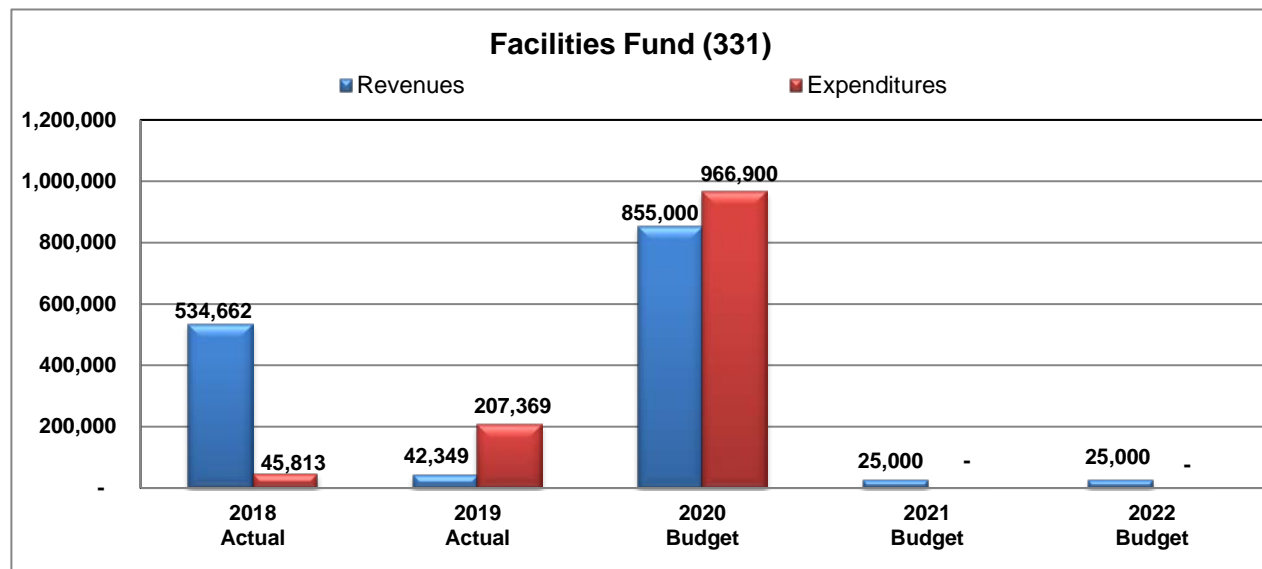
Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
CEMETERY RESERVE FUND																
<u>CEMETERY RESOURCES</u>																
314	314-300-000-399-99	30850000	BEG BAL - ASSIGNED	76,869	54,936	54,676	25,436	31,229	31,229	34,379	3,150	10.1%	37,479	3,100	9.0%	34,379
	314-300-000-340-20	34360000	CEMETERY SERVICES	3,400	4,800	6,400	5,600	3,000	2,400	3,000	-	0.0%	3,000	-	0.0%	6,000
	314-300-000-340-40	36700000	CONTRIB & DONATIONS	-	5,600	93	1,400	-	-	-	-	0.0%	-	-	0.0%	-
	314-300-000-300-16	36110000	INVESTMENT INTEREST	231	347	672	394	150	103	100	(50)	-33.3%	100	-	0.0%	200
	314-300-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	55	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	314-300-000-305-18	39700000	TRANSFER IN	-	-	10,900	-	-	-	-	-	0.0%	-	-	0.0%	-
	314-300-000-300-16	38810000	PRIOR PERIOD ADJUSTMENT	-	-	(1,400)	(1,600)	-	-	-	-	0.0%	-	-	0.0%	-
<u>TOTAL CEMETERY RESOURCES</u>				80,555	65,683	71,341	31,229	34,379	33,733	37,479	3,100	9.0%	40,579	3,100	8.3%	40,579
<u>CEMETERY USES</u>																
314	314-300-000-594-36	50000650	CONSTRUCTION CAPITAL	25,619	9,408	45,905	-	-	-	-	-	0.0%	-	-	0.0%	-
	314-300-000-597-00	50000990	TRANSFER OUT	-	1,600	-	-	-	-	-	-	0.0%	-	-	0.0%	-
<u>TOTAL CEMETERY USES</u>				25,619	11,008	45,905	-	-	-	-	-	0.0%	-	-	0.0%	-
314	<u>FUND BALANCE</u>			54,936	54,675	25,436	31,229	34,379	33,733	37,479	3,100	9.0%	40,579	3,100	8.3%	40,579

FACILITIES FUND 331

Facilities Fund Uses



ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 331 FACILITIES RESOURCES						
BEGINNING BALANCE	686,623	1,175,472	1,010,453	898,553	923,553	898,553
MISCELLANEOUS	9,662	17,349	5,000	-	-	-
OTHER FINANCING SOURCES	525,000	25,000	850,000	25,000	25,000	50,000
TOTAL RESOURCES	1,221,285	1,217,821	1,865,453	923,553	948,553	948,553
FUND 331 FACILITIES USES						
CAPITAL OUTLAY	45,813	12,369	966,900	-	-	-
OTHER FINANCING USES	-	195,000	-	-	-	-
FUND BALANCE	1,175,472	1,010,453	898,553	923,553	948,553	948,553
TOTAL USES	1,221,285	1,217,821	1,865,453	923,553	948,553	948,553



Note: Revenues are exclusive of Beginning Balance and Expenditures are exclusive of Fund Balance

FACILITIES FUND (331)

PROGRAM DESCRIPTION:

This fund accounts for funds available for capital improvements to City buildings and facilities.

2021-2022 REVENUE SOURCES:

An annual transfer of \$25,000 to build reserves for future facilities capital repairs and investment earnings are the only other anticipated revenues for the fund.

2019-2020 EXPENDITURES:

There are no planned expenditures in 2021-2022. Funds will be held in reserves for a future new Public Works Building and capital maintenance items for the existing City Hall.

2021 Expenditure
There are no planned expenditures

2022 Expenditure
There are no planned expenditures

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
FACILITIES FUND																
<u>FACILITIES RESOURCES</u>																
331	331-142-000-399-99	30850000	BEG BAL - ASSIGNED	330,426	81,335	686,623	1,175,472	1,010,453	1,010,453	898,553	(111,900)	-11.1%	923,553	25,000	2.8%	898,553
	331-142-000-300-16	36110000	INVESTMENT INTEREST	1,184	4,150	10,106	11,914	5,000	2,539		(5,000)	-100.0%	-	-	0.0%	-
	331-142-000-300-16	36130000	GAIN (LOSSES) ON INVESTMNT	351	182	(444)	5,435	-	(5,168)		-	0.0%	-	-	0.0%	-
	331-142-000-380-40	36700000	CONTRIB & DONATION	-	-	-	-	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-306-06	39110000	G O BOND PROCEEDS	-	-	-	-	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-306-06	39200000	PREM ON BONDS SOLD	-	-	-	-	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-306-06	39510000	PROC SALES OF CAPITAL ASST	-	900,000	-	-	825,000	-		(825,000)	-100.0%	-	-	0.0%	-
	331-142-000-310-20	39520000	COMP FOR LOSS INS RECOVERY	-	-	-	-	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-305-18	39700000	TRANSFER IN	25,000	25,000	525,000	25,000	25,000	18,750	25,000	-	0.0%	25,000	-	0.0%	50,000
TOTAL FACILITIES RESOURCES				356,961	1,010,667	1,221,285	1,217,822	1,865,453	1,026,574	923,553	(941,900)	-50.5%	948,553	25,000	2.7%	948,553
<u>FACILITIES USES</u>																
331	331-142-000-594-18	50000620	BUILDING & STRUCTURES-GG	244,725	75,391	-	-	85,900	13,500		(85,900)	-100.0%	-	-	0.0%	-
	331-142-000-594-18	50000650	CONSTRUCTION CAPITAL	-	-	-	-	17,000	-		(17,000)	-100.0%	-	-	0.0%	-
	331-142-000-594-48	50000620	BUILDING & STRUCTURES-PW FAC	-	15,705	2,800	12,369	800,000	-		(800,000)	-100.0%	-	-	0.0%	-
	331-142-000-594-48	50000620	CENTRAL BLDG - OTHER IMPROVEME	-	15,705	-	-	64,000	61,670		(64,000)	-100.0%	-	-	0.0%	-
	331-142-000-594-71	50000620	BUILDING & STRUCTURES-EDUCAT	16,557	-	-	-	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-594-72	50000620	BUILDING & STRUCTURES-LIBRARY	-	5,424	-	-	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-594-75	50000620	BUILDING & STRUCTURES-COMM CTR	-	-	-	-	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-594-76	50000620	BUILDING & STRUCTURES-PARK FAC	14,344	14,536	43,013	-	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-597-00	50000090	TRANSFER OUT	-	280,000	-	195,000	-	-		-	0.0%	-	-	0.0%	-
	331-142-000-588-10	50000088	PRIOR PERIOD ADJUSTMENT	-	(67,012)	-	-	-	-		-	0.0%	-	-	0.0%	-
TOTAL FACILITIES USES				275,626	339,750	45,813	207,369	966,900	75,170	-	(966,900)	-100.0%	-	-	0.0%	-
331	FUND BALANCE			81,335	670,917	1,175,472	1,010,453	898,553	951,404	923,553	25,000	2.8%	948,553	25,000	2.7%	948,553



PROPRIETARY FUNDS:

ENTERPRISE FUNDS (400'S)

These funds account for operations:

(a) that are normally financed and operated in a manner similar to a private business enterprise; where the intent of the governing body is that the costs of providing goods and services to the public on a continuing basis be financed or recovered primarily through user charges

or

(b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes

PROPRIETARY FUNDS SUMMARY			
Fund	Fund Name	Description	Funding Source
401	Water	Provides water services	Funded by user charges and connection fees
403	Sewer	Provides sewer services	Funded by user charges and connection fees
404	Solid Waste	Provides garbage and recycling services	Funded by user charges
410	Storm Drain	Services the City's storm drainage system	Funded by user charges and connection fees

2021					
Fund	Fund Name	Beginning Balance	Total Resources	Total Uses	Ending Balance
401	Water Fund	\$ 2,696,014	\$ 2,558,659	\$ 3,139,795	\$ 2,114,878
403	Sewer Fund	\$ 9,906,478	\$ 4,830,750	\$ 4,587,692	\$ 10,149,536
404	Solid Waste Fund	\$ 1,814,983	\$ 2,720,700	\$ 2,712,390	\$ 1,823,293
410	Storm Drain Fund	\$ 697,808	\$ 2,244,467	\$ 2,865,261	\$ 77,014
2022					
Fund	Fund Name	Beginning Balance	Total Resources	Total Uses	Ending Balance
401	Water Fund	\$ 2,743,083	\$ 2,578,289	\$ 3,107,266	\$ 2,214,106
403	Sewer Fund	\$ 11,448,217	\$ 4,874,190	\$ 4,962,291	\$ 11,360,116
404	Solid Waste Fund	\$ 1,950,063	\$ 2,750,700	\$ 2,782,788	\$ 1,917,975
410	Storm Drain Fund	\$ 607,934	\$ 2,441,371	\$ 3,003,760	\$ 45,545

**Beginning Balances are adjusted for non-cash expenditures*

WATER FUND 401

Mission Statement: *The Public Works Department ensures the city's physical infrastructure (buildings and parks, water and sewer systems, roads and sidewalks, and drainage systems) is built and maintained, and that essential public services (solid waste collection and equipment maintenance) are performed in a fiscally responsible manner to support a safe and healthy environment and help the city achieve its vision.*

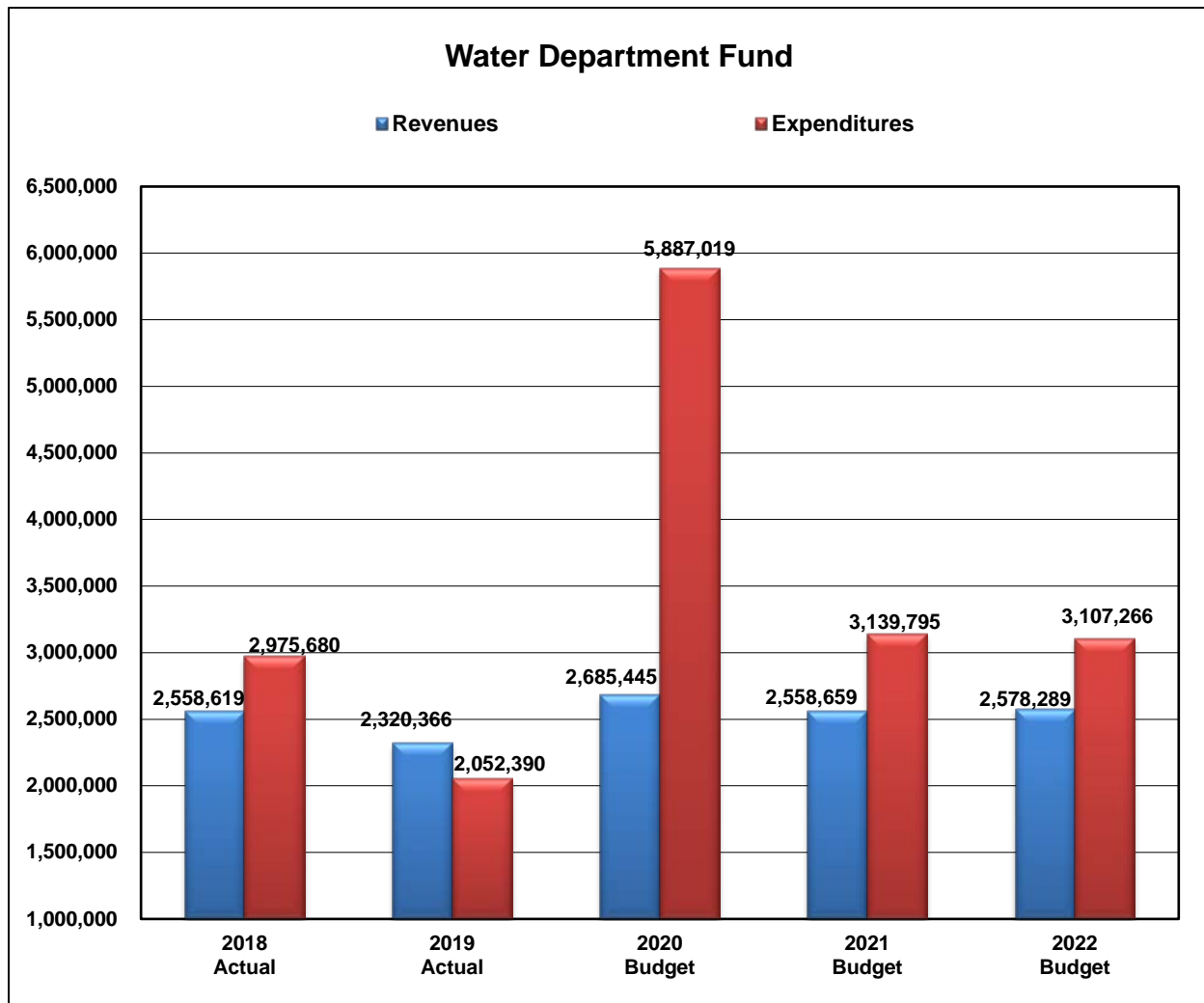
Water Fund Uses



- Capital Outlays 26%
- Depreciation 20%
- Salaries & Wages 20%
- Services 21%
- Interfund Svcs & Chgs 0%
- Benefits 10%
- Debt Service 0%
- Supplies 3%

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 401						
WATER UTILITY						
RESOURCES						
BEGINNING BALANCE	4,398,507	4,441,894	5,269,383	2,696,014	2,743,083	3,324,219
CHARGE FOR SERVICES	1,968,871	1,965,856	2,091,034	1,967,000	1,986,630	3,953,630
MISCELLANEOUS	149,102	194,990	130,760	20,899	20,899	41,798
PROPRIETARY OTHER INCOME	418,362	138,620	441,211	532,000	532,000	1,064,000
OTHER FINANCING SOURCES	22,283	20,899	22,440	38,760	38,760	77,520
TOTAL RESOURCES	6,957,126	6,762,260	7,954,828	5,254,673	5,321,372	8,461,167
FUND 401						
WATER UTILITY						
USES						
BAD DEBT EXPENSE	-	74	-	-	-	-
SALARIES	685,274	544,608	632,510	619,808	635,310	1,255,118
BENEFITS	221,738	210,776	306,382	311,147	328,187	639,334
SUPPLIES	81,003	63,107	86,733	95,000	95,000	190,000
OTHER SERVICES & CHARGES	476,954	476,091	471,990	635,635	645,564	1,281,199
CAPITAL OUTLAY	992,894	260,558	3,761,199	850,000	775,000	1,625,000
PRIOR PERIOD ADJUSTMENT	-	(105,319)	-	-	-	-
DEPRECIATION EXPENSE	517,816	602,494	628,205	628,205	628,205	1,256,410
FUND BALANCE	3,981,446	4,709,870	2,067,809	2,114,878	2,214,106	2,214,106
TOTAL USES	6,957,126	6,762,260	7,954,828	5,254,673	5,321,372	8,461,167

*Beginning Balance adjusted for non-cash capital depreciation expense



WATER DEPARTMENT WORKLOAD MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Active Water Services (includes Residential, Commercial & Multi-Family)	3929	3986	4010	4020	4030
Miles of Water Mains maintained	68	69	71	71	72
# of Active Meters Read per month	4093	4150	4213	4300	4375
# of Hydrants maintained and exercised	612	634	655	660	665

WATER FUND (401)

PROGRAM DESCRIPTION:

The Water program is part of an enterprise fund providing for the delivery of domestic water supplies to the citizens of the City of Poulsbo and the surrounding community.

The City of Poulsbo currently provides service to approximately 4,100 residential, irrigation, and commercial water accounts located primarily within the city limits of Poulsbo. The water system consists of a supply, treatment, storage, and distribution system.

Water Supply: Water supply is derived from six groundwater wells; two located in the Big Valley area (Big Valley Well's 1 & 2), two in the Lincoln Road area (Lincoln Well's 1 & 2), the Bus Barn Artesian Well and the Westside Well. The wells have a combined capacity of approximately 2,100 gallons per minute. Additionally, the City maintains an intertie with the Kitsap County Public Utility District # 1 for water supply to Olhava Zone.

Water Treatment: The City provides for treatment and disinfection of its water supplies. Sources of water supplies are treated utilizing sodium hypochlorite to insure proper disinfections pursuant to State Health Department Standards. Additionally, the City adds fluoride to its water supplies at the sources as an additional health benefit. The City water supply is tested daily by City staff. Sampling and laboratory testing is conducted monthly pursuant to the requirements of the Federal Safe Drinking Water Act to insure the protection of the public health and the safety of the community. Water sampling and testing includes coliform, lead and copper, volatile and synthetic organic chemicals (VOC's and SOC's), chlorine residuals, radio- nuclides and disinfection by-products. In mid-2018 the Lincoln Iron and Manganese Treatment Plant was finished and put into production. The water department operates the plant which filters over 155 million gallons per year.

Storage and Distribution System: The distribution system consists of ten (10) storage facilities located in various service zones having a total combined capacity of 4.2 million gallons of water, six (6) water pump stations and appurtenances, together with a water distribution system consisting of 71 miles of pipe ranging in size from 2 inches to 12 inches in diameter. The water department also maintains and operates 9 Pressure Reducing Stations.

STAFFING LEVEL:

The Water program is staffed with 5.72 fulltime equivalents (FTE's) providing for the administration, operation, maintenance, and repair of the system. Included is a portion of the Civil Engineer position (.30 FTE). Public Works staffing (5.42 FTE) is under the supervision of the Utilities Foreman.

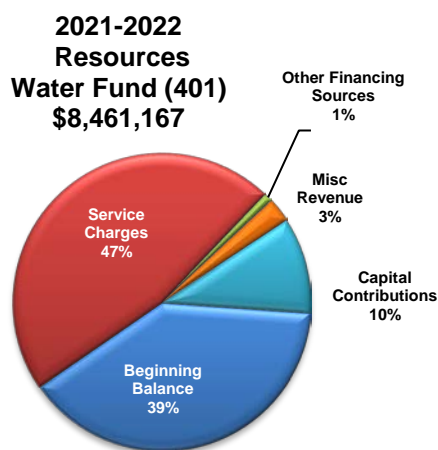
2019-2020* PROGRAM ACCOMPLISHMENTS:

- Conducted biannual water main flushing program
- Complied with state mandated water quality monitoring and testing requirements, including coliform, phase I, II & V contaminates, lead & copper monitoring
- Updated and distributed annual Consumer Confidence Report for water system performance for the previous year
- Read 4,000 water distribution system service meters per month
- Responded to hundreds of customer questions, concerns, and requests
- Currently tracking over 800 backflow assemblies for effectiveness and compliance
- Provided inspections and water quality testing for all new water main construction on our system
- Extensive hydrant maintenance program which included replacing or repairing fire hydrants
- Total gallons of water pumped between July 2018 and June 2020: Over 719 million gallons
- Completed over 3,500 unscheduled meter reads, leak checks and turn-off's/turn-on's (work orders) with Finance Department

- Completed over 1,800 utility locates and markings from June 2018 to July 2020, an average of 70 each month
- Continued city-wide program to exercise water valves

2021-2022 REVENUE SOURCES:

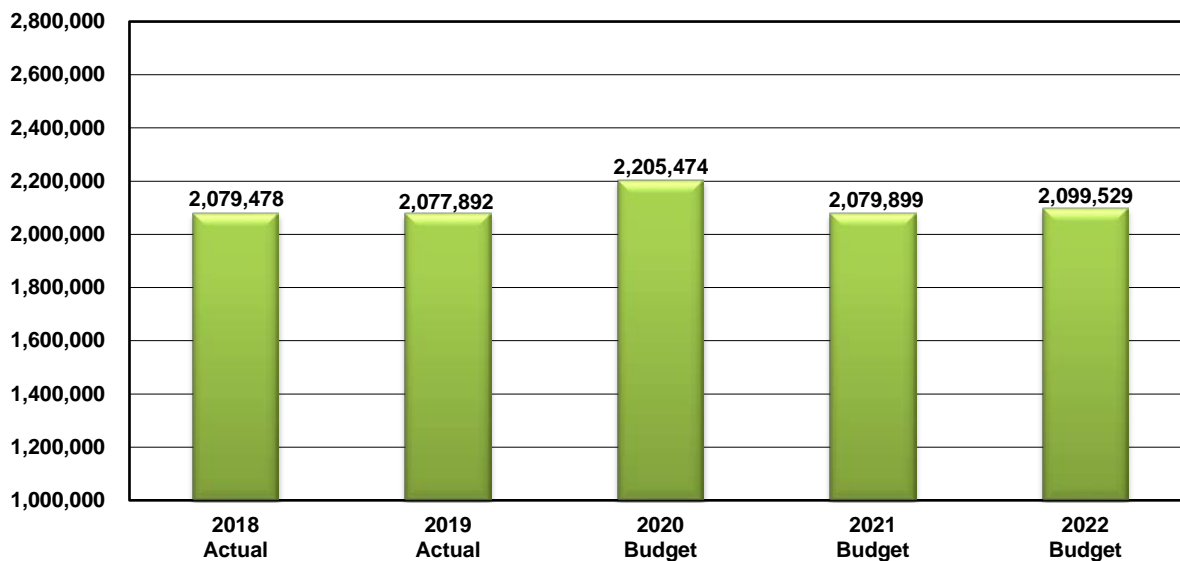
Users support the water utility; revenue is generally derived from three sources: 1) monthly service charges, 2) system connection fees, and 3) miscellaneous revenues to include investment interest and charges associated with special work requests for customers, and cell tower leases. The majority of water revenue comes from monthly service charges. The summer months, June through October, have different consumption rates. Larger usage during these months will have a higher consumption rate. This will more accurately charge the users of the system and promote conservation during the summer months.



2021 Monthly Residential Water Rate Structure		
	Inside City	Outside City
Base Rate	\$ 16.06	\$ 24.09
<i>plus consumption per 100 cf</i>		
November through May		
0 and over	\$ 2.25	\$ 2.86
June through October		
0 - 1000	\$ 2.25	\$ 4.18
1001 and over	\$ 3.51	\$ 4.18

*2021 rates will not be available until June 2020

Water Service Charge Revenue (2018 - 2022)



2021-2022 EXPENDITURES:**Operation and Maintenance:**

The year 2021-2022 operation and maintenance program will be a continuation of the 2019-2020 program and will include the operation, maintenance, and repair of the utility's existing water system infrastructure to include water supply, storage, and distribution systems. Additional duties associated with operations will include water monitoring and testing, compliance with regulatory reporting requirements and implementation of the water comprehensive planning requirements.

Capital Improvements:

The capital improvement program for 2021-2022 includes the following projects and equipment purchases:

2021

Westside Well - Treatment for Manganese	850,000
2021 Total:	\$ 850,000

2022

Caldart Main	600,000
Mesford PRV	175,000
2022 Total:	\$ 775,000

2021-2022 Total	\$ 1,625,000
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Debt Service:

2021-2022 No Debt Service expenses for Water are anticipated.

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
WATER FUND																
<u>WATER UTILITY RESOURCES</u>																
401	401-300-000-391-99	30810000	BEG BAL RESERVED - CAPITAL	3,672,704	4,223,102	4,098,507	4,111,894	4,909,383	4,909,383	2,336,014	(2,573,369)	-52.4%	2,383,083	47,069	2.0%	2,964,219
	401-300-000-391-99	30830000	BEG BAL RESTRICTED - DEBT	180,934	181,291	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-99	30880000	BEG BAL UNRESERVED - OPER	300,000	300,000	300,000	330,000	360,000	360,000	360,000	-	0.0%	360,000	-	0.0%	360,000
	401-300-000-391-40	33366468	FED-ENVIRONMTL PROTECTN	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-20	34340000	WATER SALES	1,747,248	1,853,402	1,964,803	1,962,796	2,087,034	1,544,352	1,963,000	(124,034)	-5.9%	1,982,630	19,630	1.0%	3,945,630
	401-300-000-391-20	34583000	PLAN CHECKING	5,904	7,380	4,068	3,060	4,000	756	4,000	-	0.0%	4,000	-	0.0%	8,000
	401-300-000-391-16	36110000	INVESTMENT INTEREST	15,577	32,695	41,829	67,392	38,760	53,222	38,760	-	0.0%	38,760	-	0.0%	77,520
	401-300-000-391-16	36130000	GAIN (LOSSES) ON INVESTMNT	(2,983)	(14,070)	9,379	31,528	-	(19,651)	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-20	36140000	INTEREST ON RECEIVABLES	8	60	34	(34)	-	-	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-20	36200000	RENTALS LEASES & CONCESSION	81,608	85,577	88,290	91,171	92,000	84,202	92,000	-	0.0%	92,000	-	0.0%	184,000
	401-300-000-391-16	36810000	SPEC ASSMNTS-CAPITAL	-	14,932	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-20	35900000	NON-COURT FINES FORF PEN	23,458	19,331	22,283	20,899	22,440	4,224	20,899	(1,541)	-6.9%	20,899	-	0.0%	41,798
	401-300-000-391-20	36910000	SALES OF SURPLUS	-	-	23	-	-	3,056	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-20	36992000	OTHER MISC REV-PROP	-	1,126	9,548	3,233	-	1,200	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-06	37300000	OTHER GAINS (LOSSES)	-	-	(2,808)	-	-	-	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-40	37900000	CAPITAL CONTRIBUTION	732,234	561,788	421,170	138,620	441,211	297,418	440,000	(1,211)	-0.3%	440,000	-	0.0%	880,000
	401-300-000-391-06	38810000	PRIOR PERIOD ADJUSTMENT	-	(6,688)	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	401-300-000-391-20	36940000	JUDGMENTS & SETTLEMENTS	-	-	-	1,700	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL WATER RESOURCES				6,756,692	7,259,926	6,957,126	6,760,560	7,954,828	7,238,162	5,254,673	(2,700,155)	-33.9%	5,321,372	66,699	1.3%	8,461,167
<u>WATER UTILITY USES</u>																
401	401-300-000-501-34	50000010	DEPRECIATION	443,147	473,161	517,816	602,494	628,205	425,403	628,205	-	0.0%	628,205	-	0.0%	1,256,410
	401-300-000-534-00	50000020	BAD DEBT EXPENSE	61	182	-	74	-	-	-	-	0.0%	-	-	0.0%	-
		50000110	SALARIES	304,746	304,150	368,040	348,651	407,540	269,876	392,838	(14,702)	-3.6%	408,340	15,502	3.9%	801,178
		50000117	INDIRECT SALARIES	130,725	177,105	189,799	167,543	192,970	124,116	192,970	-	0.0%	192,970	-	0.0%	385,940
		50000119	COMPENSATED ABSENCES	8,217	6,531	96,293	4,740	-	-	-	-	0.0%	-	-	0.0%	-
		50000120	OVERTIME	16,302	12,137	25,819	13,570	20,000	11,843	22,000	2,000	10.0%	22,000	-	0.0%	44,000
		50000130	CASUAL LABOR	584	4,203	5,324	10,105	12,000	6,301	12,000	-	0.0%	12,000	-	0.0%	24,000
		50000210	BENEFITS	151,432	155,174	189,908	183,636	212,722	145,067	216,779	4,057	1.9%	233,819	17,040	7.9%	450,598
		50000215	BENEFITS/CAS LAB & OT	-	-	-	-	5,440	-	5,780	340	6.3%	5,780	-	0.0%	11,560
		50000217	INDIRECT BENEFITS	58,355	79,059	83,272	73,261	88,220	56,874	88,220	-	0.0%	88,220	-	0.0%	176,440
		50000220	UNIFORMS	-	-	-	-	88	-	368	368	0.0%	368	-	0.0%	736
		50000290	PENSION & DISABILITY	(2,018)	(31,641)	(51,443)	(46,122)	-	-	-	-	0.0%	-	-	0.0%	-
		50000310	OFFICE & OPERATING SUPP	119,116	92,204	62,040	44,878	67,733	28,989	58,000	(9,733)	-14.4%	58,000	-	0.0%	116,000
		50000311	MAINTENANCE SUPPLIES	-	-	-	-	8,074	-	20,000	20,000	0.0%	20,000	-	0.0%	40,000
		50000320	FUEL FOR VEHICLE	9,705	9,144	11,851	12,431	10,000	6,545	11,000	1,000	10.0%	11,000	-	0.0%	22,000
		50000350	SMALL TOOLS & MINOR EQU	3,256	6,429	7,113	5,798	9,000	2,381	6,000	(3,000)	-33.3%	6,000	-	0.0%	12,000
		50000410	PROFESSIONAL SERVICES	19,857	30,558	29,515	29,953	32,800	14,343	32,500	(300)	-0.9%	32,500	-	0.0%	65,000
		50000420	COMMUNICATION	2,102	2,503	2,364	3,303	4,025	2,674	4,025	-	0.0%	4,025	-	0.0%	8,050
		50000421	POSTAGE	53	-	7	14	-	59	25	25	0.0%	25	-	0.0%	50
		50000430	TRAVEL	105	7	177	-	500	6	500	-	0.0%	500	-	0.0%	1,000
		50000439	TRAVEL-TAXABLE	-	-	88	-	50	-	50	-	0.0%	50	-	0.0%	100
		50000440	TAXES & OPERATING ASSMN	249,917	202,664	211,819	209,956	173,105	155,873	341,193	168,088	97.1%	343,549	2,356	0.7%	684,742
		50000450	OPERATING RENTAL & LEASES	-	-	-	-	100	-	(100)	(100)	-100.0%	-	-	0.0%	-
		50000460	INSURANCE	31,311	28,517	52,606	59,998	69,205	69,859	75,737	6,532	9.4%	83,310	7,573	10.0%	159,047
		50000471	UTILITY SERVICES	70,923	87,379	86,360	78,426	84,500	58,613	83,000	(1,500)	-1.8%	83,000	-	0.0%	166,000
		50000480	REPAIRS AND MAINTENANCE	5,379	8,173	17,956	25,333	25,050	5,029	7,000	(18,050)	-72.1%	7,000	-	0.0%	14,000
		50000490	MISCELLANEOUS	9,989	12,193	18,204	14,930	14,000	10,521	17,000	3,000	21.4%	17,000	-	0.0%	34,000
		50000491	DUES & SUBSCRIPTIONS	8,163	8,817	9,054	9,209	9,500	14,692	15,400	5,900	62.1%	15,400	-	0.0%	30,800
		50000492	TRAINING	1,652	407	3,325	765	3,000	-	3,000	-	0.0%	3,000	-	0.0%	6,000
		50000493	PRINTING & DUPLICATION	-	52	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000495	INTRGOV PROF SVCS	-	-	-	-	50	-	50	50	0.0%	50	-	0.0%	100
		50000497	INDIRECT MISCELLANEOUS	40,665	55,092	45,478	44,203	56,155	65,508	56,155	-	0.0%	56,155	-	0.0%	112,310
		50000990	INTERFUND SERVICES & PYMTS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL OPERATIONS				1,683,742	1,724,200	1,982,786	1,897,150	2,125,820	1,482,784	2,289,795	163,975	7.7%	2,332,266	42,471	1.9%	4,622,061

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
	401-300-000-591-34	50000720	WTR PRINCIPAL REVENUE BONDS	100,540	104,500	-	-	-	-		-	0.0%		-	0.0%	-
		50000780	INTERGOVERNMENTAL LOANS	-	-	-	-	-	-		-	0.0%		-	0.0%	-
	401-300-000-591-48	50000710	PRINCIPAL GO BONDS-PW FAC	-	-	-	-	-	-		-	0.0%		-	0.0%	-
	401-300-000-592-48	50000830	INTEREST L TERM DEBT-PW FAC	-	-	-	-	-	-		-	0.0%		-	0.0%	-
			DEBT SERVICE COSTS-PW FAC	-	-	-	-	-	-		-	0.0%		-	0.0%	-
	401-300-000-592-34	50000830	INTEREST L TERM DEBT-WTR	5,340	1,803	-	-	-	-		-	0.0%		-	0.0%	-
		50000890	DEBT SERVICE COSTS-WTR	3,725	3,725	-	-	-	-		-	0.0%		-	0.0%	-
			TOTAL DEBT	109,605	110,028	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	401-300-000-594-34	50000110	SALARIES					6,916			-	0.0%		-	0.0%	-
		50000210	BENEFITS					3,047			-	0.0%		-	0.0%	-
		50000610	LAND & LAND IMPROVEMENT	-	-	-	-				-	0.0%		-	0.0%	-
		50000640	MACHINERY & EQUIPMENT	121,392	97,208	39,252	26,972	4,230			(4,230)	-100.0%		-	0.0%	-
		50000650	CONSTRUCTION CAPITAL ASST	566,503	1,401,448	953,642	233,587	3,756,969	102,046	850,000	(2,906,969)	-77.4%	775,000	(75,000)	-8.8%	1,625,000
			TOTAL CAPITAL	687,896	1,498,656	992,894	260,558	3,761,199	112,009	850,000	(2,911,199)	-77.4%	775,000	(75,000)	-8.8%	1,625,000
	401-300-000-588-10	50000088	PRIOR PERIOD ADJUSTMENT	-	(104,256)	-	(105,319)	47,000								
	401-300-000-597-00	50000090	TRANSFER OUT	-	-	-	-				-	0.0%		-	0.0%	-
			TOTAL WATER UTILITY USES	2,481,242	3,228,628	2,975,680	2,052,390	5,887,019	1,641,793	3,139,795	(2,747,224)	-46.7%	3,107,266	(32,529)	-1.0%	6,247,061
			FUND BALANCE - OPERATIONS	487,078	576,233	454,663	719,914	478,414	548,577	188,864	(289,550)	-60.5%	166,023	(22,841)	-12.1%	(5,113)
			FUND BALANCE - DEBT	71,329	71,263	-	-	-	-	-	-	0.0%	-	-	0.0%	-
			FUND BALANCE - CAPITAL RESRV	3,717,043	3,286,234	3,526,783	3,989,956	1,589,395	5,094,792	1,926,014	336,619	21.2%	2,048,083	122,069	6.3%	2,219,219
401			TOTAL FUND BALANCE	4,275,450	3,933,730	3,981,446	4,709,871	2,067,809	5,643,369	2,114,878	47,069	2.3%	2,214,106	99,228	4.7%	2,214,106

SEWER FUND 403

Mission Statement: *The Mission of the Wastewater Department is to provide the citizens of Poulsbo and the surrounding community with quality domestic wastewater service in concert with federal, state and local regulatory requirements together with associated responsibilities including the planning, design and expansion of the utility in support of the short and long-term goals of the City and the maintenance, replacement and upgrade of utility infrastructure.*

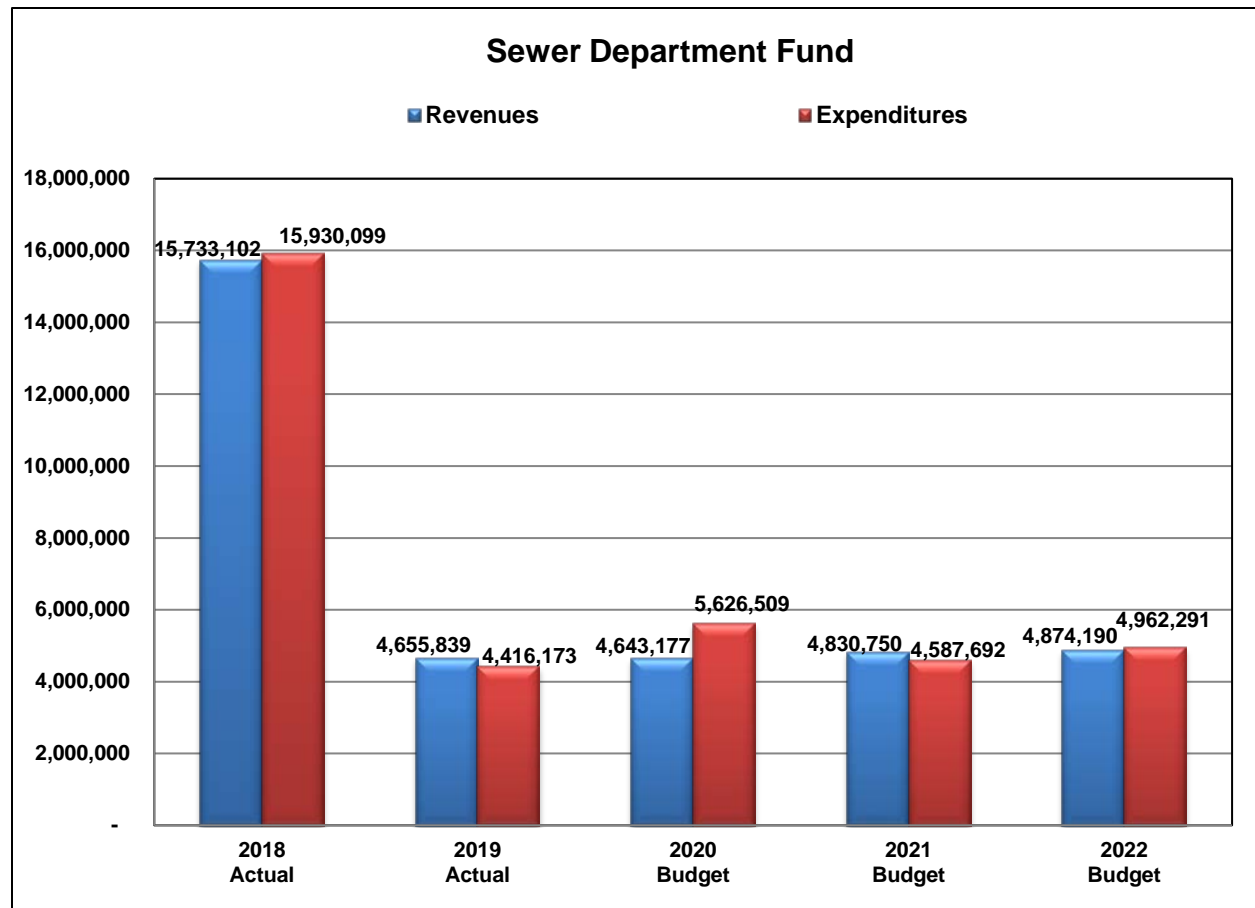
Sewer Fund Uses



- Capital Outlay 7%
- Depreciation 27%
- Debt Service 11%
- Intergovernmental 15%
- Services 22%
- Salaries & Wages 11%
- Interfund Pymt for Svcs 1%
- Benefits 5%
- Supplies 1%

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 403						
SEWER UTILITY						
RESOURCES						
BEGINNING BALANCE	7,537,237	8,184,901	9,591,129	9,906,478	11,448,217	11,205,159
CHARGE FOR SERVICES	3,896,088	4,198,043	4,128,163	4,347,450	4,390,890	8,738,340
MISCELLANEOUS	110,802	187,980	73,014	13,300	13,300	26,600
REVENUE BOND	7,588,239	-	-	-	-	-
PROPRIETARY OTHER INCOME	4,091,663	225,145	400,000	400,000	400,000	800,000
OTHER FINANCING SOURCES	46,310	44,672	42,000	70,000	70,000	140,000
TOTAL RESOURCES	23,270,339	12,840,740	14,234,306	14,737,228	16,322,407	20,910,099
FUND 403						
SEWER UTILITY						
USES						
BAD DEBT EXPENSE	-	487	-	-	-	-
SALARIES	542,542	467,320	519,544	498,357	505,849	1,004,206
BENEFITS	184,551	185,098	239,278	238,176	248,257	486,433
SUPPLIES	45,141	23,102	13,960	24,700	24,700	49,400
OTHER SERVICES & CHARGES	532,451	1,285,974	1,624,322	1,808,828	1,816,104	3,624,932
CAPITAL OUTLAY	12,777,146	816,917	1,405,116	208,000	560,000	768,000
DEBT SERVICE - PRINCIPAL	100,000	225,000	235,000	245,000	255,000	500,000
DEBT SERVICE - INTEREST	232,723	285,650	277,400	265,650	253,400	519,050
DEBT SERVICE - ISSUE COSTS	(14,389)	(28,478)	13,208	300	300	600
DEPRECIATION EXPENSE	881,777	1,209,657	1,298,681	1,298,681	1,298,681	2,597,362
PRIOR PERIOD ADJUSTMENT	-	(54,556)	-	-	-	-
OTHER FINANCING USES	648,157	-	-	-	-	-
FUND BALANCE	7,340,239	8,424,568	8,607,797	10,149,536	11,360,116	11,360,116
TOTAL USES	23,270,339	12,840,740	14,234,306	14,737,228	16,322,407	20,910,099

*Beginning Balance adjusted for non-cash capital depreciation expense



SEWER DEPARTMENT WORKLOAD MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Active Sewer Services	3818	3881	3919	4020	4100
# of Pumping Stations Maintained	9	9	9	9	9
Miles of Sewer Lines Maintained	56	57	57	58	58

SEWER FUND (403)

PROGRAM DESCRIPTION:

The Sewer program is part of an enterprise fund providing for the collection and treatment of wastewater for the citizens of the City of Poulsbo and the surrounding community.

The City of Poulsbo currently provides service to approximately 3,928 residential and commercial sewer customers located primarily within the City limits of Poulsbo. The wastewater system consists of a collection and transmission system.

Collection System: The collection system consists of approximately 51 miles of gravity system main, providing collection of wastewater from the drainage basins located throughout the City.

Transmission and Conveyance System: The transmission and conveyance system is comprised of 9 wastewater lift stations, 6 miles of force main, connecting the City of Poulsbo's System with the Kitsap County Wastewater Treatment Plant.

Wastewater Treatment: The City contracts with the Kitsap County Department of Public Works for treatment of its wastewater. Wastewater is received by the County from the City at the County's Johnson Way Metering Station located at Johnson Way and State Highway 305.

STAFFING LEVEL:

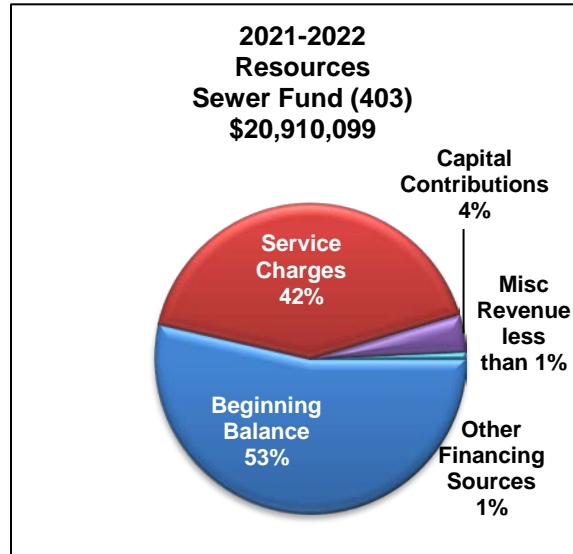
The Sewer program is staffed with 3.53 FTE's providing for the administration, operation, maintenance, and repair of the system. Including Civil Engineer (.30 FTE). Public Works staffing, 3.23 FTE is under the supervision of the Utilities Foreman.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Continued pre-design activities associated with wastewater improvements to expand the capacity of the wastewater system
- Clean and maintain 9 lift stations (includes: cleaning floats, changing filters, cleaning wet wells of grease, floats, flapper valves, seals and impellers as needed)
- Conducted dye and smoke tests as required
- Monitored flows daily to wastewater treatment facility
- Jetted problem areas as needed
- Continued manhole inventory
- Completed over 1,800 utility locates and markings from June 2018 to July 2020, an average of 70 each month
- Central Interceptor Pipe Preservation (CIPP) Hwy 305
- Reduced inflow and infiltration where possible through the installation of rain stopper inserts, manhole repairs, and trenchless technology repairs (pipe patch system)
- Ongoing video inspection program of all Public-owned Sewer mains and laterals.
- Ongoing telemetry system to support a more efficient monitoring and notification system via remote access creating a quicker response time.
- Continued lift station improvements via the Pump Station Safety Improvement Program
- Continued Inflow and Infiltration Program Study to identify and rectify problem areas

2021-2022 REVENUE SOURCES:

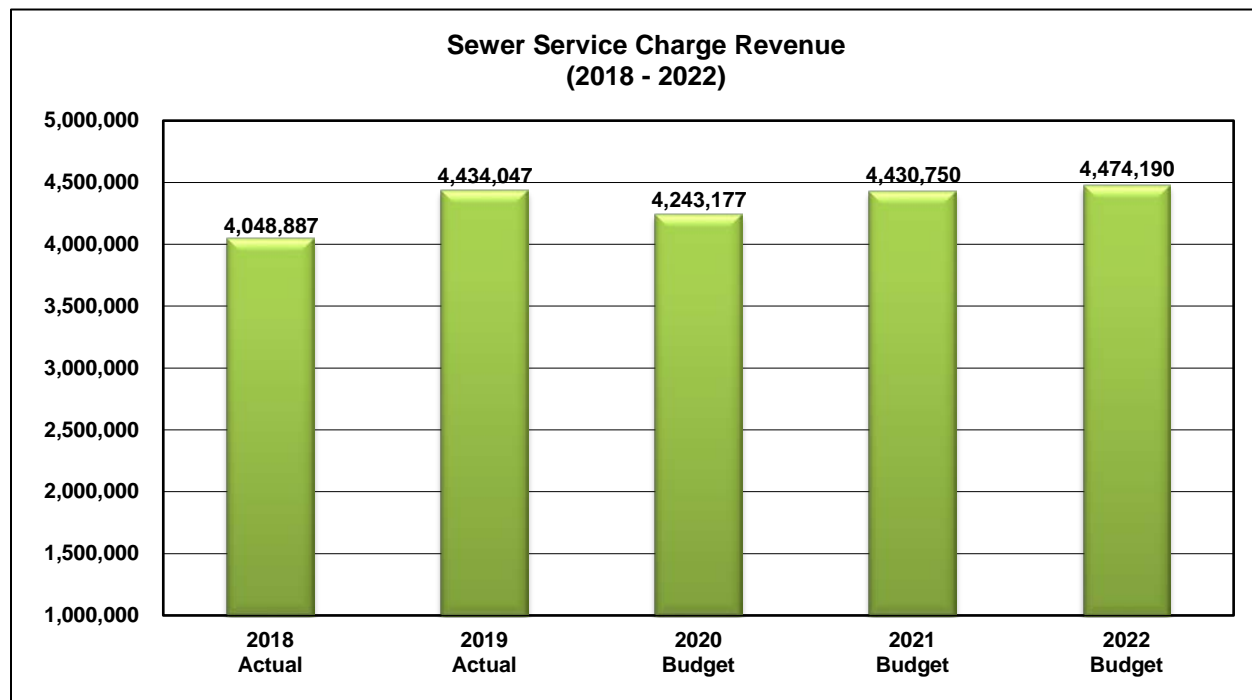
Users support the wastewater utility and revenue is generally derived from three sources: 1) monthly service charges, 2) system connection fees, and 3) miscellaneous revenues to include investment interest and charges associated with special work requests for customers. The majority comes from monthly service charges. The summer months, June through October, charge consumption based on an average water usage during the seven previous months. The rate takes into consideration increased summer usage for watering which does not produce any more wastewater.



2021 Monthly Residential Sewer Rate Structure		
	Inside City	Outside City
Base Rate	\$ 56.22	\$ 83.87
Base charge includes 400 cf of water flow		
November through May		
401 and over	\$ 7.37	\$ 10.99
June through October**		
401 and over	\$ 7.37	\$ 10.99

Seasonal Averaging for months of June - Oct: Cubic feet consumption calculated on the average water flow of the previous seven months for each account individually

2021 rates will not be available until June 2020



2021-2022 EXPENDITURES:**Operation and Maintenance:**

The years 2021-2022 operation and maintenance program will be a continuation of the 2019-2020 program and will include the operation, maintenance, and repair of existing utility system infrastructure to include wastewater collection system, pump stations and conveyance facilities.

Capital Improvements:

The capital improvement program for 2021-2022 includes the following projects and capital purchase:

2021

Kitsap Co Campus Building	142,200
Kitsap Co Nutrient Process Upgrades	15,800
2021 Total:	\$ 158,000

2022

Kitsap Co Lemolo Siphon Phase 2	102,000
Kitsap Co Lemolo Shore Pipeline	408,000
2022 Total:	\$ 510,000

Debt Service:

2021 Debt Service expenses for Sewer are estimated to be approximately \$510,950

2022 Debt Service expenses for Sewer are estimated to be approximately \$508,700

DEBT SERVICE - SEWER			
2021			
description			
Principal	Interest	Ending Balance	Payoff Year
\$ 245,000	\$ 265,650	\$ 6,165,000	2038
2022			
description			
Principal	Interest	Ending Balance	Payoff Year
\$ 255,000	\$ 253,400	\$ 5,910,000	2038

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
SEWER FUND																
<u>SEWER UTILITY RESOURCES</u>																
403	403-300-000-393-99	30810000	BEG BAL RESERVED - CAPITAL	6,411,777	6,545,352	6,275,613	6,863,277	8,199,505	8,199,505	8,805,528	606,023	7.4%	10,349,517	1,543,989	17.5%	10,104,209
	403-300-000-393-99	30830000	BEG BAL RESTRICTED - DEBT	950,490	1,010,758	801,624	801,624	801,624	801,624	510,950	(290,674)	-36.3%	508,700	(2,250)	-0.4%	510,950
	403-300-000-393-99	30880000	BEG BAL UNRESERVED - OPER	400,000	440,000	460,000	520,000	590,000	590,000	590,000	-	0.0%	590,000	-	0.0%	590,000
	403-300-000-393-20	34350000	SEWER SERVICES	3,417,103	3,587,901	3,892,668	4,195,811	4,124,711	3,269,729	4,344,000	219,289	5.3%	4,387,440	43,440	1.0%	8,731,440
	403-300-000-393-20	34583000	PLAN CHECKING	5,940	7,200	3,420	2,232	3,452	612	3,450	(2)	0.0%	3,450	-	0.0%	6,900
	403-300-000-393-16	36110000	INVESTMENT INTEREST	37,650	67,468	87,107	119,960	69,864	109,832	70,000	136	0.2%	70,000	-	0.0%	140,000
	403-300-000-393-16	36130000	GAIN (LOSSES) ON INVESTMNT	(375)	(38,886)	17,254	68,275	-	(33,560)	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-06	37300000	OTHER GAINS (LOSSES)	-	(18,442)	(7,643)	-	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-16	36140000	INTEREST ON RECEIVABLES	-	-	-	31	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-20	36200000	RENTS LEASES & CONCESSION	3,082	3,082	3,082	3,066	3,150	2,282	3,300	150	4.8%	3,300	-	0.0%	6,600
	403-300-000-393-20	35900000	NON-COURT FINES FORF PEN	36,088	39,966	45,356	44,672	42,000	3,957	10,000	(32,000)	-76.2%	10,000	-	0.0%	20,000
	403-300-000-393-20	36910000	SALES OF SUPRLUS	-	-	-	5	1,405	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-20	36992000	OTHER MISC REV-PROP	-	1,650	3,358	(3,358)	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-20	37200000	INSURANCE RECOVERIES	9,347	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-20	39510000	PROC SALE OF CAPITAL ASSET	922	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-40	37900000	CAPITAL CONTRIBUTIONS	652,546	518,477	4,099,307	225,145	400,000	271,063	400,000	-	0.0%	400,000	-	0.0%	800,000
	403-300-000-393-06	39120000	SWR RECON REVENUE BOND P	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-06	39120000	SWR RECON REV BOND PREM	-	-	6,970,000	-	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-06	39200000	PRIOR PERIOD ADJUSTMENT	-	(13,162)	618,239	-	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-06	38810000	PROC SALES OF CAPITAL ASS	-	-	954	-	-	-	-	-	0.0%	-	-	0.0%	-
	403-300-000-393-20	39510000	PROC SALES OF CAPITAL ASS	-	-	954	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL SEWER RESOURCES				11,924,570	12,151,365	23,270,339	12,840,740	14,234,306	13,216,449	14,737,228	502,922	3.5%	16,322,407	1,585,179	10.8%	20,910,099
<u>SEWER UTILITY USES</u>																
403	403-300-000-501-35	50000010	DEPRECIATION	686,076	795,659	881,777	1,209,657	1,298,681	836,285	1,298,681	-	0.0%	1,298,681	-	0.0%	2,597,362
	403-300-000-535-00	50000020	BAD DEBT EXPENSE	143	587	-	487	-	-	-	-	0.0%	-	-	0.0%	-
		50000110	SALARIES	219,629	204,952	241,056	264,664	284,033	186,777	262,846	(21,187)	-7.5%	270,338	7,492	2.9%	533,184
		50000117	INDIRECT SALARIES	150,762	192,286	206,068	181,904	209,511	134,755	209,511	-	0.0%	209,511	-	0.0%	419,022
		50000119	COMPENSATED ABSENCES	3,947	3,412	64,592	6,919	-	-	-	-	0.0%	-	-	0.0%	-
		50000120	OVERTIME	15,339	13,551	26,302	10,163	20,000	9,271	20,000	-	0.0%	20,000	-	0.0%	40,000
		50000130	CASUAL LABOR	4,157	1,934	4,456	3,555	6,000	6,553	6,000	-	0.0%	6,000	-	0.0%	12,000
		50000210	BENEFITS	111,734	104,748	125,949	131,981	139,076	96,924	137,974	(1,102)	-0.8%	148,055	10,081	7.3%	286,029
		50000215	BENEFITS/CAS LAB & OT	-	-	-	-	4,420	-	4,420	-	0.0%	4,420	-	0.0%	8,840
		50000217	INDIRECT BENEFITS	67,300	85,836	90,410	79,541	95,782	61,749	95,782	-	0.0%	95,782	-	0.0%	191,564
		50000290	PENSION & DISABILITY	(7,149)	(16,191)	(31,839)	(26,494)	-	-	-	-	0.0%	-	-	0.0%	-
		50000310	OFFICE & OPERATING SUPP	16,535	6,340	21,137	15,094	5,000	4,152	6,000	1,000	20.0%	6,000	-	0.0%	12,000
		50000311	MAINTENANCE SUPPLIES	-	-	-	-	7,060	-	12,000	12,000	0.0%	12,000	-	0.0%	24,000
		50000320	FUEL FOR VEHICLE	3,225	3,817	6,348	4,861	3,460	3,389	4,500	1,040	30.1%	4,500	-	0.0%	9,000
		50000350	SMALL TOOLS & MINOR EQUIP	7,127	5,516	8,514	1,372	5,500	1,515	2,200	(3,300)	-60.0%	2,200	-	0.0%	4,400
		50000410	PROFESSIONAL SERVICES	42,859	7,832	16,442	73,005	186,886	24,450	12,680	(174,206)	-93.2%	12,680	-	0.0%	25,360
		50000420	COMMUNICATION	968	953	922	1,400	2,000	1,187	1,784	(216)	-10.8%	1,784	-	0.0%	3,568
		50000421	POSTAGE	272	-	-	43	-	322	50	50	0.0%	50	-	0.0%	100
		50000430	TRAVEL	-	-	30	-	500	30	500	-	0.0%	500	-	0.0%	1,000
		50000440	TAXES & OPERATING ASSMNTS	405,429	309,192	336,595	361,194	317,693	276,847	695,908	378,215	119.1%	696,870	962	0.1%	1,392,778
		50000450	OPERATING RENTAL & LEASES	-	-	-	-	4,520	-	-	-	0.0%	-	-	0.0%	-
		50000460	INSURANCE	18,265	30,953	33,778	38,584	70,425	42,917	63,142	(7,283)	-10.3%	69,456	6,314	10.0%	132,598
		50000470	UTILITY SRVS - CITY	1,616	2,586	3,001	2,038	2,800	1,545	2,000	(800)	-28.6%	2,000	-	0.0%	4,000
		50000471	UTILITY SERVICES	33,343	36,274	36,533	36,186	43,000	25,596	43,000	-	0.0%	43,000	-	0.0%	86,000
		50000480	REPAIRS & MAINTENANCE	12,770	16,368	31,985	14,316	24,050	14,750	20,000	(4,050)	-16.8%	20,000	-	0.0%	40,000
		50000490	MISCELLANEOUS	9,721	9,810	16,598	13,873	13,500	9,799	14,506	1,006	7.5%	14,506	-	0.0%	29,012
		50000491	DUES & SUBSCRIPTIONS	-	-	-	-	-	5,296	5,350	5,350	0.0%	5,350	-	0.0%	10,700
		50000492	TRAINING	-	584	-	-	1,500	-	1,500	-	0.0%	1,500	-	0.0%	3,000
		50000495	INTRGOV PROF SVCS	654,704	651,461	648,157	688,573	721,000	469,615	707,440	(13,560)	-1.9%	707,440	-	0.0%	1,414,880
		50000497	INDIRECT MISCELLANEOUS	46,898	59,815	49,377	47,992	60,968	71,123	60,968	-	0.0%	60,968	-	0.0%	121,936
	403-300-301-535-00	50000110	SALARIES -I&I	33,446	366	68	117	-	-	-	-	0.0%	-	-	0.0%	-
		50000130	CASUAL LABOR - I&I	-	2,520	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000210	BENEFITS - I&I	15,903	433	31	70	-	-	-	-	0.0%	-	-	0.0%	-
		50000310	OFFICE & OPERATING SUPP - I&I	-	-	-	245	-	492	-	-	0.0%	-	-	0.0%	-
		50000350	SMALL TOOLS & MINOR EQUIP - I&I	6,519	10,138	9,142	1,530	-	17,331	-	-	0.0%	-	-	0.0%	-
		50000410	PROFESSIONAL SERVICES - I&I	42,533	32,973	3,422	5,649	180,000	23,107	180,000	-	0.0%	180,000	-	0.0%	360,000
		50000420	COMMUNICATION	-	-	-	-	-	(35)	-	-	0.0%	-	-	0.0%	-
		50000480	REPAIRS & MAINTENANCE - I&I	-	-	3,770	2,741	-	-	-	-	0.0%	-	-	0.0%	-
		50000490	MISCELLANEOUS - I&I	409	-	-	377	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL OPERATIONS				2,604,479	2,574,702	2,834,620	3,171,638	3,695,785	2,337,325	3,868,742	172,957	4.7%	3,893,591	24,849	0.6%	7,762,333

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
403-300-000-581-10	50000080		SWR INTERFUND LOAN	-	-	-		-			-	0.0%		-	0.0%	-
403-300-000-591-35	50000720		PRINCIPAL REVENUE BONDS	356,460	370,500	100,000	225,000	235,000		245,000	10,000	4.3%	255,000	10,000	4.1%	500,000
	50000760		ANTICIPATION NOTES/WARRANT	237,651	-	-		-			-	0.0%		-	0.0%	-
	50000780		INTERGOVERNMENTAL LOANS	-	-	-		-			-	0.0%		-	0.0%	-
403-300-000-591-48	50000710		PRINCIPAL GO BONDS-PW FAC	-	-	-		-			-	0.0%		-	0.0%	-
403-300-000-592-35	50000830		INTEREST L TERM DEBT	18,931	6,391	148,469	285,650	277,400	208,050	265,650	(11,750)	-4.2%	253,400	(12,250)	-4.6%	519,050
	50000890		DEBT SERVICE COSTS	13,208	13,208	84,253	300	13,208		300	(12,908)	-97.7%	300	-	0.0%	600
403-300-000-592-48	50000830		INTEREST L TERM DEBT-PW FAC	-	-	-		-			-	0.0%		-	0.0%	-
	50000890		DEBT SERVICE COSTS-PW FAC	-	-	(14,389)	(28,778)	-			-	0.0%		-	0.0%	-
			TOTAL DEBT	626,250	390,099	318,334	482,172	525,608	208,050	510,950	(14,658)	-2.8%	508,700	(2,250)	-0.4%	1,019,650
403-300-000-594-35	50000110		SALARIES						1,381		-	0.0%		-	0.0%	-
	50000120		OVERTIME						684		-	0.0%		-	0.0%	-
	50000210		BENEFITS						974		-	0.0%		-	0.0%	-
	50000610		LAND & LAND IMPROVEMENTS	-	-	-		-			-	0.0%		-	0.0%	-
	50000630		OTHER IMPROVEMENTS	133,190	-	-		-			-	0.0%		-	0.0%	-
	50000640		MACHINERY & EQUIPMENT	367,427	59,707	13,201	20,389	22,330	11,535	50,000	27,670	123.9%	50,000	-	0.0%	100,000
	50000650		CONSTRUCTION CAPITAL ASST	892,947	2,432,038	12,763,944	796,528	1,382,786	40,037	158,000	(1,224,786)	-88.6%	510,000	352,000	222.8%	668,000
			TOTAL CAPITAL	1,393,563	2,491,744	12,777,146	816,917	1,405,116	54,611	208,000	(1,197,116)	-85.2%	560,000	352,000	169.2%	768,000
403-300-000-588-10	50000088		PRIOR PERIOD ADJUSTMENT	-	122,654	-	(54,556)									
403-300-000-597-00	50000090		TRANSFER OUT	-	-	-					-	0.0%		-	0.0%	-
			TOTAL SEWER UTILITY USES	4,624,292	5,579,199	15,930,099	4,416,173	5,626,509	2,599,986	4,587,692	(1,038,817)	-18.5%	4,962,291	374,599	8.2%	9,549,983
			FUND BALANCE - OPERATIONS	1,304,356	1,515,237	1,669,983	1,833,612	1,137,392	1,606,932	1,152,008	14,616	1.3%	1,170,599	18,591	1.6%	1,732,607
			FUND BALANCE - DEBT	324,240	620,659	484,244	319,452	276,016	593,574	-	(276,016)	-100.0%	-	-	0.0%	(508,700)
			FUND BALANCE - CAPITAL RESRV	5,671,682	4,572,085	(2,402,226)	6,271,504	7,194,389	8,415,957	8,997,528	1,803,139	25.1%	10,189,517	1,191,989	13.2%	10,136,209
403			TOTAL FUND BALANCE	7,300,278	6,707,982	(247,999)	8,424,568	8,607,797	10,616,463	10,149,536	1,541,739	17.9%	11,360,116	1,210,580	11.9%	11,360,116

SOLID WASTE FUND 404

Mission Statement: *The Mission of the Solid Waste Department is to provide the citizens of Poulsbo and the surrounding community refuse and recycling services in concert with federal, state and local regulatory requirements.*

Solid Waste Fund Uses

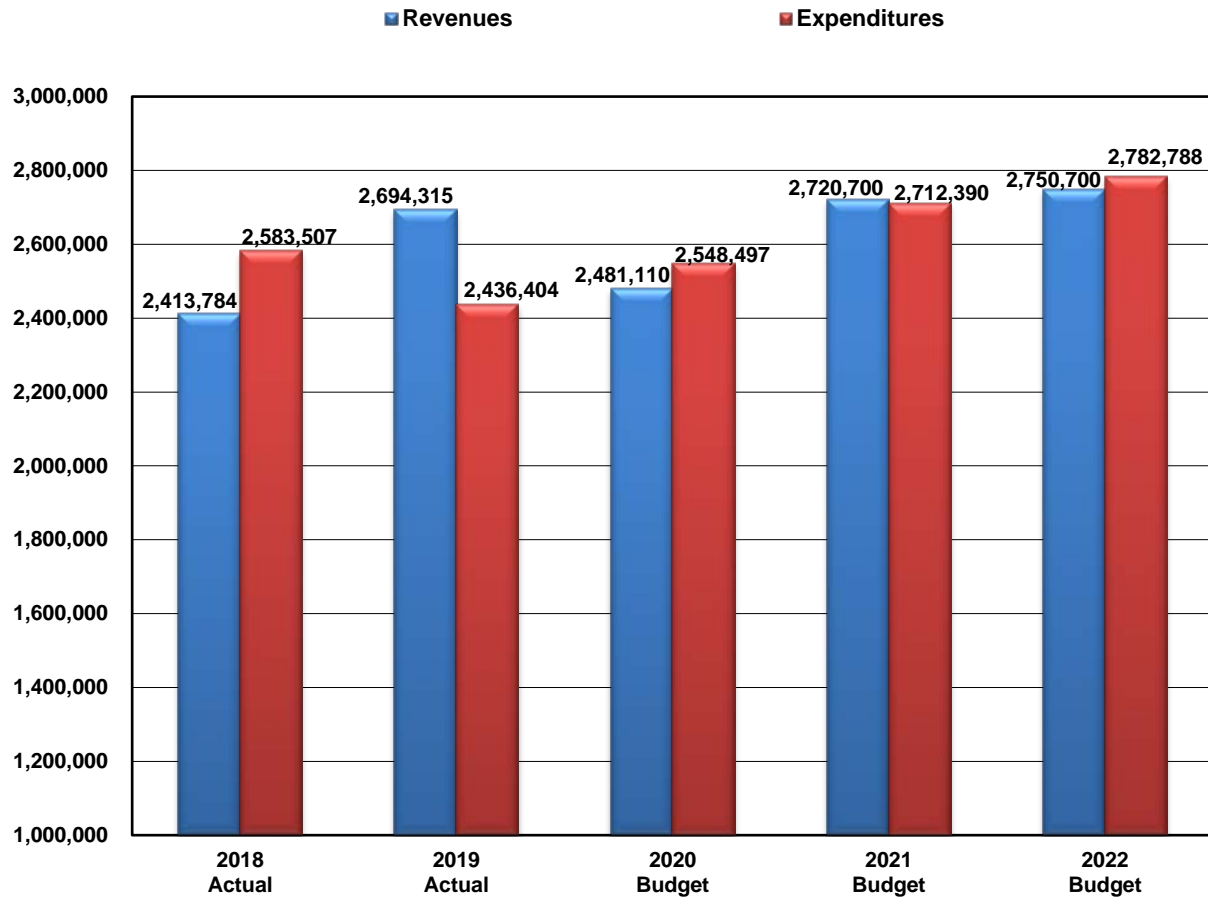


- Services 32%
- Interfund Pymt for Srvc 3%
- Capital Outlays 0%
- Salaries & Wages 25%
- Benefits 12%
- Depreciation 5%
- Supplies 2%
- Debt 0%
- Intergovernmental 20%

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 404						
SOLID WASTE UTILITY						
RESOURCES						
BEGINNING BALANCE	1,512,505	1,408,744	1,755,600	1,814,983	1,950,063	1,941,753
CHARGES FOR SERVICES	2,362,830	2,634,808	2,450,406	2,690,000	2,720,000	5,410,000
MISCELLANEOUS	22,893	32,552	10,704	10,700	10,700	21,400
OTHER FINANCING SOURCES	28,062	26,956	20,000	20,000	20,000	40,000
TOTAL RESOURCES	3,926,289	4,103,059	4,236,710	4,535,683	4,700,763	7,413,153
FUND 404						
SOLID WASTE UTILITY						
USES						
BAD DEBT EXPENSE	45	1,249	-	-	-	-
SALARIES	695,181	563,753	649,612	677,744	690,072	1,367,816
BENEFITS	241,938	233,526	311,432	331,670	345,990	677,660
SUPPLIES	60,434	74,000	43,600	63,000	63,000	126,000
OTHER SERVICES & CHARGES	1,127,622	1,346,359	1,413,253	1,513,206	1,556,956	3,070,162
CAPITAL OUTLAY	252,193	173,583	3,830	-	-	-
DEPRECIATION EXPENSE	113,351	123,941	126,770	126,770	126,770	253,540
PRIOR PERIOD ADJUSTMENT	-	(80,005)	-	-	-	-
OTHER FINANCING USES	92,743	-	-	-	-	-
FUND BALANCE	1,342,782	1,666,655	1,688,213	1,823,293	1,917,975	1,917,975
TOTAL USES	3,926,289	4,103,059	4,236,710	4,535,683	4,700,763	7,413,153

*Beginning Balance adjusted for non-cash capital depreciation expense

Solid Waste Fund



SOLID WASTE DEPARTMENT WORKLOAD MEASURES					
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
# of Residential Accounts	3490	3590	3672	3685	3695
# of Multi-Family Garbage Units	1060	1080	1181	1181	1181
# of Commercial Dumpster Accounts	345	350	337	340	340
Tons of Waste to Landfill	6256	6396	6340	6350	6360
# of Clean-up Dumpsters Provided	280	290	300	300	300

*Includes Poulsbo Mobile Home Park, it is listed as one (1) account and has 76 units

SOLID WASTE FUND (404)

PROGRAM DESCRIPTION:

The Solid Waste program is an enterprise fund providing for the collection and disposal of solid waste for the citizens and business of the City of Poulsbo and the surrounding community.

The City of Poulsbo provides both residential and commercial solid waste collection and disposal services to approximately 3,672 residential, 380 commercial utility customers located within the City limits of Poulsbo. The solid waste program also includes a curbside recycling program.

Residential Service: Residential services include the weekly pickup of containers ranging in size from 10 gallons to 64 gallons. Although the 10 gallon option is being phased out.

Commercial Service: Services include all sizes of containers together with dumpsters ranging in size from two yards to eight yards. For units greater than eight yards in volume, customers are referred to Bainbridge Disposal for disposal services.

Solid waste is collected on a weekly basis in the residential areas of the community and on a more frequent basis in the commercial areas of the City subject to the property owner's disposal requirements.

Solid Waste Disposal: Solid waste is transported and disposed of at the Olympic View Transfer Station located in South Kitsap adjacent to the Port of Bremerton Industrial Park off State Highway 3. A long haul truck and containers were purchased in order to keep from driving collection trucks to OVITS, as well as removing the necessity of contracting for long haul services.

Recycling Program: The City has an established recycling program in accordance with the Solid Waste Act of 1989. The fee for recycling is included in the customer's monthly service charge rate.

In 2018, the City renewed a contract with Bainbridge Disposal to provide curbside recycling services as well as collection of cardboard, yard waste, and refuse from oversized dumpsters.

Bainbridge Disposal has a single stream curb side recycling program. 64-gallon containers are delivered to City residents. All recyclable items can be co-mingled into the containers, including milk cartons and cardboard. Recycling is picked up every other week on the same scheduled day as the customers' garbage.

STAFFING LEVEL:

The Solid Waste program is staffed with 4.87 fulltime equivalents (FTE's) providing for the collection and disposal of refuse and solid waste. Staffing is under the supervision of the Public Works Superintendent.

2019-2020 PROGRAM ACCOMPLISHMENTS:

- Continued the City of Poulsbo's "Keep the City Clean Program", a program which offers residents of the City to annually obtain a one-yard dumpster to encourage residents to keep the city clean and dispose of unneeded and unwanted trash
- Continued cleanup and mowing of old landfill
- Uninterrupted weekly service to customers
- Utilizing the transfer station for transfer of refuse into long haul containers
- Captured commercial extra garbage charges
- Continued the repair and refurbishment of dumpsters

2021-2022 REVENUE SOURCES:

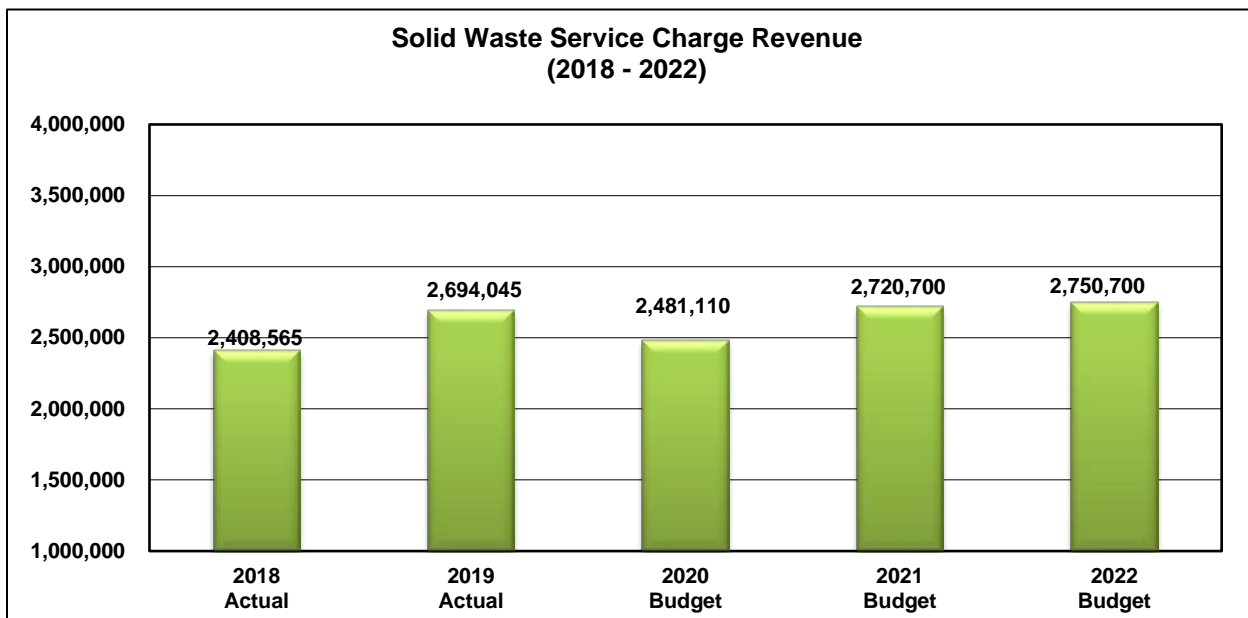
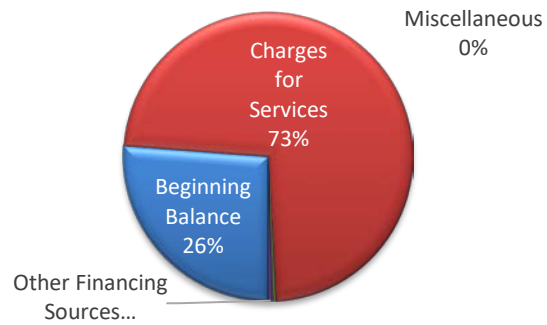
The solid waste utility is supported by its users and revenue is generally derived from service charges which include: 1) service charges for scheduled residential and regular dumpster garbage collection, and 2) service charges for recycling. The majority of revenues comes from monthly service charges.

2021 Monthly Residential Garbage Rates (includes \$3 Recycling Charge)		
Can Size		
64 Gal	32 Gal	20 Gal
\$ 45.24	\$ 26.58	\$ 23.13

*2021 rates will not be available until June 2020

2021 Residential Customer Can Count				
Can Size	# of Cans			
	1	2	3	4
64 Gallon	906	30	1	0
32 Gallon	2148	40	1	1
20 Gallon	378	4	1	0
10 Gallon	95	0	0	0

**2021-2022
Resources
Solid Waste (404)
\$7,413,153**



2021-2022 EXPENDITURES:**Operation and Maintenance:**

The year 2021-2022 operation and maintenance program will be a continuation of the 2019-2020 program and will include the collection and disposal of refuse and solid waste for the citizens of Poulsbo.

Capital Replacement:

A replacement front load garbage truck is being requested in 2021.

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
SOLID WASTE FUND																
<u>SOLID WASTE UTILITY RESOURCES</u>																
404	404-300-000-394-99	30810000	BEG BAL RESERVED - CAPITAL	1,572,907	1,535,599	1,162,505	998,744	1,325,600	1,325,600	1,384,983	59,383	4.5%	1,520,063	135,080	9.8%	1,511,753
	404-300-000-394-99	30880000	BEG BAL UNRESERVED - OPER	250,000	350,000	350,000	410,000	430,000	430,000	430,000	-	0.0%	430,000	-	0.0%	430,000
	404-300-000-394-20	34370000	SOLID WASTE SERVICES	1,772,076	1,898,736	2,362,830	2,634,808	2,450,406	2,023,058	2,690,000	239,594	9.8%	2,720,000	30,000	1.1%	5,410,000
	404-300-000-394-16	36110000	INVESTMENT INTEREST	6,823	10,030	13,079	19,801	7,000	14,328	7,000	-	0.0%	7,000	-	0.0%	14,000
	404-300-000-394-16	36130000	GAIN (LOSSES) ON INVTMNT	(3,586)	(2,630)	5,000	8,656	-	(6,735)	-	-	0.0%	-	-	0.0%	-
	404-300-000-394-20	36140000	INTEREST ON RECEIVABLES	78	51	67	112	-	15	-	-	0.0%	-	-	0.0%	-
	404-300-000-394-20	36200000	RENTS LEASES & CONCESSION	3,704	3,704	3,677	3,712	3,704	2,743	3,700	(4)	-0.1%	3,700	-	0.0%	7,400
	404-300-000-394-20	36992000	OTHER MISC REV	-	-	1,070	272	-	-	-	-	0.0%	-	-	0.0%	-
	404-300-000-394-20	35900000	NON-COURT FINES FORF PEN	17,863	19,677	23,912	26,956	20,000	3,985	20,000	-	0.0%	20,000	-	0.0%	40,000
	404-300-000-394-20	39510000	PROC SALES OF CAP EQUIP	-	-	4,150	-	-	-	-	-	0.0%	-	-	0.0%	-
	404-300-000-394-06	38810000	PRIOR PERIOD ADJUSTMENT	-	(93)	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL SOLID WASTE RESOURCES				3,619,866	3,815,075	3,926,289	4,103,059	4,236,710	3,792,992	4,535,683	298,973	7.1%	4,700,763	165,080	3.6%	7,413,153
<u>SOLID WASTE UTILITY USES</u>																
404	404-300-000-501-37	50000010	DEPRECIATION	61,274	78,941	113,351	123,941	126,770	80,728	126,770	-	0.0%	126,770	-	0.0%	253,540
	404-300-000-537-00	50000020	BAD DEBT EXPENSE	23	145	45	1,249	-	-	-	-	0.0%	-	-	0.0%	-
		50000110	SALARIES	222,989	268,394	300,645	280,142	318,770	222,426	343,490	24,720	7.8%	355,818	12,328	3.6%	699,308
		50000117	INDIRECT SALARIES	215,075	280,616	300,729	265,464	305,754	196,657	305,754	-	0.0%	305,754	-	0.0%	611,508
		50000119	COMPENSATED ABSENCES	3,649	10,541	74,571	(9,138)	-	-	-	-	0.0%	-	-	0.0%	-
		50000120	OVERTIME	10,339	11,258	16,093	16,111	13,088	10,461	16,500	3,412	26.1%	16,500	-	0.0%	33,000
		50000130	CASUAL LABOR	18,888	9,064	3,144	11,173	12,000	8,713	12,000	-	0.0%	12,000	-	0.0%	24,000
		50000210	BENEFITS	114,161	136,505	157,364	152,442	167,386	130,087	186,594	19,208	11.5%	200,914	14,320	7.7%	387,508
		50000215	BENEFITS/CAS LAB & OT	-	-	-	-	4,265	-	4,845	580	13.6%	4,845	-	0.0%	9,690
		50000217	INDIRECT BENEFITS	96,009	125,266	131,941	116,080	139,781	90,115	139,781	-	0.0%	139,781	-	0.0%	279,562
		50000220	UNIFORMS	-	-	-	-	451	-	450	450	0.0%	450	-	0.0%	900
		50000229	UNIFORMS TAXABLE	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000290	PENSION & DISABILITY	(1,124)	2,266	(47,367)	(34,996)	-	-	-	-	0.0%	-	-	0.0%	-
		50000310	OFFICE & OPERATING SUPPLY	25,083	2,994	3,873	5,793	3,500	7,974	8,000	4,500	128.6%	8,000	-	0.0%	16,000
		50000311	MAINTENANCE SUPPLIES	-	-	-	-	24,654	-	15,000	15,000	0.0%	15,000	-	0.0%	30,000
		50000320	FUEL FOR VEHICLE	28,359	33,645	40,593	45,552	37,100	27,750	37,000	(100)	-0.3%	37,000	-	0.0%	74,000
		50000350	SMALL TOOLS & MINOR EQUIP	20,494	51,871	15,968	22,654	3,000	2,321	3,000	-	0.0%	3,000	-	0.0%	6,000
		50000410	PROFESSIONAL SERVICES	279,538	483,207	442,768	100,951	8,040	6,742	10,400	2,360	29.4%	10,400	-	0.0%	20,800
		50000420	COMMUNICATION	669	375	364	317	400	210	350	(50)	-12.5%	350	-	0.0%	700
		50000421	POSTAGE	-	-	83	94	150	-	100	(50)	-33.3%	100	-	0.0%	200
		50000430	TRAVEL	-	2,098	2,828	385	3,000	75	1,500	(1,500)	-50.0%	1,500	-	0.0%	3,000
		50000440	TAXES & OPERATING ASSMN	185,621	199,119	243,919	265,408	255,000	197,102	369,775	114,775	45.0%	373,375	3,600	1.0%	743,150
		50000460	INSURANCE	24,422	45,181	33,426	40,170	45,796	46,927	53,506	7,710	16.8%	58,856	5,350	10.0%	112,362
		50000470	UTILITY SERVICES	-	526	6,161	5,824	6,500	4,013	6,000	(500)	-7.7%	6,000	-	0.0%	12,000
		50000471	UTILITY CHARGES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000472	RECYCLING CHARGES	147,609	158,315	270,256	390,019	396,672	298,977	400,000	3,328	0.8%	404,800	4,800	1.2%	804,800
		50000480	REPAIRS & MAINTENANCE	31,755	47,977	39,494	44,082	39,050	13,785	15,000	(24,050)	-61.6%	15,000	-	0.0%	30,000
		50000490	MISCELLANEOUS	11,940	13,497	15,167	17,568	18,450	10,135	16,000	(2,450)	-13.3%	16,000	-	0.0%	32,000
		50000491	DUES & SUBSCRIPTIONS	-	212	257	1,053	260	5,564	5,600	5,340	2053.8%	5,600	-	0.0%	11,200
		50000492	TRAINING	-	-	840	-	1,000	-	1,000	-	0.0%	1,000	-	0.0%	2,000
		50000495	INTRGOV PROF SVCS	195,997	61,435	92,743	410,448	549,960	330,452	545,000	(4,960)	-0.9%	575,000	30,000	5.5%	1,120,000
		50000497	INDIRECT MISCELLANEOUS	66,904	87,292	72,059	70,039	88,975	103,795	88,975	-	0.0%	88,975	-	0.0%	177,950
		50000990	INTERFUND SERVICES & PYMTS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL OPERATIONS				1,759,673	2,110,742	2,331,314	2,342,826	2,544,667	1,820,095	2,712,390	167,723	6.6%	2,782,788	70,398	2.6%	5,495,178
404	404-300-000-591-48	50000710	PRINCIPAL GO BONDS-PW FAC	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
404	404-300-000-592-48	50000830	INTEREST L TERM DEBT-PW FAC	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000890	DEBT SERVICE COSTS-PW FAC	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL DEBT				-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
404	404-300-000-594-37	50000610	LAND AND LAND IMPROVEME	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000640	MACHINERY & EQUIPMENT	-	271,217	252,193	173,583	3,830	15,618	-	(3,830)	-100.0%	-	-	0.0%	-
		50000650	CONSTRUCTION CAPITAL ASST	34,639	2,124	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL CAPITAL				34,639	273,341	252,193	173,583	3,830	15,618	-	(3,830)	-100.0%	-	-	0.0%	-
	404-300-000-588-10	50000088	PRIOR PERIOD ADJUSTMENT	-	(14,659)	-	(80,005)	-	-	-	-	0.0%	-	-	0.0%	-
	404-300-000-597-00	50000090	TRANSFER OUT	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL SOLID WASTE USES				1,794,312	2,369,424	2,583,507	2,436,404	2,548,497	1,835,713	2,712,390	163,893	6.4%	2,782,788	70,398	2.6%	5,495,178
FUND BALANCE - OPERATIONS																
			FUND BALANCE - CAPITAL RESRV	287,287	168,827	432,470	841,494	366,443	-	438,310	71,867	19.6%	397,912	(40,398)	-9.2%	406,222
			FUND BALANCE - CAPITAL RESRV	1,538,268	1,262,258	910,312	825,161	1,321,770	-	1,384,983	63,213	4.8%	1,520,063	135,080	9.8%	1,511,753
404			TOTAL FUND BALANCE	1,825,554	1,431,084	1,342,782	1,666,655	1,688,213	-	1,823,293	135,080	8.0%	1,917,975	94,682	5.2%	1,917,975

STORM DRAIN FUND 410

Mission Statement: *Provide for the proper development, management, maintenance, replacement, and improvement of the City's stormwater system in an efficient and cost-effective manner that considers the needs for protection of public health and safety, private property, water quality and the natural environment, and economic development while conforming to Federal, State, and local regulatory requirements and considering the short and long-term goals of the City.*

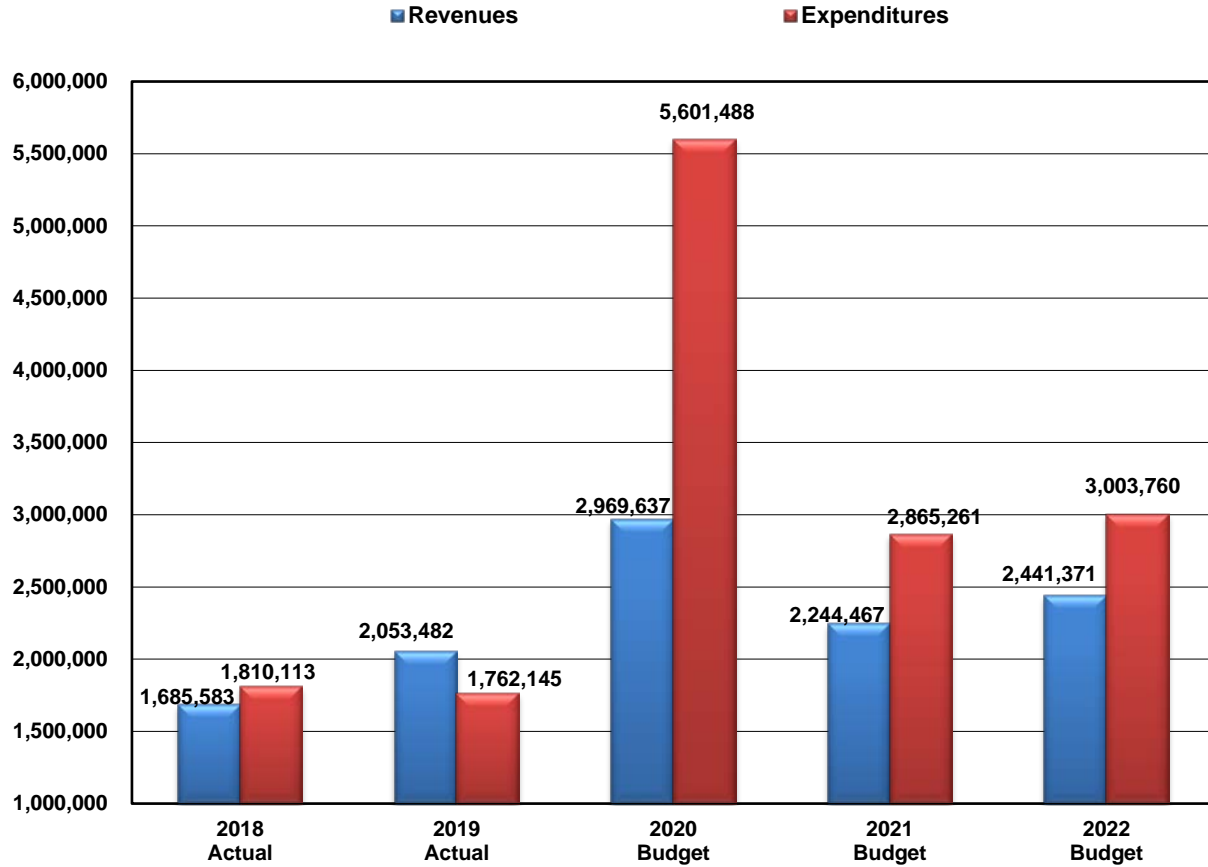
Storm Drain Fund Uses



- Capital Outlay 32%
- Depreciation 18%
- Salaries & Wages 23%
- Interfund Payment for Services 2%
- Benefits 11%
- Other Services & Charges 12%
- Intergovernmental 1%
- Debt 0%
- Supplies 1%

ACCOUNT DESCRIPTION	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022 Budget	2021-2022 Budget
FUND 410						
STORM DRAIN UTILITY						
RESOURCES						
BEGINNING BALANCE	2,010,040	2,060,087	2,798,739	697,808	607,934	1,228,728
INTERGOVERNMENTAL	20,990	114,440	953,637	196,661	375,000	571,661
CHARGE FOR SERVICE	1,729,675	1,794,821	1,841,950	1,856,658	1,875,223	3,731,881
MISCELLANEOUS	24,706	49,233	11,050	11,148	11,148	22,296
PROPRIETARY OTHER INCOME	116,599	82,047	150,000	150,000	150,000	300,000
PRIOR PERIOD ADJUSTMENT	(218,580)	-	-	-	-	-
OTHER FINANCING SOURCES	12,193	12,941	13,000	30,000	30,000	60,000
TOTAL RESOURCES	3,695,623	4,113,569	5,768,376	2,942,275	3,049,305	5,914,566
FUND 410						
STORM DRAIN UTILITY						
USES						
BAD DEBT EXPENSE	-	1,195	-	-	-	-
SALARIES	712,479	587,570	675,946	679,786	691,716	1,371,502
BENEFITS	223,972	226,415	317,698	330,999	347,531	678,530
SUPPLIES	13,155	12,156	13,000	24,449	24,449	48,898
OTHER SERVICES & CHARGES	256,176	292,637	329,231	451,892	459,144	911,036
INTERGOVERNMENTAL	39,427	-	-	-	-	-
CAPITAL OUTLAY	549,771	246,396	3,734,693	847,215	950,000	1,797,215
DEPRECIATION EXPENSE	505,422	518,861	530,920	530,920	530,920	1,061,840
PRIOR PERIOD ADJUSTMENT	(490,290)	(123,085)	-	-	-	-
FUND BALANCE	1,885,510	2,351,424	166,888	77,014	45,545	45,545
TOTAL USES	3,695,623	4,113,569	5,768,376	2,942,275	3,049,305	5,914,566

Storm Drain Fund



STORM DRAIN DEPARTMENT WORKLOAD MEASURES (based on NPDES Permit Requirements)					
Type of Measure	2018 Actual	2019 Actual	2020 Projected	2021 Projected	2022 Projected
Treatment: bioswales, bio-infiltration, concentrators, tree boxes	85	115	120	130	140
Flow Control: ponds, vaults, tanks	55	60	62	65	68
Flow Control: orifice structure (Type 2 catch basin/manhole)	60	64	68	72	76
Conveyance: catch basins, inlets, pipes (quantities are based on a percentage of the total number of catch basins to be visited over the term specified in the permit)	5880		City Owned: 5617 Total: 9670		

STORM DRAIN FUND (410)

PROGRAM DESCRIPTION:

The Storm Drain program is an enterprise fund providing for the management of storm and surface water runoff for the citizens of the City of Poulsbo. The program also reflects the requirements of the NPDES (National Pollutant Discharge Elimination System) permit issued to the City by the Washington State Department of Ecology.

Collection System: The collection system, consisting of approximately 72 miles of collection system mains, 4 miles of open drainage ditches, and over 4,800 catch basins, provides for the collection and conveyance of storm and surface water runoff.

Flow Control and Treatment Systems: Water quantity and quality are managed with the operation and maintenance of more than 50 detention and treatment facilities.

STAFFING LEVEL:

The Storm Drain program is staffed with 5.93 full-time equivalents (FTEs). Operation, maintenance, and repair are provided by 4.93 FTEs, which includes a stormwater quality technician. NPDES (National Pollutant Discharge Elimination System) permit coordination is provided by one 1.0 FTE.

Operations, Maintenance and Repair staff are supervised by the Public Works Superintendent. NPDES and Engineering staff are supervised by the City Engineer.

2019-2020 PROGRAM ACCOMPLISHMENTS:

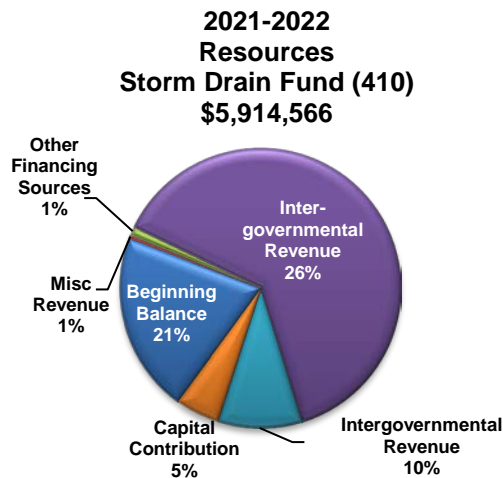
- Inspected storm drainage facilities
- Maintained and cleaned stormwater conveyance, flow control, and treatment facilities such as pipes, detention facilities, catch basins, debris barriers, oil separators, bioswales, bio retention cells, Filterra™ tree boxes, and concentrators
- Vegetation control at retention and detention ponds
- On-going development, expansion, refinement, revision, and implementation of programs and procedures for NPDES Permit requirements for public education and outreach, public involvement, illicit discharges, runoff control, operations and maintenance, and Total Maximum Daily Load (TMDL). Some of the activities include:
 - The Backyard Pet Waste program and Mutt Mitt program
 - Illicit discharge detection and elimination (IDDE) investigations and education
 - The private drainage facility inspection and maintenance program
 - Development and maintenance of stormwater system maps based on a GIS (Geographic Information System) system.
 - Completed study for the Liberty Bay Tributaries Fecal Coliform TMDL Implementation Plan.
 - Low Impact Development code analysis and updates
 - Stormwater Management code update
 - Water quality monitoring in support of IDDE program and TMDL Plan implementation
- Continued implementation of the Storm Water Comprehensive Plan

2021-2022 REVENUE SOURCES:

The storm drain utility is supported by its users and revenue is generally derived from service charges, which include: 1) monthly service charges, and 2) building permit connection charges. The majority of revenue comes from monthly service charges.

The 2021 and 2022 rates for residential and commercial customers are assessed per impervious surface units (ISU). One ISU is equivalent to 3,000 square feet of impervious surface.

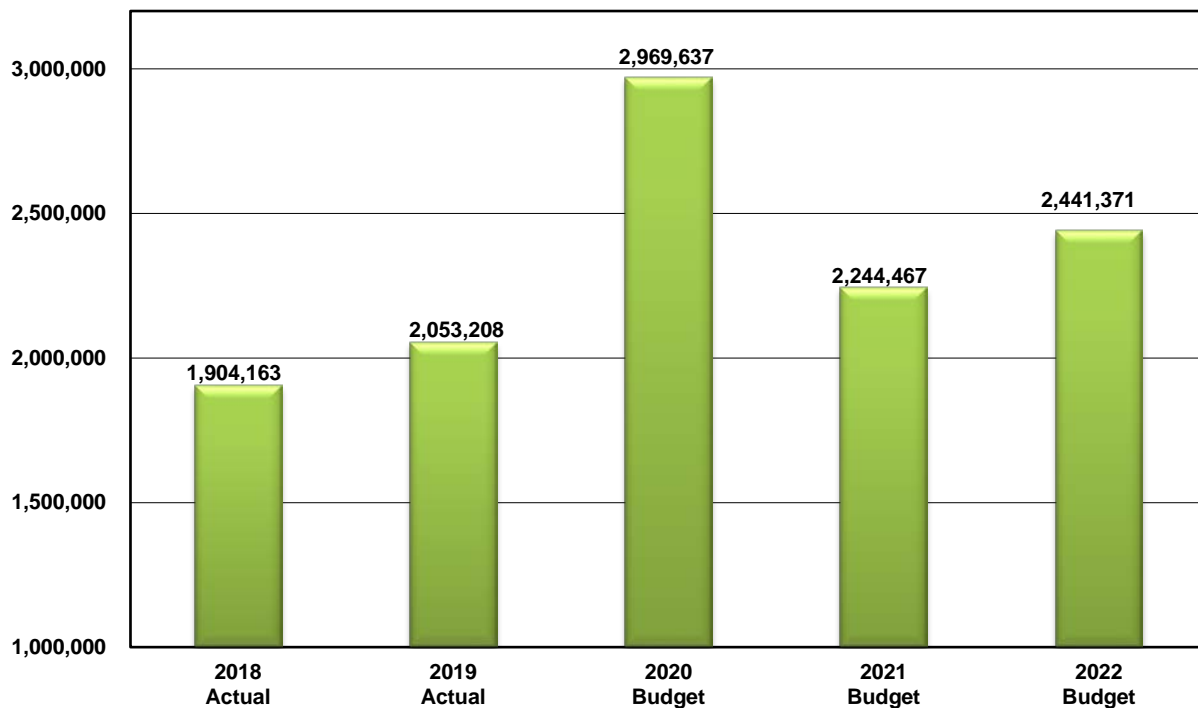
The Comprehensive Plan for stormwater was updated and rates increased to take into account NPDES permit-related requirements. Requirements continue to be monitored and updated to ensure compliance.



2021 Monthly Residential Stormwater Rate Structure	
	Inside City Limits Only
Rate	\$ 18.67

*2022 Rates will not be available until June 2021

Storm Drain Service Charge Revenue (2018 - 2022)



2021-2022 EXPENDITURES:**Operation and Maintenance:**

The year 2021-2022 operation and maintenance program will be a continuation of the 2019-2020 program. The program will include the operation, maintenance and repair of the utilities existing storm water system infrastructure to include storm drain collection systems and conveyance facilities to reduce flooding and protect water quality pursuant to the City of Poulsbo's Stormwater Comprehensive Plan, adopted stormwater management manuals, and NPDES permit.

NPDES Permit Compliance:

Permit compliance includes activities that address the following elements: public education, outreach, and involvement; illicit discharge detection and elimination; construction & post construction runoff control, operations and maintenance and TMDL compliance.

Capital Improvements:

The capital improvement program for year 2021-2022 include the following projects:

2021

Glenn Haven Storm Drain Replacement	10,000
Noll Road Basin Direct Discharge	40,000
Noll Road Storm - South Segment	500,000
Poulsbo Creek Outfall	40,000
West Poulsbo Waterfront Park - Storm Drain	257,215
2021 Total:	\$ 847,215

2022

Glenn Haven Storm Drain Replacement	100,000
Poulsbo Creek Outfall	250,000
8th Ave Culvert Replacement	100,000
Dogfish Creek Restoration	500,000
2022 Total:	\$ 950,000

2021-2022 Total	\$ 1,797,215
------------------------	---------------------

Debt Service:

2021-2022 Debt Service expenses are anticipated to be none.

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
STORM DRAIN FUND																
<u>STORM DRAIN UTILITY RESOURCES</u>																
410	410-300-000-390-99	30810000	BEG BAL - RESERVED - CAPITAL	1,118,898	1,247,518	1,720,040	1,750,087	2,478,739	2,478,739	377,808	(2,100,931)	-84.8%	287,934	(89,874)	-23.8%	908,728
410	410-300-000-390-99	30880000	BEG BAL - UNRESERVED - OPER	260,000	290,000	290,000	310,000	320,000	320,000	320,000	-	0.0%	320,000	-	0.0%	320,000
	410-300-000-390-40	33320205	FED-HWY PLAN & CON	127,142	93,626	-	-	-	-	-	-	0.0%	-	-	0.0%	-
	410-300-000-390-40	33366123	FED-ENVRNMTL PRT PS ACTN	-	-	20,990	56,726	126,851	251,404	-	(126,851)	-100.0%	-	-	0.0%	-
	410-300-000-390-30	33403100	ST-DEPT OF ECOLOGY GRNT	75,601	8,195	-	-	30,000	-	-	(30,000)	-100.0%	-	-	0.0%	-
	410-300-000-390-40	33403100	ST-DEPT OF ECOLOGY GRNT	11,268	191,526	-	57,714	796,786	38,832	196,661	(600,125)	-75.3%	375,000	178,339	90.7%	571,661
	410-300-000-390-20	34310000	STORM DRAINAGE SERVICES	1,606,680	1,690,810	1,729,675	1,794,821	1,841,950	1,390,987	1,856,658	14,708	0.8%	1,875,223	18,565	1.0%	3,731,881
	410-300-000-390-20	35900000	NON-COURT FINES FORF PEN	12,367	12,405	12,193	12,941	13,000	3,908	7,800	(5,200)	-40.0%	7,800	-	0.0%	15,600
	410-300-000-390-16	36110000	INVESTMENT INTEREST	5,248	8,645	20,778	35,045	8,000	27,673	30,000	22,000	275.0%	30,000	-	0.0%	60,000
	410-300-000-390-16	36130000	GAIN (LOSSES) ON INVESTMNT	(3,661)	(1,713)	918	10,920	-	(6,542)	-	-	0.0%	-	-	0.0%	-
	410-300-000-390-20	36200000	RENTS LEASES & CONCESSION	3,010	3,010	3,010	2,994	3,050	2,229	3,348	298	9.8%	3,348	-	0.0%	6,696
	410-300-000-390-20	36992000	OTHER MISC REVENUE	-	-	-	274	-	-	-	-	0.0%	-	-	0.0%	-
	410-300-000-390-20	37200000	INSURANCE RECOVERIES	-	-	-	-	-	33,975	-	-	0.0%	-	-	0.0%	-
	410-300-000-390-40	37900000	CAPITAL CONTRIBUTIONS	39,039	154,149	116,599	82,047	150,000	85,203	150,000	-	0.0%	150,000	-	0.0%	300,000
	410-300-000-390-06	38810000	PRIOR PERIOD ADJUSTMENT	-	(169)	(218,580)	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL STORM DRAIN RESOURCES				3,255,592	3,698,002	3,914,203	4,113,569	5,768,376	4,626,409	2,942,275	(2,826,101)	-49.0%	3,049,305	107,030	3.6%	5,914,566
<u>STORM DRAIN UTILITY USES</u>																
410	410-300-000-501-31	50000010	DEPRECIATION	460,426	507,311	505,422	518,861	530,920	296,158	530,920	-	0.0%	530,920	-	0.0%	1,061,840
	410-300-000-531-00	50000020	BAD DEBT EXPENSE	8	75	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000110	SALARIES	304,354	301,121	348,646	1,195	454,542	249,376	458,382	3,840	0.8%	470,312	11,930	2.6%	928,694
		50000117	INDIRECT SALARIES	149,595	190,535	204,192	356,839	207,604	133,528	207,604	-	0.0%	207,604	-	0.0%	415,208
		50000119	COMPENSATED ABSENCES	7,209	4,459	88,463	180,247	-	-	-	-	0.0%	-	-	0.0%	-
		50000120	OVERTIME	1,622	1,692	3,044	7,077	1,800	(65)	1,800	-	0.0%	1,800	-	0.0%	3,600
		50000130	CASUAL LABOR	16,530	13,431	13,557	1,395	12,000	6,553	12,000	-	0.0%	12,000	-	0.0%	24,000
		50000210	BENEFITS	149,561	148,424	168,466	5,281	220,443	115,878	233,544	13,101	5.9%	250,076	16,532	7.1%	483,620
		50000215	BENEFITS/CAS LAB & OT	-	-	-	172,305	2,346	-	2,346	-	0.0%	2,346	-	0.0%	4,692
		50000217	INDIRECT BENEFITS	66,779	85,054	89,587	78,817	94,909	61,187	94,909	-	0.0%	94,909	-	0.0%	189,818
		50000220	UNIFORMS	-	-	-	-	-	276	200	200	0.0%	200	-	0.0%	400
		50000290	PENSION & DISABILITY	20,797	(35,074)	(59,847)	(41,712)	-	-	-	-	0.0%	-	-	0.0%	-
		50000310	OFFICE & OPERATING SUPPLY	8,480	5,190	3,430	5,050	5,000	3,616	5,000	-	0.0%	5,000	-	0.0%	10,000
		50000311	MAINTENANCE SUPPLIES	-	-	-	-	8,183	11,499	11,499	11,499	0.0%	11,499	-	0.0%	22,998
		50000320	FUEL FOR VEHICLE	7,456	7,298	7,505	6,517	6,000	4,237	6,450	450	7.5%	6,450	-	0.0%	12,900
		50000350	SMALL TOOLS & MINOR EQUIP	8,520	9,255	2,220	588	2,000	-	1,500	(500)	-25.0%	1,500	-	0.0%	3,000
		50000410	PROFESSIONAL SERVICES	129,772	12,350	9,076	9,540	8,000	11,614	10,220	2,220	27.8%	10,220	-	0.0%	20,440
		50000420	COMMUNICATION	480	480	369	920	1,600	859	1,300	(300)	-18.8%	1,300	-	0.0%	2,600
		50000421	POSTAGE	191	327	205	272	350	143	300	(50)	-14.3%	300	-	0.0%	600
		50000430	TRAVEL	20	927	148	-	500	6	100	(400)	-80.0%	100	-	0.0%	200
		50000440	TAXES & OPERATING ASSMN	119,103	126,991	131,004	133,664	129,751	102,190	257,916	128,165	98.8%	260,144	2,228	0.9%	518,060
		50000450	OPERATING RENTAL & LEAS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000460	INSURANCE	29,455	30,675	31,669	38,461	44,098	43,773	50,243	6,145	13.9%	55,267	5,024	10.0%	105,510
		50000470	UTILITY SERVICES-CITY	-	84	1,012	1,075	1,100	817	1,100	-	0.0%	1,100	-	0.0%	2,200
		50000471	UTILITY SERVICES	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000480	REPAIRS & MAINTENANCE	3,982	8,588	14,935	12,125	13,919	6,440	7,500	(6,419)	-46.1%	7,500	-	0.0%	15,000
		50000490	MISCELLANEOUS	28,768	10,786	18,632	14,573	15,000	10,262	16,000	1,000	6.7%	16,000	-	0.0%	32,000
		50000491	DUES & SUBSCRIPTIONS	-	-	-	1,679	-	5,296	5,300	5,300	0.0%	5,300	-	0.0%	10,600
		50000492	TRAINING	65	1,531	199	450	1,500	-	1,500	-	0.0%	1,500	-	0.0%	3,000
		50000495	INTRGOV PROF SVCS	28,288	49,422	39,427	32,323	53,000	22,462	40,000	(13,000)	-24.5%	40,000	-	0.0%	80,000
		50000497	INDIRECT MISCELLANEOUS	46,535	59,270	48,927	47,555	60,413	70,476	60,413	-	0.0%	60,413	-	0.0%	120,826
		50000990	INTERFUND SERVICES & PYMTS	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL OPERATIONS				1,587,995	1,540,204	1,670,288	1,585,098	1,866,795	1,153,266	2,018,046	151,251	8.1%	2,053,760	35,714	1.8%	4,071,806
410	410-300-000-591-48	50000710	PRINCIPAL GO BONDS-PW FAC	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
410	410-300-000-592-48	50000830	INTEREST LONG TERM DEBT-PW F/	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000890	DEBT SERVICE COSTS-PW FAC	-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
TOTAL DEBT				-	-	-	-	-	-	-	-	0.0%	-	-	0.0%	-
410	410-300-000-594-31	50000110	SALARIES	-	-	-	-	40,588	-	-	-	0.0%	-	-	0.0%	-
		50000120	OVERTIME	-	-	-	-	1,088	-	-	-	0.0%	-	-	0.0%	-
		50000210	BENEFITS	-	-	-	-	18,419	-	-	-	0.0%	-	-	0.0%	-
		50000610	LAND & LAND IMPROVEMENTS	-	-	195,907	-	-	-	-	-	0.0%	-	-	0.0%	-
		50000640	MACHINERY & EQUIPMENT	30,100	22,031	7,748	91,490	8,204	31,916	-	(8,204)	-100.0%	-	-	0.0%	-
		50000650	CONSTRUCTION CAPITAL ASST	492,930	467,417	346,117	154,906	3,726,489	411,455	847,215	(2,879,274)	-77.3%	950,000	102,785	12.1%	1,797,215
TOTAL CAPITAL				523,030	489,449	353,865	246,396	3,734,693	503,466	847,215	(2,887,478)	-77.3%	950,000	102,785	12.1%	1,797,215

2021-2022 Preliminary Budget

Fund	Budget Unit	Account	ACCOUNT DESCRIPTION	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget 9/30/2020	2020 Actual YTD 9/30/2020	2021 Budget	Budget 2021 to 2020 Variance	Percent Variance	2022 Budget	Budget 2022 to 2021 Variance	Percent Variance	2021-2022 Budget
410	300-101-531-00	50000110	NPDES-PEO SALARIES	5,291	4,573	5,956	5,716		2,006		-	0.0%		-	0.0%	-
		50000210	NPDES-PEO BENEFITS	2,448	2,088	2,636	2,641		954		-	0.0%		-	0.0%	-
		50000310	NPDES-PEO OFFICE & OPERA	-	-	-	-				-	0.0%		-	0.0%	-
		50000110	NPDES-PIP SALARIES	-	-	-	-				-	0.0%		-	0.0%	-
		50000210	NPDES-PIP BENEFITS	-	-	-	-				-	0.0%		-	0.0%	-
		50000110	NPDES-ID SALARIES	13,789	27,406	11,654	4,663		3,771		-	0.0%		-	0.0%	-
		50000210	NPDES-ID BENEFITS	7,053	14,528	5,912	2,130		1,796		-	0.0%		-	0.0%	-
		50000110	NPDES-RC SALARIES	18,781	15,893	8,287	1,391		980		-	0.0%		-	0.0%	-
		50000210	NPDES-RC BENEFITS	8,658	7,231	4,053	628		462		-	0.0%		-	0.0%	-
		50000110	NPDES-TMDL SALARIES	1,375	476	52	-				-	0.0%		-	0.0%	-
		50000210	NPDES-TMDL BENEFITS	637	213	24	-				-	0.0%		-	0.0%	-
		50000110	NPDES-MG SALARIES	23,206	30,090	28,628	24,962		33,883		-	0.0%		-	0.0%	-
		50000210	NPDES-MG BENEFITS	10,451	13,678	13,142	11,606		15,957		-	0.0%		-	0.0%	-
			TOTAL NPDES PROGRAM USES	91,689	116,176	80,344	53,735	-	59,808	-	-	0.0%	-	-	0.0%	-
		50000088	PRIOR PERIOD ADJUSTMENTS	-	(4,735)	(490,290)	(123,085)									
			TOTAL STORM DRAIN USES	2,202,714	2,141,094	1,810,113	1,762,145	5,601,488	1,716,540	2,865,261	(2,736,227)	-48.8%	3,003,760	138,499	4.8%	5,869,021
			FUND BALANCE - OPERATIONS	203,960	354,972	386,286	708,960	349,205	584,990	396,421	-	13.5%	557,611	161,190	40.7%	634,032
			FUND BALANCE - CAPITAL RESRV	848,918	1,197,370	1,482,775	1,642,464	(182,317)	2,099,309	(319,407)	-	75.2%	(512,066)	(192,659)	60.3%	(588,487)
			TOTAL FUND BALANCE	1,052,878	1,552,342	1,869,060	2,351,424	166,888	2,684,299	77,014	-	-53.9%	45,545	(31,469)	-40.9%	45,545



2021 - 2022 BASELINE ADJUSTMENT REQUESTS SUMMARY

Department / Description	2021 COST			2022 COST			Priority Rank by Dept	PG#	On-Going	Funding Source
	REGULATORY	NON-DISCRETIONARY	OTHER	REGULATORY	NON-DISCRETIONARY	OTHER				
BEHAVIORAL HEALTH										
Part-Time Navigator			60,000				1	BAR-2	Yes	General Fund - 001
TOTAL BEHAVIORAL HEALTH	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -				
POLICE										
Reclassification of Police Clerk to Police Admin Specialist			7,442				1	BAR-3	Yes	General Fund - 001
Jail Costs		28,000					2	BAR-4	Yes	General Fund - 001
Rifles (18)			18,000				1	BAR-5	No	Drug Enforcement Fund - 171
TOTAL POLICE	\$ -	\$ 28,000	\$ 25,442	\$ -	\$ -	\$ -				
PARKS AND RECREATION										
Full Time Recreation Supervisor 1 FTE		64,081					1	BAR-6	Yes	General Fund - 001
TOTAL PARKS AND RECREATION	\$ -	\$ 64,081	\$ -	\$ -	\$ -	\$ -				

Summary Totals	Requested Total					
	2021			2022		
	REGULATORY	NON-DISCRETIONARY	OTHER	REGULATORY	NON-DISCRETIONARY	OTHER
Grand Total General Fund (001)	-	92,081	67,442	-	-	-
Grand Total Drug Enforcement Fund (171)	-	-	18,000	-	-	-
Total All Funds	\$ -	\$ 92,081	\$ 85,442	\$ -	\$ -	\$ -

CITY OF POULSBO BASELINE ADJUSTMENT REQUEST

Submit this completed request for Baseline Adjustments *(those increases needed to maintain current level of service - excluding wages, benefits and contractual costs)*

Requests must be prioritized by department and/or fund

Department: Behavioral Health

Request Title: Part-Time Navigator

Responds to Council Goal: 8 Public Safety **Department Priority:** 1

Description of Request:

Funding for a part time (.5) Behavioral Health Navigator is requested to continue the operation of the Poulsbo Police Navigator program. The Poulsbo Navigator works with Poulsbo Police to follow up to calls involving behavioral health issues (primarily mental health and substance use disorders) and provides navigation and education services. We anticipate working with a behavioral health agency, in 2021, to provide staffing and supervision of this position.

Cost associated with this request is: ☐ Regulatory ☐ Non-Discretionary ☒ Other

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input type="checkbox"/>	Wages	\$ 41,500	Wages	
	Benefits	\$ 8,500	Benefits	
	Supplies		Supplies	
Continuous <input checked="" type="checkbox"/>	Other	\$ 10,000	Other	
	Capital		Capital	
	Total	\$ 60,000	Total	\$ -

Opportunities:

Alternatives:

Funding:

With Council's approval, \$60,000 of funding from the 2020 Behavioral Health budget will be carried over to fund a 2021 Navigator.

Organization/Account: 001-185-000-564-00

CITY OF POULSBO BASELINE ADJUSTMENT REQUEST

Submit this completed request for Baseline Adjustments *(those increases needed to maintain current level of service - excluding wages, benefits and contractual costs)*

Requests must be prioritized by department and/or fund

Department: Police

Request Title: Reclassification of Police Clerk to Police Administrative Specialist - (2 FTEs)

Responds to Council Goal:

8 Public Safety

Department Priority:

1

Description of Request:

The Police Clerk regularly performs specialized work based on technical knowledge, advanced research and independent judgement while maintaining strict adherence to local, state, and federal laws to support the activities of the police department and the services provided therein. The Police Clerk Position is presently on Range 23 yet this position regularly performs work of a higher level; comparable to other positions in the city of which are on Range 27. This reclassification would establish a competitive and equitable administrative position in the department and comparable to the departments they partner alongside with.

Cost associated with this request is:

☐ Regulatory

☐ Non-Discretionary

☒ Other

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input type="checkbox"/>	Wages	\$ 6,158	Wages	
	Benefits	\$ 1,284	Benefits	
	Supplies	\$ -	Supplies	
	Other	\$ -	Other	
Continuous <input checked="" type="checkbox"/>	Capital	\$ -	Capital	
	Total	\$ 7,442	Total	\$ -

Opportunities:

To reclassify the Police Clerk position would be to adequately reflect the job position, technical skill and required knowledge of local, state and federal laws required. This would establish this administrative position as comparable and equitable within similar administrative positions in other departments the Police Clerks partner alongside with.

Alternatives:

Funding:

General Fund

Organization/Account: 00120000052110 / 50000110 and 50000210

CITY OF POULSBO BASELINE ADJUSTMENT REQUEST

Submit this completed request for Baseline Adjustments *(those increases needed to maintain current level of service - excluding wages, benefits and contractual costs)*

Requests must be prioritized by department and/or fund

Department: Police

Request Title: Care and Custody of Prisoners - Jail Costs

Responds to Council Goal:

8 Public Safety

Department Priority:

2

Description of Request:

This budget line covers the cost in incarceration, plus incurred medical costs, for prisoners at the Kitsap County and City of Forks Jails. This baseline adjustment rate is necessary to cover the increase in the 2021 daily bed rate at the Kitsap County Jail. This rate will be increasing to \$157.05, approximately a 35% increase over the 2020 rate. With an approval of this increase, it would provide a new ongoing baseline budget of \$423,000 for 2021 and 2022.

Cost associated with this request is:

☐ Regulatory

☒ Non-Discretionary

☐ Other

Frequency:
One-Time <input type="checkbox"/>
Continuous <input checked="" type="checkbox"/>

2021 Cost:	
Wages	
Benefits	
Supplies	
Other	\$ 28,000
Capital	
Total	\$ 28,000

2022 Cost:	
Wages	
Benefits	
Supplies	
Other	
Capital	
Total	\$ -

Opportunities:

A baseline adjustment increase to this expenditure line item is a non-discretionary cost, the City does not have authority over sentencing and jail incarceration. Increase of this expenditure baseline will reduce an eventual budget amendment process to correct the budget at mid to end of 2021.

Alternatives:

Jail alternatives are more limited in availability with current staffing. Utilization of Forks Jail requires a longer transport time; therefore, primarily used for longer jail sentences and upon availability. If a baseline adjustment increase is not approved, a budget amendment would likely be required mid to end of 2021 to correct the budget or there would need to be a significant reduction of service and related expenditures to fund the additional costs.

Funding:

There is no revenue stream to support this General Fund expenditure.

Organization/Account: General Fund

CITY OF POULSBO BASELINE ADJUSTMENT REQUEST

Submit this completed request for Baseline Adjustments *(those increases needed to maintain current level of service - excluding wages, benefits and contractual costs)*

Requests must be prioritized by department and/or fund

Department: Police

Request Title: Rifles

Responds to Council Goal:

8 Public Safety

Department Priority:

1

Description of Request:

Current patrol rifles have been in use for approximately 24 years, purchased in 1996. While a recommended life of a service rifle is rather undefined, industry trade suggest a standard of replacement of aging weapons before worn out to the point of unreliability or they become a safety hazard. In 2020, we have had to put several rifles out of service due to disrepair, they have fallen apart and have become inoperable. Having integrated increased firearms training along with higher training standards, the current rifles are not keeping up with the demands. This unreliability seems to be occurring at a steadily increasing rate. Request is to purchase 18 new rifles in replacement.

Cost associated with this request is:

☐ Regulatory

☐ Non-Discretionary

☒ Other

Frequency:
One-Time <input checked="" type="checkbox"/>
Continuous <input type="checkbox"/>

2021 Cost:	
Wages	
Benefits	
Supplies	
Other	
Capital	\$ 18,000
Total	\$ 18,000

2022 Cost:	
Wages	
Benefits	
Supplies	
Other	
Capital	
Total	\$ -

Opportunities:

The purchase of 18 new rifles to replace the current 24-year old inventory would greatly increase equipment reliability and officer safety. The new rifles would provide reliability with enhanced flexibility, fit and optics.

Alternatives:

Funding:

Organization/Account: Fund 171

CITY OF POULSBO BASELINE ADJUSTMENT REQUEST

Submit this completed request for Baseline Adjustments *(those increases needed to maintain current level of service - excluding wages, benefits and contractual costs)*
Requests must be prioritized by department and/or fund

Department: Parks and Recreation

Request Title: Full Time Recreation Supervisor

Responds to Council Goal: 6 Parks & Recreation and Open Space

Department Priority: 1

Description of Request:

Many changes occurred in the Parks and Recreation Dept in 2020 due to the pandemic. The Recreation Center closed to the public, 4 of 8 employees were laid off and one employee retired. This left one director, one admin assistant and a .5 FTE (half time) Recreation Programmer (note new title). If the Parks and Recreation Dept is to come out of the pandemic quickly and efficiently, it will be up to the small staff to put their efforts behind new recreation programs, partnerships, securing facilities and communications. The Recreation Supervisor (new name) position needs to be full time as it is key to creating new programs, researching sponsorships, and bringing in revenues.

Cost associated with this request is: ☐ Regulatory ☒ Non-Discretionary ☐ Other

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input type="checkbox"/>	Wages	\$ 35,311	Wages	
	Benefits	\$ 28,770	Benefits	
	Supplies		Supplies	
	Other		Other	
Continuous <input checked="" type="checkbox"/>	Capital		Capital	
	Total	\$ 64,081	Total	\$ -

Opportunities:

Because the department will have a new director in 2021, now is the time to create a department that will work in the "new normal". The small staff will need to create a strategic plan to bring the dept out of the pandemic. This is a great opportunity to try new things, work with new partners, and create new opportunities. It will take time to come out of the pandemic, and the Recreation Supervisor is the person who will be creating new programs and will be the closest to the action in the community.

Alternatives:

A person working half time just can't do what a person working full time can get done. Fewer programs mean fewer revenues post pandemic. This position will be coordinating instructors, business, and organizations to bring in new and exciting programs for city residents.

Funding:

General Fund

Organization/Account: 001-740-000-571-20|50000110 & 50000210

2021 - 2022 NEW PROGRAM REQUESTS SUMMARY

Department / Description	2021 COST	2022 COST	Priority Rank by Dept	PG#	On-Going	Funding Source
FINANCE						
Accounting Technician		97,050	1	NPR-2	Yes	General Fund - 001
TOTAL FINANCE	\$ -	\$ 97,050				
POLICE						
Police Evidence Tech (.40 FTE/Part Time)	31,768		1	NPR-3	Yes	General Fund - 001
TOTAL POLICE	\$ 31,768	\$ -				
ENGINEERING / BUILDING						
MBR Feasibility Study	125,000		2	NPR-4	No	Sewer Fund - 403
Office Space Buildout	7,500		4	NPR-5	No	General Fund - 001
Sewer Comprehensive Plan Funding	125,000	50,000	1	NPR-6	No	Sewer Fund - 403
Casual Labor - Engineering	28,080	5,850	3	NPR-7	No	General Fund - 001
Casual Labor - Building	5,850		1	NPR-8	No	General Fund - 001
TOTAL ENGINEERING / BUILDING	\$ 291,430	\$ 55,850				
PLANNING						
Comprehensive Plan Update Support	15,000	35,000	1	NPR-9	No	General Fund - 001
TOTAL PLANNING	\$ 15,000	\$ 35,000				
PROSECUTOR						
Assistant City Prosecutor	-	118,162	1	NPR-10	Yes	General Fund - 001
TOTAL PROSECUTOR	\$ -	\$ 118,162				
HOUSING, HEALTH, HUMAN SERVICES						
Housing, Health, Human Services - New Department	124,575	-	1	NPR-11	Yes	General Fund - 001
HB1406	30,000	-	2	NPR-12	Yes	Affordable Housing Fund - 125
TOTAL HOUSING, HEALTH, HUMAN SERVICES	\$ 154,575	\$ -				

Summary Totals	Requested Total	
	2021	2022
Grand Total General Fund (001)	212,773	256,062
Grand Total Affordable Housing Fund (125)	30,000	-
Grand Total Sewer Fund (403)	250,000	50,000
Total All Funds	\$ 492,773	\$ 306,062

*** Actual cost will vary by plan choice and plan availability.

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: Finance

Request Title: Accounting Technician

Responds to Council Goal:

9 Revenues & Financial
Stability

Department Priority:

1

Description of Request:

Number of utility accounts continue to increase with new developments occurring in the City of Poulsbo. For the past 2 years the number of accounts have grown more than 4% and average growth over 5 years is more than 3%. More developments and multi family housing development are in progress and planned within the next several years. The growing number of customers creates many more phone calls, billing, billing adjustment and customer service requirements.

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input type="checkbox"/>	Wages		Wages	\$ 60,000
	Benefits		Benefits	\$ 34,500
	Supplies		Supplies	
Continuous <input checked="" type="checkbox"/>	Other		Other	\$ 750
	Capital		Capital	\$ 1,800
	Total	\$ -	Total	\$ 97,050

Opportunities:

To provide exceptional customer service to our customers and continue to promptly answer and address customer's questions and or concerns. The position will also provide the ability to be cross trained and support other Finance Department functions due to absences or heavy workloads.

Alternatives:

See reduced customer service levels in requiring more time to answer and return phone calls or implement account changes.

Funding:

This will be a General Fund position, however it will increase the amount of Indirect Costs charged to the utility funds as this will be primarily providing service for the utility customers. Department will be able to absorb most other costs but a new desktop and additional training and related costs.

Organization/Account: 001-142-000-514-20|50000110 & 50000210

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department:

Police

Request Title:

Police Evidence Tech (.40 FTE / Part-Time)

Responds to Council Goal:

8 Public Safety

Department Priority:

1

Description of Request:

The Police Department is currently operating and managing the Property and Evidence Room by utilizing the existing Police Clerk positions. This is not the ideal circumstance due to an inability to clearly segregate duties between Property Room and Records nor allow for adequate time to efficiently maintain. We are requesting a part-time position (approximately 16/hrs per week) that would be solely dedicated to the operation and management of the Property and Evidence Room to include intake, package control, facilitate lab processing, returns, dispositions and destruction. Filling this position would then alleviate some of the Police Clerks time to allow the clerks to assist our detectives who continually have a large caseload and have a great need for administrative support.

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input type="checkbox"/>	Wages	\$ 25,585	Wages	
	Benefits	\$ 6,183	Benefits	
	Supplies		Supplies	
	Other		Other	
Continuous <input checked="" type="checkbox"/>	Capital		Capital	
	Total	\$ 31,768	Total	\$ -

Opportunities:

Clearly segregate duties between Property Room and Records and provide a dedicated individual the time to efficiently maintain all operations of the Property and Evidence Room. This would also provide the opportunity to alleviate some of the Police Clerks time to allow the clerks to assist our detectives who continually carry a large caseload and have a great need for administrative support.

Alternatives:

Funding:

Organization/Account: 00120000052180 / 50000110 and 50000210

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: Engineering

Request Title: MBR Feasibility Study

Responds to Council Goal:

4 Capital Facilities

Department Priority:

2

Description of Request:

A feasibility study to assess if MBR's (Membrane Bioreactor) are a viable option/solution to meet the City's future sewer needs.

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input checked="" type="checkbox"/>	Wages		Wages	
	Benefits		Benefits	
	Supplies		Supplies	
Continuous <input type="checkbox"/>	Other	\$ 125,000	Other	
	Capital		Capital	
	Total	\$ 125,000	Total	\$ -

Opportunities:

As part of future sewer planning, the Engineering Department is looking at multiple options and solutions to meet the City's future sewer needs. MBR's (Membrane Bioreactor) are one option Council members have requested our Department study.

Alternatives:

Funding:

Sewer Reserves

Organization/Account: 403-000-000-535-00|50000410

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: Engineering

Request Title: Office Space Buildout

Responds to Council Goal:

10 Customer Service

Department Priority:

4

Description of Request:

Build out of office space next to Engineering Director space to accommodate Engineer position and to promote team collaboration and provide proper COVID-19 distancing.

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input checked="" type="checkbox"/>	Wages		Wages	
	Benefits		Benefits	
	Supplies		Supplies	
Continuous <input type="checkbox"/>	Other	\$ 7,500	Other	
	Capital		Capital	
	Total	\$ 7,500	Total	\$ -

Opportunities:

The Engineering Dept. requests funding to build this space out to accommodate Engineering staff that will be moving out of existing office. This new space will be a COVID friendly office space.

Alternatives:

Office space sharing or alternating in office schedules to accommodate the need for more space. This is not ideal due to the current COVID-19 concerns about work space cleanliness

Funding:

General Fund

Organization/Account: 001-540-000-543-10|50000310

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: Engineering

Request Title: Sewer Comprehensive Plan Funding

Responds to Council Goal:

4 Capital Facilities

Department Priority:

1

Description of Request:

The City needs to collect data and make an analysis of the data to prepare the necessary studies, reports and recommendations for the future sewer needs of the City. The draft Comprehensive Plan is scheduled for adoption in June 2024 and the consultant work needs to continue in order to meet this deadline.

Frequency:

One-Time



Continuous



2021 Cost:

Wages	
Benefits	
Supplies	
Other	\$ 125,000
Capital	
Total	\$ 125,000

2022 Cost:

Wages	
Benefits	
Supplies	
Other	\$ 50,000
Capital	
Total	\$ 50,000

Opportunities:

The Comprehensive Plan is a required document that is to be updated every 6 years. The upcoming update of the Comprehensive Plan is more complex due to the expanded UGA and a new population allocation that requires new analysis and cannot rely on past assumptions. The City needs to plan for the future needs the population increase will bring. Development of the Sewer Comprehensive Plan also requires coordination with Kitsap County. As Kitsap County is currently assembling its own Comprehensive Plan, the City needs to start collecting data now in order to effectively coordinate these efforts.

Alternatives:

This is a legally mandated update that the City must complete

Funding:

Sewer Reserves

Organization/Account: 403-000-000-535-00|50000410

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: Engineering

Request Title: Casual Labor

Responds to Council Goal:

10 Customer Service

Department Priority:

3

Description of Request:

The Engineering Dept. has delayed filling 3 vacant engineering positions Civil Engineer I – Special Projects, City Engineer, Contract Administrator. In the interim the Engineering Dept. is utilizing casual labor to support high priority needs. This new program request is to fund increased casual labor during the interim employee gap for 2021 and 2022 for contract administration and project management/technical expertise.

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input checked="" type="checkbox"/>	Wages	\$ 24,000	Wages	\$ 5,000
	Benefits	\$ 4,080	Benefits	\$ 850
	Supplies		Supplies	
	Other		Other	
Continuous <input type="checkbox"/>	Capital		Capital	
	Total	\$ 28,080	Total	\$ 5,850

Opportunities:

The Engineering Dept. has critical work activities that require additional Casual Labor support in order to complete projects and meet deadlines. The lack of fulltime staff due to cost reduction measures and staff allocated to the Johnson Parkway project results in a need to utilize casual labor to meet daily needs. and technical, and project management provide expertise.

Alternatives:

The alternative would be to fill the vacant positions with two benefited FTEs at a cost of \$85,000/year (\$60,000 to General Fund) for a Contract Administrator and \$117,000/year (\$58,000 to General Fund) for a Transportation/Special Projects Engineer.

Funding:

General Fund

Organization/Account: 00154000054310/50000130

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: Building

Request Title: Casual Labor

Responds to Council Goal:

10 Customer Service

Department Priority:

1

Description of Request:

The Building Dept. has delayed filling a vacant Senior Building Inspector position. The building department currently has one building inspector and one permit technician. In order to maintain service during peak construction workload, staff vacations, or staff sick leave, the building official has identified on call resources to provide occasional back up plan review, QA/QC, permit tech or field inspection on an occasional basis.

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input checked="" type="checkbox"/>	Wages	\$ 5,000	Wages	
	Benefits	\$ 850	Benefits	
	Supplies		Supplies	
	Other		Other	
Continuous <input type="checkbox"/>	Capital		Capital	
	Total	\$ 5,850	Total	\$ -

Opportunities:

The Building Dept. has identified critical work activities that require additional Casual Labor support in order to provide acceptable levels of service.

Alternatives:

The alternatives would be: 1) Fill the full time vacant staff position at a cost of \$80,000 to \$112,500 2.) Hire a consultant for \$150 per hour 3.) Lower our level of service and increase wait time for customers.

Funding:

General Fund

Organization/Account: 00154000055850/50000130

CITY OF POULSBO NEW PROGRAM REQUEST																														
Submit this completed request for New Programs <i>(those items not provided by current level of service)</i> All associated capital request costs must be accounted for on this same request Requests must be prioritized by department and/or fund																														
Department:	Planning and Economic Development																													
Request Title:	Comprehensive Plan Update Support																													
Responds to Council Goal:	1 Land Use	Department Priority:	1																											
Description of Request: GMA requires the City's comprehensive plan be holistically reviewed and updated every eight years. The next update is due 6/2024. This periodic update will be significant for Poulsbo, as it will receive a new population and employment allocation from PSRC and KRCC since 1998. The City must demonstrate there is adequate land capacity for the population and employment forecasts, and equally important, must ensure there is adequate infrastructure capacity (i.e. sewer, water, transportation, stormwater, parks). The GMA landscape is very different since our original population allocation and UGA designation in 1998, as PSRC has a larger oversight role in local comprehensive planning. The City has experienced a 2.6% annual growth rate between 1980-2020. In 2020, the City is reaching its land use and infrastructure capacity for new growth within the few years. This periodic update will be focused on the land use and capital facilities necessary to accommodate our 2024-2044 allocated growth. The update effort cannot be accomplished by in-house planning staff and needs consultant support. The budget request for 2022 is to provide for the technical analysis City Council approved for 2020, but was frozen. Additional funds will be required during the 2023-2024 budget cycle, primarily to support public participation requirements, land capacity analysis, subarea plan drafting, and EIS development. NOTE: At 8/24/20 EDC Committee meeting, the EDC Committee recommended \$15,000 be allocated in <u>2021</u> to fund the Geotechnical/Land Suitability Study. This is due to the freezing of the funds in 2020 and the need to keep working on the technical/foundational data to support the comprehensive plan update. The EDC Committee unanimously voted that to delay all the work until 2022 would not be in the City's best interest, would not allow enough time before the 2024 due date, and therefore it merited consideration of funds in 2021.																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; vertical-align: top; padding: 5px;"> Frequency: <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">One-Time <input checked="" type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px;">Continuous <input type="checkbox"/></div> </td> <td style="width: 40%; text-align: center; padding: 5px;">2021 Cost:</td> <td style="width: 40%; text-align: center; padding: 5px;">2022 Cost:</td> </tr> <tr> <td style="padding: 5px;">Wages</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">Wages</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Benefits</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">Benefits</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Supplies</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">Supplies</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Other</td> <td style="padding: 5px; text-align: right;">\$ 15,000</td> <td style="padding: 5px;">Other</td> <td style="padding: 5px; text-align: right;">\$ 35,000</td> </tr> <tr> <td style="padding: 5px;">Capital</td> <td style="padding: 5px;"></td> <td style="padding: 5px;">Capital</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">Total</td> <td style="padding: 5px; text-align: right;">\$ 15,000</td> <td style="padding: 5px;">Total</td> <td style="padding: 5px; text-align: right;">\$ 35,000</td> </tr> </table>				Frequency: <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">One-Time <input checked="" type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px;">Continuous <input type="checkbox"/></div>	2021 Cost:	2022 Cost:	Wages		Wages		Benefits		Benefits		Supplies		Supplies		Other	\$ 15,000	Other	\$ 35,000	Capital		Capital		Total	\$ 15,000	Total	\$ 35,000
Frequency: <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">One-Time <input checked="" type="checkbox"/></div> <div style="border: 1px solid black; padding: 2px;">Continuous <input type="checkbox"/></div>	2021 Cost:	2022 Cost:																												
Wages		Wages																												
Benefits		Benefits																												
Supplies		Supplies																												
Other	\$ 15,000	Other	\$ 35,000																											
Capital		Capital																												
Total	\$ 15,000	Total	\$ 35,000																											
Opportunities: City staff will focus in 2021 on updates to the comprehensive plan chapters that are not related to population and employment allocations. Additionally, with the conclusion of the Housing Action Plan in early 2021, staff will be able to begin updating the Housing Assessment and Housing Chapter of the Comprehensive Plan.																														
Alternatives: The GMA periodic update is required by RCW 36.70A. PSRC has already provided growth targets for Kitsap County that Poulsbo is required to address in its 2024 Comprehensive Plan. If the City chooses not to update its comprehensive plan, the City will be tagged out of compliance by Washington State Department of Commerce, (which impacts the City's grant funding status). *If the \$15,000 in 2021 is unfunded, a total of \$50,000 is requested for 2022*																														
Funding: Expected needs: Commercial Land Market Study and Employment Analysis: \$25,000; Geotechnical/Land Suitability Study: \$15,000; Buildable Lands/Land Capacity Methodology support: \$10,000 Department requests flexibility to reassess during mid-biennium budget to adjust individual allocations and total amount.																														
Organization/Account: 001-580-000-558-60 50000410																														

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: City Prosecutor/Risk Management

Request Title: Assistant City Prosecutor

Responds to Council Goal:

8 Public Safety

Department Priority:

1

Description of Request:

This is a request for a full time Assistant City Prosecutor in the City Prosecutor/Risk Management Departments, including wages, benefits, supplies, training, bar dues, research and database access and a one time capital cost for computer equipment. Given the current financial outlook for the City and its budget constraints,, I am seeking the NPR to be filled in 2022, unless there is a change to the City's 2021 financial outlook that would allow the new position to be approved and created in the 2021 year.

Frequency:	2021 Cost:		2022 Cost:	
One-Time <input type="checkbox"/>	Wages		Wages	\$ 72,318
	Benefits		Benefits	\$ 36,844
	Supplies		Supplies	\$ 2,500
Continuous <input checked="" type="checkbox"/>	Other		Other	\$ 3,000
	Capital		Capital	\$ 3,500
	Total	\$ -	Total	\$ 118,162

Opportunities:

In addition to the growth being experienced by the City, which naturally increases the service level needs of the Risk Management/Prosecutor Departments, there are a number of critical issues also being faced by both departments that require another attorney to meet the service level, risk mitigation, legal and professional requirements. These issues include: 1) Increasing number of case referrals for criminal charging review; 2) enlarged need for victim services and family support; 3) the ongoing impacts on the criminal justice system as a result of the opioid epidemic, drug usage, and mental illness; 4) increased need and demands from the community for outreach and new and innovative approaches to best effect justice; 5) new and evolving risks to local governments; 6) increasing levels of litigation requiring more involvement by the Risk Department; and 7) changing caselaw, statutes, legislative and professional mandates, and best practices. Additionally, currently there is no redundancy in the departments at the attorney level, creating a significant risk of the City having continuity of the department's operations (particularly the prosecution role), should there be an immediate need. This new program request provides an opportunity to meet those service level requirements, as well increasing the opportunity to develop new programming, and seek new funding sources that would assist in reducing costs to the City.

Alternatives:

Funding:

General Fund

Organization/Account:

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: Housing, Health, Human Services - New Department

Request Title: Housing, Health, Human Services New Program Request

Responds to Council Goal: 5 Housing **Department Priority:** 1

Description of Request:

Funding is requested for the establishment of a Housing, Health and Human Services department and budget in 2021. H3 will be responsible for management of the police navigator program, management of the FIRE CARES program, affordable housing projects funded through state taxes, and other housing, health, and human services partnerships and initiatives.

Frequency:

One-Time

☐

Continuous

☒

2021 Cost:

Wages	\$ 81,787
Benefits	\$ 38,288
Supplies	\$ 500
Other	\$ 4,000
Capital	
Total	\$ 124,575

2022 Cost:

Wages	
Benefits	
Supplies	
Other	
Capital	
Total	\$ -

Opportunities:

The Housing, Health, and Human Services Director will seek out grant opportunities relating to the health and well being of Poulsbo residents, with an emphasis on affordable housing, public health, and behavioral health care issues (mental health, substance use disorders).

Alternatives:

Funding:

\$30,000 LEAD program (consulting fees), \$20,000 from Behavioral Health anticipated Carryover Budget, possible County grant in the amount of \$50,000.

Organization/Account: 001-185-000-565-10 (new organization)

CITY OF POULSBO NEW PROGRAM REQUEST

Submit this completed request for New Programs *(those items not provided by current level of service)*

All associated capital request costs must be accounted for on this same request

Requests must be prioritized by department and/or fund

Department: Housing, Health and Human Services

Request Title: HB1406

Responds to Council Goal:	5 Housing	Department Priority:	2
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Description of Request:

Affordable housing funds allocated to the City under HB 1406 will be used for puposes specified by the City's Affordable Housing Task Force and accepted by City Council in Resolution 2020-03.

<div>Frequency:</div> <div><div>One-Time</div><div><input type="checkbox"/></div></div> <div><div>Continuous</div><div><input checked="" type="checkbox"/></div></div>	2021 Cost:	
	Wages	
	Benefits	
	Supplies	
	Other	\$ 30,000
	Capital	
	Total	\$ 30,000
	2022 Cost:	
Wages		
Benefits		
Supplies		
Other		
Capital		
Total	\$ -	

Opportunities:

Alternatives:

Funding:

Approximately 30,000 in state tax dollars will be sent to the City of Poulsbo, in 2021, for affordable housing purposes.

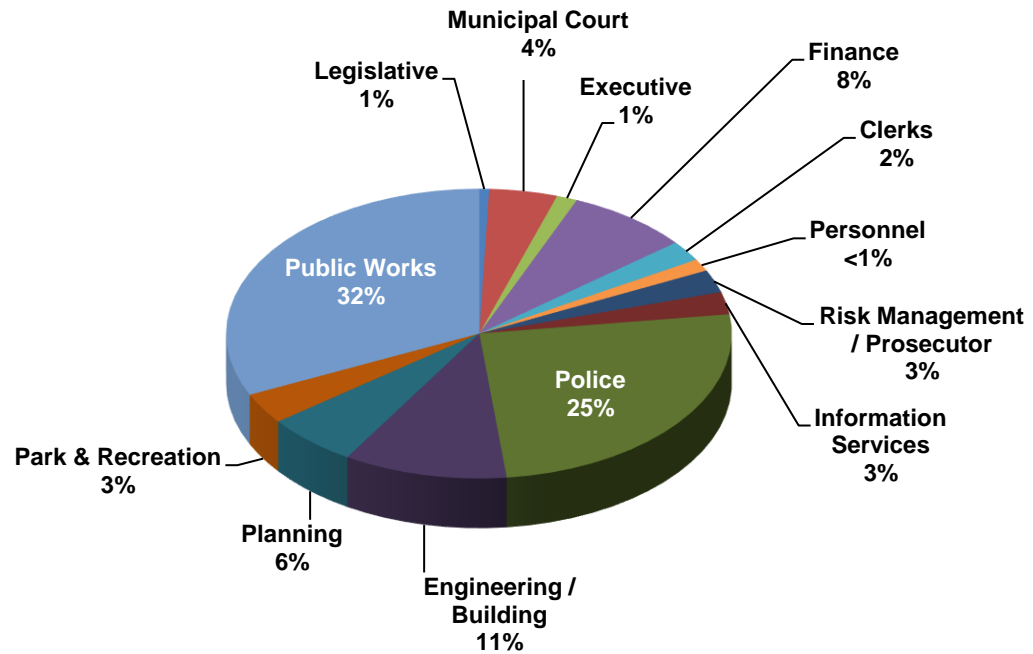
Organization/Account: Fund 125

Salaries & Wages as Projected for 2021

<i>Department</i>	<i>FTE</i>	<i>Wages</i>	<i>Benefits</i>	<i>Total Wages with Benefits</i>
Legislative	0.00	63,000	5,025	68,025
Municipal Court	4.02	343,287	129,836	473,123
Executive	1.00	103,857	39,692	143,549
Finance	7.50	595,129	257,950	853,079
Clerks	2.00	173,690	74,121	247,811
Personnel	1.00	105,780	40,449	146,229
Risk Management / Prosecutor	2.00	197,024	78,564	275,588
Information Services	2.00	193,637	77,348	270,985
Police	20.50	1,970,808	781,132	2,751,940
Engineering / Building	8.75	795,245	337,494	1,132,739
Planning	5.00	448,412	188,548	636,960
Park & Recreation	2.58	283,072	90,755	373,827
Public Works	31.25	2,325,572	1,136,372	3,461,944
Total City	87.60	\$ 7,598,513	\$ 3,237,286	\$ 10,835,799

*This chart does not include indirect allocations

Salaries & Wages as Projected for 2021

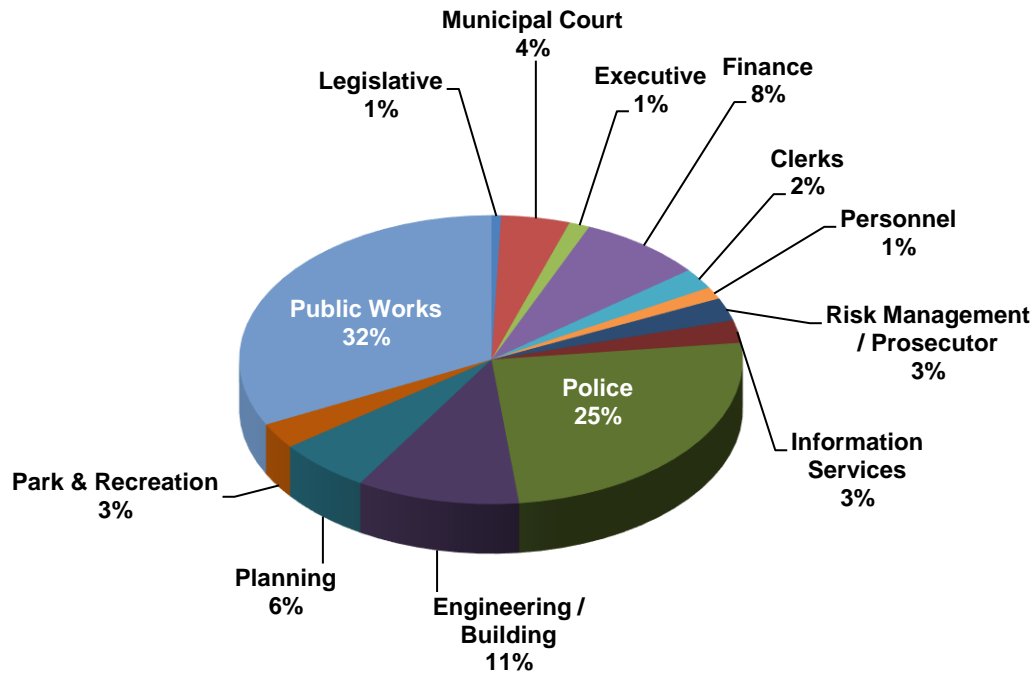


Salaries & Wages as Projected for 2022

<i>Department</i>	<i>FTE</i>	<i>Wages</i>	<i>Benefits</i>	<i>Total Wages with Benefits</i>
Legislative	0.00	63,000	5,056	68,056
Municipal Court	4.02	356,349	134,673	491,022
Executive	1.00	106,453	41,205	147,658
Finance	7.50	616,423	270,459	886,882
Clerks	2.00	177,995	77,301	255,296
Personnel	1.00	109,609	42,159	151,768
Risk Management / Prosecutor	2.00	203,022	81,868	284,890
Information Services	2.00	199,610	80,654	280,264
Police	20.00	1,964,420	821,432	2,785,852
Engineering / Building	9.00	809,270	350,961	1,160,231
Planning	5.00	466,463	197,814	664,277
Park & Recreation	2.50	230,538	88,913	319,451
Public Works	31.00	2,398,987	1,198,264	3,597,251
Total City	87.02	7,702,139	3,390,759	11,092,898

*This chart does not include indirect allocations

Salaries & Wages as Projected for 2022



2020 - 2026 GENERAL PURPOSE CAPITAL IMPROVEMENTS

Page	Project Name	Prior Years Costs	2020 Project Cost	2021 Project Cost	2022 Project Cost	2023 Project Cost	2024 Project Cost	2025 Project Cost	2026 Project Cost	Total Project Cost
GENERAL PROJECTS / MUNICIPAL FACILITIES										
	PW Complex Relocation Phase II	11,829				-	800,000	2,000,000	3,000,000	5,811,829
	6-Non-Voted Bonds						800,000	2,000,000	3,000,000	5,800,000
	7-Fund Reserves	11,829								11,829
	Total Municipal Facility Capital Projects	\$ 11,829	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 2,000,000	\$ 3,000,000	\$ 5,811,829
	Total Municipal Facility Capital Funding Sources	\$ 11,829	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 2,000,000	\$ 3,000,000	\$ 5,811,829
	2-State Grants	-	-	-	-	-	-	-	-	0
	6-Non-Voted Bonds	-	-	-	-	-	800,000	2,000,000	3,000,000	5,800,000
	7-Fund Reserves	11,829	-	-	-	-	-	-	-	11,829

2020 - 2026 GENERAL PURPOSE CAPITAL IMPROVEMENTS (continued)

Page	Project Name	Prior Years Costs	2020 Project Cost	2021 Project Cost	2022 Project Cost	2023 Project Cost	2024 Project Cost	2025 Project Cost	2026 Project Cost	Total Project Cost
PARK PROJECTS										
CIP-8	Lions Park Restroom								300,000	300,000
	7-Park Reserves								300,000	300,000
CIP-9	Muriel Iverson Williams Waterfront Park				25,000					25,000
	7-Park Reserves				25,000					25,000
CIP-10	Play for All at Raab Park				750,000					750,000
	2-State Grants				370,000					370,000
	7-Park Reserves				100,000					100,000
	13-Donation/In-Kind				280,000					280,000
CIP-11	Poulsbo Skate + Park							650,000		650,000
	2-State Grants							500,000		500,000
	7-Park Reserves							100,000		100,000
	13-Donation/In-Kind							50,000		50,000
CIP-12	Poulsbo Fish Park Restoration Phase IV	29,835	1,042,538	35,475	5,000	5,000	5,000	5,000	5,000	1,132,848
	2-State Grants	29,835	723,713	30,475						784,023
	7-Park Reserves		109,825	5,000	5,000	5,000	5,000	5,000	5,000	139,825
	8-City Impact Fees		50,000							50,000
	13-Donation/In-Kind		159,000							159,000
CIP-13	Rotary Morrow Community Park	22,330	218,130							240,460
	7-Park Reserves	12,330	140,930							153,260
	8-City Impact Fees	10,000	77,200							87,200
CIP-14	Urban Paths & Trails		42,500	7,500						50,000
	8-City Impact Fees		42,500	7,500						50,000
CIP-15	Waterfront Boardwalk			50,000						50,000
	7-Park Reserves			50,000						50,000
CIP-16	West Poulsbo Waterfront Park	535,236					50,000	800,000		1,385,236
	2-State Grants	267,618						500,000		767,618
	7-Park Reserves	267,618					50,000	200,000		517,618
	8-City Impact Fees	-						100,000		100,000
	Total Park and Recreation Projects	\$ 587,401	\$ 1,303,168	\$ 92,975	\$ 780,000	\$ 5,000	\$ 55,000	\$ 1,455,000	\$ 305,000	\$ 4,583,544
	Total Park and Recreation Capital Funding Sources	\$ 587,401	\$ 1,303,168	\$ 92,975	\$ 780,000	\$ 5,000	\$ 55,000	\$ 1,455,000	\$ 305,000	\$ 4,583,544
	1-Federal Grants	-	-	-	-	-	-	-	-	-
	2-State Grants	297,453	723,713	30,475	370,000	-	-	1,000,000	-	2,421,641
	7-Park Reserves	279,948	250,755	55,000	130,000	5,000	55,000	305,000	305,000	1,385,703
	8-City Impact Fees	10,000	169,700	7,500	-	-	-	100,000	-	287,200
	9-City Reserves	-	-	-	-	-	-	-	-	-
	13-Donation/In-Kind	-	159,000	-	280,000	-	-	50,000	-	489,000
	Total General Purpose Capital Projects	\$ 599,230	\$ 1,303,168	\$ 92,975	\$ 780,000	\$ 5,000	\$ 855,000	\$ 3,455,000	\$ 3,305,000	\$ 10,395,373
	Total General Purpose Capital Funding Sources	\$ 599,230	\$ 1,303,168	\$ 92,975	\$ 780,000	\$ 5,000	\$ 855,000	\$ 3,455,000	\$ 3,305,000	\$ 10,395,373

2020 - 2026 TRANSPORTATION CAPITAL IMPROVEMENTS

Page	Project Name	Prior Years Costs	2020 Project Cost	2021 Project Cost	2022 Project Cost	2023 Project Cost	2024 Project Cost	2025 Project Cost	2026 Project Cost	Total Project Cost
STREET PROJECTS										
CIP-17	3rd Ave (Moe to Hostmark)					160,000	700,000			860,000
	2-State Grants					120,000	600,000			720,000
	7-Street Reserves					40,000	100,000			140,000
CIP-18	City-wide Safety Improvements		60,000	200,000						260,000
	1-Federal Grants		60,000	195,000						255,000
	7-Street Reserves		-	5,000						5,000
CIP-19	Finn Hill Overlay							50,000	800,000	850,000
	2-State Grants							40,000	650,000	690,000
	7-Street Reserves							10,000	-	10,000
	10-Real Estate Excise Tax							-	150,000	150,000
CIP-20	Front Street Restoration					400,000				400,000
	2-State Grants					350,000				350,000
	7-Street Reserves					50,000				50,000
CIP-21	Liberty Bay Waterfront Trail	228,198	188,389				330,000	100,000	1,100,000	1,946,587
	1-Federal Grants	228,198	21,802				-	-	-	250,000
	2-State Grants	-	-				300,000	100,000	1,100,000	1,500,000
	7-Street Reserves		6,587				30,000	-	-	36,587
	10-Real Estate Excise Tax	-	160,000				-	-	-	160,000
CIP-22	Local Neighborhood Road Maintenance Program	266,046	163,000	125,000	125,000	150,000	150,000	150,000	150,000	1,279,046
	7-Street Reserves	266,046	163,000	125,000	125,000	150,000	150,000	150,000	150,000	1,279,046
CIP-23	Noll Road Improvements - Phase III - Roadway	3,091,004	5,916,831	4,170,000	300,000		3,000,000	2,300,000	3,000,000	21,777,835
	1-Federal Grants	1,546,304	1,545,571	2,420,000			1,070,000	1,000,000	1,000,000	8,581,875
	2-State Grants	15,000	-	1,500,000			1,430,000	750,000	1,500,000	5,195,000
	6-Non-Voted Bonds	-	2,500,000	-			-	-	-	2,500,000
	7-Street Reserves	359,700	40,260	-			-	-	-	399,960
	8-City Impact Fees	1,170,000	931,000	250,000	300,000		500,000	550,000	500,000	4,201,000
	10-Real Estate Excise Tax	-	900,000	-			-	-	-	900,000
CIP-24	Noll Road Improvements - Phase III - Roundabout	510,563	5,398,437							5,909,000
	2-State Grants	510,563	5,359,000							5,869,563
	7-Street Reserves		39,437							39,437
CIP-25	Noll Road Improvements - Phase III - Tunnel	66,726	1,477,274							1,544,000
	1-Federal Grants		1,350,000							1,350,000
	7-Street Reserves	22,726	(22,726)							-
	8-City Impact Fees	44,000								44,000
	10-Real Estate Excise Tax	-	150,000							150,000
Total Transportation Capital Projects		\$ 4,162,537	\$ 13,203,931	\$ 4,495,000	\$ 425,000	\$ 710,000	\$ 4,180,000	\$ 2,600,000	\$ 5,050,000	\$ 34,826,468
Total Transportation Capital Funding Sources		\$ 4,162,537	\$ 13,203,931	\$ 4,495,000	\$ 425,000	\$ 710,000	\$ 4,180,000	\$ 2,600,000	\$ 5,050,000	\$ 34,826,468
	1-Federal Grants	1,774,502	2,977,373	2,615,000	-	-	1,070,000	1,000,000	1,000,000	10,436,875
	2-State Grants	525,563	5,359,000	1,500,000	-	470,000	2,330,000	890,000	3,250,000	14,324,563
	6-Non-Voted Bonds	-	2,500,000	-	-	-	-	-	-	2,500,000
	7-Street Reserves	648,472	226,558	130,000	125,000	240,000	280,000	160,000	150,000	1,960,030
	8-City Impact Fees	1,214,000	931,000	250,000	300,000	-	500,000	550,000	500,000	4,245,000
	10-Real Estate Excise Tax	-	1,210,000	-	-	-	-	-	150,000	1,360,000

2020 - 2026 ENTERPRISE CAPITAL IMPROVEMENTS (Water)

Page	Project Name	Prior Years Costs	2020 Project Cost	2021 Project Cost	2022 Project Cost	2023 Project Cost	2024 Project Cost	2025 Project Cost	2026 Project Cost	Total Project Cost
WATER PROJECTS										
CIP-26	340 Zone Fire Flow - 4th Ave						250,000			250,000
	7-Water Reserves						250,000			250,000
CIP-27	3rd Ave Water					500,000				500,000
	7-Water Reserves					500,000				500,000
CIP-28	Big Valley Well #3								450,000	450,000
	7-Water Reserves								450,000	450,000
CIP-29	Caldart Main				600,000					600,000
	7-Water Reserves				600,000					600,000
CIP-30	Finn Hill Tank Retrofit							80,000	500,000	580,000
	7-Water Reserves							80,000	500,000	580,000
CIP-31	Front Street Water Main Replacement						350,000			350,000
	7-Water Reserves						350,000			350,000
CIP-32	Hostmark Pipe							500,000		500,000
	7-Water Reserves							500,000		500,000
CIP-33	Mesford PRV				175,000					175,000
	7-Water Reserves				175,000					175,000
CIP-34	Noll Road Water Improvements	64,453	705,547							770,000
	7-Water Reserves	64,453	705,547							770,000
CIP-35	Old Town Water Main Replacement						350,000			350,000
	7-Water Reserves						350,000			350,000
CIP-36	Raab Park Tank & Booster Pump	31,307	1,635,595							1,666,902
	7-Water Reserves	31,307	1,635,595							1,666,902
CIP-37	SR305 Crossing							300,000		300,000
	7-Water Reserves							300,000		300,000
CIP-38	Westside Well #2								412,000	412,000
	7-Water Reserves								412,000	412,000
CIP-39	Westside Well - Treatment for Manganese	19,173	1,180,827	850,000						2,050,000
	7-Water Reserves	19,173	1,180,827	850,000						2,050,000
CIP-40	Wilderness Tank Retrofit							80,000	500,000	580,000
	7-Water Reserves							80,000	500,000	580,000
	Total Water Capital Projects	\$ 114,933	\$ 3,521,969	\$ 850,000	\$ 775,000	\$ 500,000	\$ 950,000	\$ 960,000	\$ 1,862,000	\$ 9,533,902
	Total Water Capital Funding Sources	\$ 114,933	\$ 3,521,969	\$ 850,000	\$ 775,000	\$ 500,000	\$ 950,000	\$ 960,000	\$ 1,862,000	\$ 9,533,902
	7-Water Reserves	114,933	3,521,969	850,000	775,000	500,000	950,000	960,000	1,862,000	9,533,902

2020 - 2026 ENTERPRISE CAPITAL IMPROVEMENTS (Sewer)

Page	Project Name	Prior Years Costs	2020 Project Cost	2021 Project Cost	2022 Project Cost	2023 Project Cost	2024 Project Cost	2025 Project Cost	2026 Project Cost	Total Project Cost
SEWER PROJECTS										
CIP-41	3rd Ave Sewer					300,000				300,000
	7-Sewer Reserves					300,000				300,000
CIP-42	Alasund PS Gravity Connection					500,000				500,000
	7-Sewer Reserves					500,000				500,000
CIP-43	Kitsap County - Bangor/Keyport Forcemain Replacement					5,500,000				5,500,000
	7-Sewer Reserves					5,500,000				5,500,000
CIP-44	Kitsap County - Lemolo Shores Pipeline Upgrade				408,000	2,550,000	612,000			3,570,000
	7-Sewer Reserves				408,000	2,550,000	612,000			3,570,000
CIP-45	Kitsap County - Nutrient Process Upgrades			15,800						15,800
	7-Sewer Reserves			15,800						15,800
CIP-46	Kitsap County - Solids Dewatering		273,450							273,450
	7-Sewer Reserves		273,450							273,450
CIP-47	Kitsap County - Staff Trailers Replacement			142,200						142,200
	7-Sewer Reserves			142,200						142,200
CIP-48	Kitsap County - Third Lemolo Siphon	53,127			102,000	408,000	4,080,000	4,080,000		8,723,127
	6-Non-Voted Bonds						4,080,000	4,080,000		8,160,000
	7-Sewer Reserves	53,127			102,000	408,000				563,127
CIP-49	Kitsap County - UV Upgrades		79,150							79,150
	7-Sewer Reserves		79,150							79,150
CIP-50	Lemolo House Purchase						500,000			500,000
	7-Sewer Reserves						500,000			500,000
CIP-51	Noll Road Sewer Improvements	99	299,900							299,999
	7-Sewer Reserves	99	299,900							299,999
CIP-52	Old Town Sewer Upgrades						140,000	100,000		240,000
	7-Sewer Reserves						140,000	100,000		240,000
CIP-53	Pump Station Safety Improvements	18,755	281,245							300,000
	7-Sewer Reserves	18,755	281,245							300,000
CIP-54	SR305 Force Main Extension							200,000	2,610,000	2,810,000
	7-Sewer Reserves							200,000	2,610,000	2,810,000
CIP-55	SR305 Storage Facility						600,000			600,000
	7-Sewer Reserves						600,000			600,000
	Total Sewer Capital Projects	\$ 71,981	\$ 933,745	\$ 158,000	\$ 510,000	\$ 9,258,000	\$ 5,932,000	\$ 4,380,000	\$ 2,610,000	\$ 23,853,726
	Total Sewer Capital Funding Sources	\$ 71,981	\$ 933,745	\$ 158,000	\$ 510,000	\$ 9,258,000	\$ 5,932,000	\$ 4,380,000	\$ 2,610,000	\$ 23,853,726
	6-Non-Voted Bonds	-	-	-	-	-	4,080,000	4,080,000	-	8,160,000
	7-Sewer Reserves	71,981	933,745	158,000	510,000	9,258,000	1,852,000	300,000	2,610,000	15,693,726

2020 - 2026 ENTERPRISE CAPITAL IMPROVEMENTS (Storm)

Page	Project Name	Prior Years Costs	2020 Project Cost	2021 Project Cost	2022 Project Cost	2023 Project Cost	2024 Project Cost	2025 Project Cost	2026 Project Cost	Total Project Cost
STORM DRAIN PROJECTS										
CIP-56	7th Ave Regional Detention/Treatment Facility							600,000	875,000	1,475,000
	2-State Grants							500,000	700,000	1,200,000
	7-Storm Drain Reserves							100,000	175,000	275,000
CIP-57	8th Avenue Culvert Replacement				100,000	525,000				625,000
	2-State Grants				-	400,000				400,000
	7-Storm Drain Reserves				100,000	125,000				225,000
CIP-58	American Legion Park Outfall Repair						10,000	120,000		130,000
	7-Storm Drain Reserves						10,000	120,000		130,000
CIP-59	Bjorgen Creek Culvert Replacement - Deer Run							20,000	280,000	300,000
	7-Storm Drain Reserves							20,000	280,000	300,000
CIP-60	Deer Run Pond Retrofit							20,000	180,000	200,000
	7-Storm Drain Reserves							20,000	180,000	200,000
CIP-61	Dogfish Creek Restoration	4,417	227,900		500,000	500,000				1,232,317
	2-State Grants	4,417	227,900		375,000	375,000				982,317
	7-Storm Drain Reserves	-			125,000	125,000				250,000
CIP-62	Forest Rock Hills (SR 305) Outfall								75,000	75,000
	7-Storm Drain Reserves								75,000	75,000
CIP-63	Glenn Haven Storm Drain Replacement			10,000	100,000					110,000
	7-Storm Drain Reserves			10,000	100,000					110,000
CIP-64	Liberty Bay Bioretention	48,898	401,102							450,000
	2-State Grants	47,133	252,867							300,000
	7-Storm Drain Reserves	1,765	148,235							150,000
CIP-65	Noll Road Basin Direct Discharge			40,000			100,000	500,000		640,000
	7-Storm Drain Reserves			40,000			100,000	500,000		640,000
CIP-66	Noll Road Culvert Replacement/Bjorgen Creek	148,895	1,276,154							1,425,049
	7-Storm Drain Reserves	148,895	1,276,154							1,425,049
CIP-67	Noll Road Storm - South Segment		500,000	500,000						1,000,000
	7-Storm Drain Reserves		500,000	500,000						1,000,000
CIP-68	Noll Road Storm LID - Retrofit	3,297	246,703					600,000		850,000
	2-State Grants	3,297	246,703					525,000		775,000
	7-Storm Drain Reserves							75,000		75,000
CIP-69	Poulsbo Creek Outfall			40,000	250,000					290,000
	7-Storm Drain Reserves			40,000	250,000					290,000
CIP-70	Ridgewood/Kevos Pond - Replace Storm Drains					260,000				260,000
	7-Storm Drain Reserves					260,000				260,000
CIP-71	West Poulsbo Waterfront Park - Storm Drain	766,990	5,000	257,215			375,000	375,000		1,779,205
	2-State Grants	267,618		196,661			300,000	300,000		1,064,279
	7-Storm Drain Reserves	499,372	5,000	60,554			75,000	75,000		714,926
	Total Storm Drain Capital Projects	\$ 972,497	\$ 2,656,859	\$ 847,215	\$ 950,000	\$ 1,285,000	\$ 485,000	\$ 2,235,000	\$ 1,410,000	\$ 10,841,571
	Total Storm Drain Capital Funding Sources	\$ 972,497	\$ 2,656,859	\$ 847,215	\$ 950,000	\$ 1,285,000	\$ 485,000	\$ 2,235,000	\$ 1,410,000	\$ 10,841,571
	1-Federal Grants	-	-	-	-	-	-	-	-	-
	2-State Grants	322,465	727,470	196,661	375,000	775,000	300,000	1,325,000	700,000	4,721,596
	3-County	-	-	-	-	-	-	-	-	-
	7-Storm Drain Reserves	650,032	1,929,389	650,554	575,000	510,000	185,000	910,000	710,000	6,119,975
	Total Enterprise Capital Projects	\$ 1,159,411	\$ 7,112,573	\$ 1,855,215	\$ 2,235,000	\$ 11,043,000	\$ 7,367,000	\$ 7,575,000	\$ 5,882,000	\$ 44,229,199
	Total Enterprise Funding Sources	\$ 1,159,411	\$ 7,112,573	\$ 1,855,215	\$ 2,235,000	\$ 11,043,000	\$ 7,367,000	\$ 7,575,000	\$ 5,882,000	\$ 44,229,199

2020 - 2026 GRAND TOTAL CIP PROJECTS SUMMARY

	GRAND TOTAL CIP PROJECTS	\$ 5,921,178	\$ 21,619,672	\$ 6,443,190	\$ 3,440,000	\$ 11,758,000	\$ 12,402,000	\$ 13,630,000	\$ 14,237,000	\$ 89,451,040
	GRAND TOTAL CIP FUNDING SOURCES	\$ 5,921,178	\$ 21,619,672	\$ 6,443,190	\$ 3,440,000	\$ 11,758,000	\$ 12,402,000	\$ 13,630,000	\$ 14,237,000	\$ 89,451,040

PROJECT NAME:	Lions Park Restroom Replacement		
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PROJECT DESCRIPTION			
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Budget:	\$ 300,000	Purpose:	Parks
Location:	6th/Fjord Drive	Project Manager:	Mary McCluskey, Park & Rec Director
Description:	Lions Park is one of the most heavily used parks in Poulsbo. The restroom building is very old, and also houses a part of the sewer lift station. A total replacement is needed. A pre-fabricated, unisex building would be a preferred replacement unit.		
Justification:	This park is heavily used by families with children. Different parts need to be upgraded to keep people safe and secure, while also keeping them engaged. The new playground surfacing system will have an upfront cost, but will be easier to maintain.		

Project Begin:	2026	Project Completion:	2026
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	Park Reserves								300,000	300,000
8	City Impact Fees									-
9	City/Utility Reserves									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction								295,000	295,000
	Management								5,000	5,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	Muriel Iverson Williams Waterfront Park		
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PROJECT DESCRIPTION			
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Budget:	\$ 25,000	Purpose:	Parks
Location:	18809 Anderson Parkway	Project Manager:	Mary McCluskey, Park & Rec Director
Description:	The Muriel Iverson Williams Waterfront Park is the crown jewel of Poulsbo's parks. Located on Liberty Bay, this park hosts many residents and visitors as they walk through historic downtown Poulsbo. The park has gone under renovation over the past 6 years, including new restrooms, benches, pavilion upgrades, sidewalks and sod. This project will finish off renovations by replacing the picnicking area at the sound end of the park with removal of the concrete tables, new sidewalks, landscaping and modern picnic tables.		
Justification:	This renovation will be the final improvement needed at the most visited park in Poulsbo. It will allow families comfortable areas to picnic and enjoy the views.		

Project Begin:	2022	Project Completion:	2022
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FUNDING DESCRIPTION										
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	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	Park Reserves				25,000					25,000
8	City Impact Fees									-
9	City/Utility Reserves									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction				25,000					25,000
	Management									-
	Total Costs	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS										
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Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	Play for All at Raab Park		
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PROJECT DESCRIPTION			
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Budget:	\$ 750,000	Purpose:	Parks
Location:	Raab Park	Project Manager:	Mary McCluskey, Park & Rec Director
Description:	Play for All at Raab Park is a community effort to build an inclusive playground in Poulsbo. This is a project of the Poulsbo-North Kitsap Rotary Club, operating in partnership with a citizen steering committee and the City of Poulsbo. The group will be conducting a capital campaign to raise the funds to purchase and install inclusive playground equipment at Raab Park. The new playground will be next to the original playground, so park users can easily move from one piece of equipment to another. The City could also do infrastructure improvements such as sidewalks, waterlines, moving the volleyball court, and installing a "poured in place" surfacing on the original playground.		
Justification:	The importance of play in childhood development is critical. Playgrounds are social hubs for children and young people, and they're particularly important meeting places for families with disabilities who often struggle to find a space where they can be part of the community. Children and adults with disabilities often face limitations—but that shouldn't happen at a playground. Of the 47,800 people living in North Kitsap, 13% are living with a disability. 9% of all North Kitsap children and young adults are living with a disability, and many others have disabled siblings or friends.		
Project Begin:	2022	Project Completion:	2022

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants				370,000					370,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	Park Reserves				100,000					100,000
8	City Impact Fees									-
9	City/Utility Reserves									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind				280,000					280,000
	Total Funding	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction			-	740,000					740,000
	Management			-	10,000					10,000
	Total Costs	\$ -	\$ -	\$ -	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating			500	750	750	750	750	750	4,250
	Debt									-
	Total Impact	\$ -	\$ -	\$ 500	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 4,250

PROJECT NAME:	Poulsbo Skate + Park			
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PROJECT DESCRIPTION				
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Budget:	\$ 650,000	Purpose:	Parks	
Location:	To Be Determined	Project Manager:	Mary McCluskey, Park & Rec Director	
Description:	<p>A new Skate Park in Poulsbo would be used by residents and visitors alike. The existing park is made of wood, and is 20 years old. The park would be 6,000-10,000 sq feet in size, made of concrete, and should be located in an open area of the city that is easy to access. A local non profit organization would be involved in fundraising, grants would be sought, and design of the park would involve the community. State grants typically require a 50% match.</p>			
Justification:	<p>The wood-ramp Skate Park feature at Raab Park needs to be renovated and/or replaced due to age and condition. Comments in the 2015 Park Recreation and Open Space community survey showed that people want a skate park and more park amenities.</p>			

Project Begin:	2025	Project Completion:	2025
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FUNDING DESCRIPTION										
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	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants							500,000		500,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	Park Reserves							100,000		100,000
8	City Impact Fees									-
9	City/Utility Reserves									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind							50,000		50,000
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ 650,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							25,000		25,000
	Land/Right of Way									-
	Construction							600,000		600,000
	Management							25,000		25,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ 650,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS										
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Notes:

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating					500	500	500	500	2,000
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000

PROJECT NAME:	Poulsbo's Fish Park Phase IV		
PROJECT DESCRIPTION			
Budget:	\$ 1,132,848	Purpose:	Parks
Location:	288 NW Lindvig Way	Project Manager:	Mary McCluskey, Park & Rec Director
Description:	<p>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 ongoing development has been done using city dollars, grant money, land donations, 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 40 acres; a wonderful place to enjoy the wildlife, walk the gravel trails, view on-site artwork and interpretive signage, listen to educational programs at the amphitheater, and experience nature. The City received two grants in 2018. One was a Senate appropriate through the Dept of Commerce to create a connection between the "Lord" parcel and the rest of the park along Bond Rd. The second grant is through the RCO (Recreation and Conservation Office) under the Aquatics Lands Enhancement Account (ALEA). Much of the match for this grant will come from a property donation in 2012 (Hansen Property). This phase of Poulsbo's Fish Park will include restoration, park development, trails, and a pedestrian link to the isolated "Lord" property along the shoreline.</p>		
Justification:	<p>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.</p>		
Project Begin:	2002	Project Completion:	2026

FUNDING DESCRIPTION										
	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants	29,835	723,713	30,475						784,023
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	Park Reserves		109,825	5,000	5,000	5,000	5,000	5,000	5,000	139,825
8	City Impact Fees		50,000							50,000
9	City/Utility Reserves									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind		159,000							159,000
	Total Funding	\$ 29,835	\$ 1,042,538	\$ 35,475	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,132,848

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	29,835								29,835
	Land/Right of Way									-
	Construction		1,022,538	25,475	4,000	4,000	4,000	4,000	4,000	1,068,013
	Management		20,000	10,000	1,000	1,000	1,000	1,000	1,000	35,000
	Total Costs	\$ 29,835	\$ 1,042,538	\$ 35,475	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,132,848

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS										
Notes:										

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating	16,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	23,000
	Debt									-
	Total Impact	\$ 16,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 23,000

PROJECT NAME:	Rotary Morrow Community Park		
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PROJECT DESCRIPTION			
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Budget:	\$ 240,460	Purpose:	Parks
Location:	19146 Noll Rd NE	Project Manager:	Mary McCluskey, Park & Rec Director
Description:	This 1.2 acre passive park will be built around the natural landscape using existing trees and fauna. Plans call for benches, playground equipment, games tables, trails, and a shared use path. The City applied for a 2018 RCO (Recreation and Conservation Office) grant, but was not successful. The park plan has now been phased, with Phase 1 being built in 2020. Vegetation management, trails and one play area will be installed. Volunteers may be used for vegetation clearing.		
Justification:	Residential building permits along the Noll Road corridor are increasing over the next five years, and parks will be needed for these residents. The park land was donated by the Poulsbo-NK Rotary Club Foundation in April 2019 to be used as a public park in perpetuity. The inkind value is \$100,000. The foundation has built four "supportive" housing units on the adjacent parcel.		

Project Begin:	2014	Project Completion:	2020
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FUNDING DESCRIPTION										
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	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	Park Reserves	12,330	140,930							153,260
8	City Impact Fees	10,000	77,200							87,200
9	City/Utility Reserves									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 22,330	\$ 218,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,460

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	12,330	40,000							52,330
	Land/Right of Way									-
	Construction	10,000	170,630							180,630
	Management		7,500							7,500
	Total Costs	\$ 22,330	\$ 218,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,460

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS										
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Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating		1,000	1,000	1,000	1,000	1,000	1,000	1,000	7,000
	Debt									-
	Total Impact	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 7,000

PROJECT NAME:	Urban Paths & Trails			
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PROJECT DESCRIPTION				
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Budget:	\$ 50,000	Purpose:	Parks/Trails	
Location:	Various	Project Manager:	Mary McCluskey, Park & Rec Director	
Description:	Urban trails are installed to connect neighborhoods, parks, retail areas and offices. These trails may be placed on city property or rights-of-way, in parks or other city properties, or in other specified areas where a recreational easement between the private property owner and the City is in place. This funding would be used for trails that may or may not be a part of another project, and may include areas in College Marketplace (Vista Pathway), signage on exiting trails, paths between neighborhoods, or connections with trail systems that run outside of the city to the north or south.			
Justification:	The most recent update of the Urban Paths of Poulsbo (2018) highlights a variety of urban trail projects that can be accomplished using volunteers and city purchased materials, or by using a contractor. These trails may be placed on city property or rights-of-way, in parks or other city properties, or in other specified areas where a recreational easement between the private property owner and the City is in place, and benefits pedestrians and possibly bikers.			

Project Begin:	2020	Project Completion:	2021
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FUNDING DESCRIPTION										
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	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves									-
8	Park Reserves									-
9	City Impact Fees		42,500	7,500						50,000
10	City/Utility Reserves									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ 42,500	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design		5,000	2,500						7,500
	Land/Right of Way									-
	Construction		35,000	5,000						40,000
	Management		2,500							2,500
	Total Costs	\$ -	\$ 42,500	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS										
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Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating		250	250	250	250	250	250	250	1,750
	Debt									-
	Total Impact	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,750

PROJECT NAME:	Waterfront Boardwalk
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PROJECT DESCRIPTION

Budget:	\$ 50,000	Purpose:	Parks
Location:	18809 Anderson Parkway	Project Manager:	Mary McCluskey, Park & Rec Director
Description:	An official inspection is needed to see how the waterfront boardwalk is holding up and what improvements might be necessary. This project calls for the structural engineer's report first, followed up by unknown improvements.		

Justification:	This is a highly used structure, both on an everyday basis as well as during special events such as the 3rd of July Fireworks display. An inspection is needed to confirm the integrity of the boardwalk as well as to identify any issues that may be discovered. The type of improvements needed will depend on the final inspection report.
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Project Begin:	2021	Project Completion:	2021
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	Park Reserves			50,000						50,000
8	City Impact Fees									-
9	City/Utility Reserves									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction			35,000						35,000
	Management			15,000						15,000
	Total Costs	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	West Poulsbo Waterfront Park
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PROJECT DESCRIPTION

Budget:	\$ 1,385,236	Purpose:	Parks
Location:	5th Ave NW	Project Manager:	Mary McCluskey, Park & Rec Director
Description:	The City acquired 4 low bank waterfront parcels on 5th Avenue NW in West Poulsbo in 2018. Development of these parcels will involve stormwater improvements on one parcel (.76 acre) and park improvements on 3 parcels (1.85 acres). Public visioning for the site will occur in 2019, but recreational opportunities on the site may include: swimming, hand carried boat launch, walking, bird and wildlife viewing, picnicking and play areas. Restoration and habitat improvements will also be made.		
Justification:	The city was fortunate to receive a state grant to purchase three of the last undeveloped parcels on Liberty Bay for public enjoyment. Development of the park will afford a variety of passive and active recreational opportunities for Poulsbo residents.		

Project Begin:	2017	Project Completion:	2025
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants	267,618						500,000		767,618
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	Park Reserves	267,618					50,000	200,000		517,618
8	City Impact Fees							100,000		100,000
9	City/Utility Reserves									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 535,236	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 800,000	\$ -	\$ 1,385,236

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design						45,000			45,000
	Land/Right of Way	535,236								535,236
	Construction							775,000		775,000
	Management						5,000	25,000		30,000
	Total Costs	\$ 535,236	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 800,000	\$ -	\$ 1,385,236

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating					500	500	500	500	2,000
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000

PROJECT NAME:	3RD AVENUE - (MOE TO HOSTMARK)		
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PROJECT DESCRIPTION			
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Budget:	\$ 860,000	Purpose:	Transportation
Location:	3rd Ave - Moe to Hostmark	Project Manager:	Andrzej Kasiniak, P.E.
Description:	Currently this section of 3rd Avenue (Moe to Hostmark) does not have sidewalks and the road condition consists of poor subgrade. This project will install approximately 775-feet of sidewalks, curbs, gutters and parking strip. The project will be funded by STP/Federal grant and/or TIB/State grant \$600,000 and City Match \$120,000. STP grants are awarded every two years. TIB grants are awarded every year. The City has received many federal/state grants for similar street improvements on recent projects such as Viking Ave, Lincoln Road, Noll Road and Finn Hill Road.		
Justification:	This project will improve safety and reduce street maintenance costs.		

Project Begin:	2023	Project Completion:	2024
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FUNDING DESCRIPTION										
	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants					120,000	600,000			720,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves					40,000	100,000			140,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 700,000	\$ -	\$ -	\$ 860,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design					160,000				160,000
	Land/Right of Way									-
	Construction						630,000			630,000
	Management						70,000			70,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 700,000	\$ -	\$ -	\$ 860,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS	
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Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	CITY-WIDE SAFETY IMPROVEMENTS			
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PROJECT DESCRIPTION				
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Budget:	\$ 260,000	Purpose:	Transportation	
Location:	Various	Project Manager:	Charlie Roberts	
Description:	This project will focus on pedestrian safety improvements and will remove, upgrade, and install new pavement markings, evaluate mid-block crosswalks and provide ADA improvements at various locations throughout the City. Specific sites will also be evaluated for installation of rectangular rapid flashing beacons (RRFB's).			
Justification:	The project will improve pedestrian safety.			

Project Begin:	2020	Project Completion:	2021
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FUNDING DESCRIPTION										
	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants		60,000	195,000						255,000
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves			5,000						5,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ 60,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design		33,000							33,000
	Land/Right of Way									-
	Construction			200,000						200,000
	Management		27,000							27,000
	Total Costs	\$ -	\$ 60,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	FINN HILL OVERLAY			
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PROJECT DESCRIPTION				
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Budget:	\$ 850,000	Purpose:	Road Restoration	
Location:	Finn Hill	Project Manager:	Josh Ranes, P.E.	
Description:	Project will resurface NW Finn Hill Rd from Viking Ave to SR3 overpass and from Olhava Way to Rhododendron Drive.			
Justification:	The existing asphalt surface is in very bad condition.			
Project Begin:	2025	Project Completion:	2026	

FUNDING DESCRIPTION										
	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants							40,000	650,000	690,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							10,000		10,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax								150,000	150,000
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 800,000	\$ 850,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							50,000		50,000
	Land/Right of Way									-
	Construction									-
	Management								800,000	800,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 800,000	\$ 850,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS										
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Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	FRONT STREET RESTORATION			
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PROJECT DESCRIPTION				
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Budget:	\$ 400,000	Purpose:	Road Restoration	
Location:	Front Street	Project Manager:	Andrzej Kasiniak, P.E.	
Description:	The project will be combined with the Water Replacement Project. Project will include raised crosswalks.			
Justification:	The existing deteriorated asphalt is over 30 years old and needs to be replaced.			
Project Begin:	2023	Project Completion:	2023	

FUNDING DESCRIPTION										
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	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants					350,000				350,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves					50,000				50,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design					50,000				50,000
	Land/Right of Way									-
	Construction					330,000				330,000
	Management					20,000				20,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ 400,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS										
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Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	LIBERTY BAY WATERFRONT TRAIL
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PROJECT DESCRIPTION

Budget:	\$ 1,946,587	Purpose:	Transportation
Location:	Anderson Parkway/ Fish Park	Project Manager:	Diane K. Lenius, P.E.
Description:	This project will create a pedestrian/bicycle trail along the shoreline from Legion Park to Liberty Bay Auto dealership.		
Justification:	The project will enhance pedestrian connectivity between Anderson Parkway and Fish Park.		

Project Begin:	2011	Project Completion:	2029
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants	228,198	21,802							250,000
2	State Grants						300,000	100,000	1,100,000	1,500,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves		6,587				30,000			36,587
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax		160,000							160,000
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 228,198	\$ 188,389	\$ -	\$ -	\$ -	\$ 330,000	\$ 100,000	\$ 1,100,000	\$ 1,946,587

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	228,198	21,802				330,000	100,000		680,000
	Land/Right of Way		166,587							166,587
	Construction								1,100,000	1,100,000
	Management									-
	Total Costs	\$ 228,198	\$ 188,389	\$ -	\$ -	\$ -	\$ 330,000	\$ 100,000	\$ 1,100,000	\$ 1,946,587

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	LOCAL NEIGHBORHOOD ROAD MAINTENANCE PROGRAM			
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PROJECT DESCRIPTION				
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Budget:	\$ 1,279,046	Purpose:	Transportation	
Location:	City-Wide	Project Manager:	Mike Lund, Public Works Superintendent	
Description:	The annual road maintenance program identifies activities that preserve the local roads including pavement repairs and pavement overlays.			
Justification:	The goal is to provide the highest possible level of service with available resources.			
Project Begin:	Ongoing	Project Completion:	Ongoing	

FUNDING DESCRIPTION										
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	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	266,046	163,000	125,000	125,000	150,000	150,000	150,000	150,000	1,279,046
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 266,046	\$ 163,000	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,279,046

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction	266,046	148,000	110,000	110,000	135,000	135,000	135,000	135,000	1,174,046
	Management		15,000	15,000	15,000	15,000	15,000	15,000	15,000	105,000
	Total Costs	\$ 266,046	\$ 163,000	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,279,046

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS										
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Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	NOLL ROAD IMPROVEMENTS - PHASE III - ROADWAY
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PROJECT DESCRIPTION

Budget:	\$ 21,777,835	Purpose:	Transportation
Location:	Noll Road	Project Manager:	Diane Lenius, P.E.

Description:	<p>The project as a whole extends from SR305 & Johnson Way vicinity to Lincoln Rd along a new alignment as shown on the City Transportation Plan. This project will be implemented in several phases (segments). Construction will be divided into three or more phases – the South Segment, Middle Segment, and North Segment: The South Segment is fully funded and was advertised in 2020 and includes approximately 3600 LF of new roadway from SR305 & Johnson Way vicinity to Noll Road at Storhoff; construction of this segment will take place in 2020/21/22. The Middle Segment and North Segments will begin right of way acquisition and design in 2020 and construction in 2024/25/26 to be completed by 2027. These segments will be funded by FHWA/STP, TIB, and CITY TIF over the next 10 years. The North Segment has already secured \$1.07 million in STP funding. The City has been successful in obtaining grant funds from these sources for past similar projects; therefore these funds are reasonably assured. This funding summary (below) is for all the roadway minus the Roundabout and Tunnel.</p>
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Justification:	The project will increase roadway capacity and improve safety.
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Project Begin:	2014	Project Completion:	2027
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants	1,546,304	1,545,571	2,420,000			1,070,000	1,000,000	1,000,000	8,581,875
2	State Grants	15,000		1,500,000			1,430,000	750,000	1,500,000	5,195,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds		2,500,000							2,500,000
7	City/Utility Reserves	359,700	40,260							399,960
8	City Impact Fees	1,170,000	931,000	250,000	300,000		500,000	550,000	500,000	4,201,000
9	General Fund Revenue									-
10	Real Estate Excise Tax		900,000							900,000
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 3,091,004	\$ 5,916,831	\$ 4,170,000	\$ 300,000	\$ -	\$ 3,000,000	\$ 2,300,000	\$ 3,000,000	\$ 21,777,835

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	1,970,148	450,000	200,000	300,000					2,920,148
	Land/Right of Way	1,045,709	605,791							1,651,500
	Construction	49,713	4,531,040	3,650,000			2,750,000	2,100,000	2,750,000	15,830,753
	Management	25,434	330,000	320,000			250,000	200,000	250,000	1,375,434
	Total Costs	\$ 3,091,004	\$ 5,916,831	\$ 4,170,000	\$ 300,000	\$ -	\$ 3,000,000	\$ 2,300,000	\$ 3,000,000	\$ 21,777,835

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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	Prior Years	Current 2020	Six-Year Plan						Total Costs
			2021	2022	2023	2024	2025	2026	
Operating									-
Debt		302,000	302,000	302,000	302,000	302,000	302,000	302,000	2,114,000
Total Impact	\$ -	\$ 302,000	\$ 302,000	\$ 302,000	\$ 302,000	\$ 302,000	\$ 302,000	\$ 302,000	\$ 2,114,000

PROJECT NAME:	NOLL ROAD IMPROVEMENTS - PHASE III - ROUNDABOUT
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PROJECT DESCRIPTION

Budget:	\$ 5,909,000	Purpose:	Transportation
Location:	Noll Road	Project Manager:	Diane Lenius, P.E.

Description: The project as a whole extends from SR305 & Johnson Way vicinity to Lincoln Rd along a new alignment as shown on the City Transportation Plan. This project will be implemented in several phases.
Construction will be divided into three or more phases – the South Segment, Middle Segment, and North Segment:
The South Segment will be advertised in 2019 and include approximately 3600 LF of new roadway from SR305 & Johnson Way vicinity to Noll Road at Storhoff; construction of this segment will take place in 2019/20/21. Grant funding for this segment has been secured through the FHWA 2017/2018 Funding Cycle and a \$3.4M grant (13.5% match, \$461,700.) The City has also been awarded a \$1.5M grant from TIB (Transportation Improvement Board) for the South segment construction. The remainder of the 2019/20 construction funding will come from Traffic Impact Fees \$1M and a General Purpose Bond. A portion of the debt will be paid for by \$900,000 in Real Estate Excise Tax. City Council authorized a bond for up to \$4.1M and City staff continues to pursue state construction grants to reduce bond requirements. The bond amount will be adjusted as additional funding is secured. A Round About and Pedestrian Tunnel will be constructed as part of the South Segment work. \$5M in Connect Washington grants have been awarded for the Round About. Advance Construction for the Tunnel will occur in 2019/20. \$1.35M (\$150,000 City Match) in STP Funds have been awarded for the Tunnel in the 2021/22 Funding Cycle.
This CIP sheet reflects funding for the Roundabout scope of work Only.

Justification: The project will increase roadway capacity and improve safety.

Project Begin: 2019 **Project Completion:** 2020

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants	510,563	5,359,000							5,869,563
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves		39,437							39,437
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 510,563	\$ 5,398,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,909,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	510,563	39,437							550,000
	Land/Right of Way									-
	Construction		4,521,000							4,521,000
	Management		838,000							838,000
	Total Costs	\$ 510,563	\$ 5,398,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,909,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	NOLL ROAD IMPROVEMENTS - PHASE III - TUNNEL
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PROJECT DESCRIPTION

Budget: \$ 1,544,000
Location: Noll Road

Purpose: Transportation
Project Manager: Diane Lenius, P.E.

Description: The project as a whole extends from SR305 & Johnson Way vicinity to Lincoln Rd along a new alignment as shown on the City Transportation Plan. This project will be implemented in several phases. Construction will be divided into three or more phases – the South Segment, Middle Segment, and North Segment: The South Segment will be advertised in 2019 and include approximately 3600 LF of new roadway from SR305 & Johnson Way vicinity to Noll Road at Storhoff; construction of this segment will take place in 2019/20/21. Grant funding for this segment has been secured through the FHWA 2017/2018 Funding Cycle and a \$3.4M grant (13.5% match, \$461,700.) The City has also been awarded a \$1.5M grant from TIB (Transportation Improvement Board) for the South segment construction. The remainder of the 2019/20 construction funding will come from Traffic Impact Fees \$1M and a General Purpose Bond. A portion of the debt will be paid for by \$900,000 in Real Estate Excise Tax. City Council authorized a bond for up to \$4.1M and City staff continues to pursue state construction grants to reduce bond requirements. The bond amount will be adjusted as additional funding is secured. A Round About and Pedestrian Tunnel will be constructed as part of the South Segment work. \$5M in Connect Wasington grants have been awarded for the Round About. Advance Construction for the Tunnel will occur in 2019/20. \$1.35M (\$150,000 City Match) in STP Funds have been awarded for the Tunnel in the 2021/22 Funding Cycle.
This CIP Sheet reflects funding for the TUNNEL scope of work only.

Justification: The project will increase roadway capacity and improve safety.

Project Begin: 2019

Project Completion: 2020

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants		1,350,000							1,350,000
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	22,726	(22,726)							-
8	City Impact Fees	44,000	-							44,000
9	General Fund Revenue									-
10	Real Estate Excise Tax		150,000							150,000
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 66,726	\$ 1,477,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,544,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	66,727								66,727
	Land/Right of Way									-
	Construction		1,350,000							1,350,000
	Management		150,000							150,000
	Total Costs	\$ 66,727	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,566,727

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	340 ZONE FIRE FLOW - 4TH AVE
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PROJECT DESCRIPTION

Budget:	\$ 250,000	Purpose:	Water
Location:	4th Ave	Project Manager:	Mike Lund, PW Superintendent
Description:	Install Fire Pump within this sub-zone to address low pressure issues with fire flow in the 4th Ave tank area.		
Justification:	This fire pump is needed to address low pressure issues within this water system sub-zone. Pressures can reach sub 20 p.s.i. in the distribution system which is below the required 30 p.s.i. threshold.		

Project Begin:	2024	Project Completion:	2024
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves						250,000			250,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design						10,000			10,000
	Land/Right of Way									-
	Construction						232,500			232,500
	Management						7,500			7,500
Total Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	3RD AVE WATER
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PROJECT DESCRIPTION

Budget:	\$ 500,000	Purpose:	Water
Location:	3rd Ave NE (Downtown)	Project Manager:	Mike Lund, PW Superintendent
Description:	Install 8" water main on 3rd Ave NE between Moe St and Hostmark St with new water services, approximately 830 ft.		
Justification:	This main will connect Moe St with Hostmark St to provide fireflow as well as oppourtunity for connection to any developing businesses along 3rd Ave NE. It will also provide redundancy for the existing neighborhoods with other means of providing water.		

Project Begin:	2023	Project Completion:	2023
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves					500,000				500,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design					40,000				40,000
	Land/Right of Way									-
	Construction					440,000				440,000
	Management					20,000				20,000
Total Costs		\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	BIG VALLEY WELL #3
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PROJECT DESCRIPTION

Budget: \$ 450,000

Purpose: Water

Location: Big Valley Well Site

Project Manager: Mike Lund, PW Superintendent

Description: Drill and develop an additional well at the Big Valley Well site.

Justification: Additional source capacity is needed to provide maximum day demand and replenish fire suppression storage by 2034 and a new 500 g.p.m. well will supply sufficient flows.

Project Begin: 2026

Project Completion: 2026

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves								450,000	450,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design								35,000	35,000
	Land/Right of Way									-
	Construction								400,000	400,000
	Management								15,000	15,000
Total Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ 450,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

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

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	CALDART MAIN
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PROJECT DESCRIPTION

Budget:	\$ 600,000	Purpose:	Water
Location:	Caldart Ave	Project Manager:	Mike Lund, PW Superintendent
Description:	Replace 8" asbestos cement water main with new 8" ductile iron water main on Caldart Ave from Hostmark St to the New Raab Park Reservoir (approximately 1800 ft.)		
Justification:	This asbestos cement water main is past its service life and is the last piece in service to be replaced.		

Project Begin:	2022	Project Completion:	2022
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves				600,000					600,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design				20,000					20,000
	Land/Right of Way									-
	Construction				560,000					560,000
	Management				20,000					20,000
Total Costs		\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	FINN HILL TANK RETROFIT
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PROJECT DESCRIPTION

Budget:	\$ 580,000	Purpose:	Water
Location:	Finn Hill Water Tank	Project Manager:	Diane Lenius, P.E.
Description:	Project will retrofit and paint the 1M gallon tank located at Finn Hill tank site.		
Justification:	The existing tank is old and it does not meet seismic design standards.		
Project Begin:	2025	Project Completion:	2026

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							80,000	500,000	580,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 500,000	\$ 580,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							80,000		80,000
	Land/Right of Way									-
	Construction								480,000	480,000
	Management								20,000	20,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 500,000	\$ 580,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	FRONT STREET MAIN REPLACEMENT
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PROJECT DESCRIPTION

Budget: \$ 350,000

Purpose: Water

Location: Front Street

Project Manager: Diane Lenius, P.E.

Description: This project will replace the old cast iron water main with a ductile iron water main along Front Street between Jensen and 4th Ave.

Justification: The existing main is old and needs to be replaced.

Project Begin: 2024

Project Completion: 2024

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
6	Non-Voted Bonds									-
7	City/Utility Reserves						350,000			350,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design						30,000			30,000
	Land/Right of Way									-
	Construction						290,000			290,000
	Management						30,000			30,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

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

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	HOSTMARK PIPE
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PROJECT DESCRIPTION

Budget: \$ 500,000

Purpose: Water

Location: Hostmark Street

Project Manager: Diane Lenius, P.E.

Description: This project extends the new 12" distribution main from SR 305 crossing to Front St.

Justification: This new connection better serves the lower system with a 12" distribution main. The current pipe runs through the woods and is undersized.

Project Begin: 2025

Project Completion: 2025

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							500,000		500,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							20,000		20,000
	Land/Right of Way									-
	Construction							470,000		470,000
	Management							10,000		10,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

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

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	Mesford PRV Station Replacement
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PROJECT DESCRIPTION

Budget:	\$ 175,000	Purpose:	Water
Location:	Mesford and Schooner ct	Project Manager:	Ryan Golden
Description:	Replace old outdated Mesford Bleed Station with new vault, valves and flow control appurtenances.		
Justification:	The Mesford Bleed is essentially the only supply for the middle system, except for extreme fire flow conditions. The current station was built in 1974 and is old, outdated and a maintenance safety hazard. There is no thrust protection or pipe restraints. The current valves and appurtenances are corroding and have a high probability of failure. A packaged PRV station similar to the Viking and Commerce PRV's would be a good option.		

Project Begin:	2022	Project Completion:	2022
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves				175,000					175,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design				20,000					20,000
	Land/Right of Way									-
	Construction				150,000					150,000
	Management				5,000					5,000
	Total Costs	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	NOLL ROAD WATER IMPROVEMENTS
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PROJECT DESCRIPTION

Budget:	\$ 770,000	Purpose:	Water
Location:	Noll Road	Project Manager:	Diane Lenius, P.E.
Description:	Water system improvements associated with the City's Noll Road Improvement Project.		
Justification:	The City will be making required water system improvements associated with the City's Noll Road Improvements construction.		

Project Begin:	2019	Project Completion:	2020
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	64,453	705,547							770,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ 64,453	\$ 705,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 770,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	50,975								50,975
	Land/Right of Way									-
	Construction	13,478	655,547							669,025
	Management		50,000							50,000
Total Costs		\$ 64,453	\$ 705,547	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 770,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	OLD TOWN WATER MAIN REPLACEMENT
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PROJECT DESCRIPTION

Budget:	\$ 350,000	Purpose:	Water
Location:	Old Town Area	Project Manager:	Diane Lenius, P.E.
Description:	This project will replace the undersized water main along three streets located in the Old Town Area of Poulsbo: Harrison, Eliason, and Ryen		
Justification:	This project will improve the fire flow in the Old Town Area of Poulsbo.		

Project Begin:	2024	Project Completion:	2024
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves						350,000			350,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design						20,000			20,000
	Land/Right of Way									-
	Construction						320,000			320,000
	Management						10,000			10,000
Total Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ 350,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	RAAB TANK AND BOOSTER PUMP
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PROJECT DESCRIPTION

Budget:	\$ 1,666,902	Purpose:	Water
Location:	Raab Park	Project Manager:	Mike Lund, PW Superintendent
Description:	Replace Raab Park Reservoir with larger reservoir and add booster pump to transfer water from the middle zone to the high zone (Raab Tank to Pugh Tank).		
Justification:	This reservoir needs replaced as it is cracking and does not meet current seismic standards. A larger tank will add fireflow capacity as well as provide capacity for future growth. A booster pump will allow for redundancy to move water from the middle zone to the high zone in case a well goes down in the high zone.		

Project Begin: 2016

Project Completion: 2020

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	31,307	1,635,595							1,666,902
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 31,307	\$ 1,635,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,666,902

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	31,307								31,307
	Land/Right of Way									-
	Construction		1,635,595							1,635,595
	Management									-
	Total Costs	\$ 31,307	\$ 1,635,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,666,902

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

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

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	SR 305 CROSSING
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PROJECT DESCRIPTION

Budget: \$ 300,000

Purpose: Water

Location: State Route 305

Project Manager: Diane Lenius, P.E.

Description: This project will replace the old water main across SR305.

Justification: This project will replace old and undersized pipe.

Project Begin: 2025

Project Completion: 2025

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							300,000		300,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							50,000		50,000
	Land/Right of Way									-
	Construction							240,000		240,000
	Management							10,000		10,000
Total Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

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

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	WESTSIDE WELL #2
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PROJECT DESCRIPTION

Budget:	\$ 412,000	Purpose:	Water
Location:	Westside Well Site - (N V)	Project Manager:	Mike Lund, PW Superintendent
Description:	Drill, develop, and equip an additional well at Westside Well site.		
Justification:	Existing source will need to pump more than 18 hrs per day after 2019. Additional supply capacity should be installed to reduce demand on aquifers and equipment. This project will be re-evaluated after a long term water supply study.		

Project Begin:	2026	Project Completion:	2026
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves								412,000	412,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,000	\$ 412,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design								30,000	30,000
	Land/Right of Way									-
	Construction								367,000	367,000
	Management								15,000	15,000
Total Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 412,000	\$ 412,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	WESTSIDE WELL TREATMENT FOR MANGANESE
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PROJECT DESCRIPTION

Budget:	\$ 2,050,000	Purpose:	Water
Location:	Westside Well - (N Viking)	Project Manager:	Diane Lenius, P.E.
Description:	This project will install a treatment facility at the existing Westside Well site. Water quality reports have indicated a high manganese content in the raw water (.085 mg/L manganese). This project will also include Pump Rehab work at the Westside Well that needs to be refurbished due to diminished pumping capabilities.		
Justification:	A treatment facility would reduce the manganese content in the water. Department of Health guidelines call for a maximum content of .05 mg/L. Since this well was constructed in 2000, we have lost about 200 gallons a minute in pumping capacity. Our well sounding shows it is not a well issue but a pump issue instead. This work needs to be done prior to the West Side Well - Treatment for Manganese Project.		
Project Begin:	2019	Project Completion:	2021

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	19,173	1,180,827	850,000						2,050,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ 19,173	\$ 1,180,827	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,050,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	19,173	135,827							155,000
	Land/Right of Way									-
	Construction		993,000	775,000						1,768,000
	Management		52,000	75,000						127,000
Total Costs		\$ 19,173	\$ 1,180,827	\$ 850,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,050,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes: It is anticipated there will be limited budget impact in 2019 and 2020.

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating	5,000	5,000							10,000
	Debt									-
Total Impact		\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000

PROJECT NAME:	WILDERNESS TANK RETROFIT
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PROJECT DESCRIPTION

Budget:	\$ 580,000	Purpose:	Water
Location:	Wilderness Park	Project Manager:	Diane Lenius, P.E.
Description:	Project will retrofit and paint the 1M gallon tank located in Wilderness Park.		
Justification:	The existing tank is old and it does not meet seismic design standards.		
Project Begin:	2025	Project Completion:	2026

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							80,000	500,000	580,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 500,000	\$ 580,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							80,000		80,000
	Land/Right of Way									-
	Construction								480,000	480,000
	Management								20,000	20,000
Total Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 500,000	\$ 580,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	3RD AVE SEWER		
PROJECT DESCRIPTION			
Budget:	\$ 300,000	Purpose:	Sewer
Location:	3rd Ave NE (Downtown)	Project Manager:	Diane Lenius, P.E.
Description:	Relocate the existing Sanitary Sewer Main to the 3rd Ave roadway section. Replace with 800 LF of 8" PVC Sewer Pipe.		
Justification:	The existing Sanitary Sewer on 3rd ave has a long belly in the line which is in need of sonsistant maintenance and needs to be replaced. The existing sewer is also along the top of the slope on the East side of 3rd Ave between Hostmark and Moe St. As part of the 3rd ave road project retaining walls will need to be installed along the slope to allow more parking. The sewer needs to be relocated into the roadway to complete this work.		
Project Begin:	2023	Project Completion:	2023

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves					300,000				300,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design					20,000				20,000
	Land/Right of Way									-
	Construction					270,000				270,000
	Management					10,000				10,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ 300,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	ALASUND PUMP STATION GRAVITY CONNECTION		
PROJECT DESCRIPTION			
Budget:	\$ 500,000	Purpose:	Sewer
Location:	Noll Road	Project Manager:	Diane Lenius, P.E.
Description:	Install 2500 lf of 8" gravity sewer to eliminate the Alasund Meadows Pump Station. This project has been in the preliminary design for the Noll Road Corridor Study for many years. Once the developments along Noll Road install their portion of the gravity sewer the City can install this portion.		
Justification:	This project would eliminate ongoing maintenance cost associated with the Alasund Meadows Pumpstation.		
Project Begin:	2023	Project Completion:	2023

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves					500,000				500,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design					25,000				25,000
	Land/Right of Way									-
	Construction					465,000				465,000
	Management					10,000				10,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ 500,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	KITSAP COUNTY - BANGOR / KEYPORT FORCEMAIN REPLACEMENT
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PROJECT DESCRIPTION

Budget:	\$ 5,500,000	Purpose:	Sewer
Location:	Kitsap County - Varies	Project Manager:	Diane Lenius, P.E.
Description:	Design and construction of preferred alternative for replacement of sewer between Bangor Base and CKTP and replacement of sewer between Keyport and CKTP due to H2S deterioration. City will ask to break project into 2 separate segments and pay a proportionate share of the sewer main between Keyport and CKTP. City Share of project is 45.6%. Total projected costs \$21,750,000, portion between Keyport and CKTP is approximately 1/2 of total project length. Kitsap County CFP #14, Project #4101056.		
Justification:	Kitsap County contract requirement, replace critical deteriorated pipes.		
Project Begin:	2023	Project Completion:	2023

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves					5,500,000				5,500,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 5,500,000	\$ -	\$ -	\$ -	\$ 5,500,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design					350,000				350,000
	Land/Right of Way									-
	Construction					4,900,000				4,900,000
	Management					250,000				250,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ 5,500,000	\$ -	\$ -	\$ -	\$ 5,500,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	KITSAP COUNTY - LEMOLO SHORES PIPELINE UPGRADE
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PROJECT DESCRIPTION

Budget:	\$ 3,570,000	Purpose:	Sewer
Location:	Lemolo Beach	Project Manager:	Diane Lenius, P.E.
Description:	Kitsap County will replace the existing main between the flow meter at Johnson and Lemolo Beach. The project is to replace existing force main with new upsized pipe for capacity and replace outdated material. Project Cost Estimate is \$3,570,000 of which Poulsbo's share is 100%. Kitsap County CFP #7, Project #4101036		
Justification:	Kitsap County contract requirement and add capacity and upgrade existing system.		
Project Begin:	2022	Project Completion:	TBD

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves				408,000	2,550,000	612,000			3,570,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ 408,000	\$ 2,550,000	\$ 612,000	\$ -	\$ -	\$ 3,570,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design				408,000					408,000
	Land/Right of Way									-
	Construction					2,300,000	612,000			2,912,000
	Management					250,000				250,000
	Total Costs	\$ -	\$ -	\$ -	\$ 408,000	\$ 2,550,000	\$ 612,000	\$ -	\$ -	\$ 3,570,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	KITSAP COUNTY NUTRIENT PROCESS UPGRADES		
PROJECT DESCRIPTION			
Budget:	\$ 15,800	Purpose:	Sewer
Location:	Kitsap County - CKTP	Project Manager:	Diane Lenius, P.E.
Description:	Kitsap County will upgrade CKTP to have an early out for nitrogen management. City Share of project is 15.8%, total project cost is \$100,000. Kitsap County CFP #3, Project #4101060.		
Justification:	Kitsap County Wastewater plant upgrade, Contract requirement to participate in proportionate share.		
Project Begin:	2021	Project Completion:	2021

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves			15,800						15,800
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ 15,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,800

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction			15,800						15,800
	Management									-
	Total Costs	\$ -	\$ -	\$ 15,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,800

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	KITSAP COUNTY - SOLIDS DEWATERING
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PROJECT DESCRIPTION

Budget:	\$ 273,450	Purpose:	Sewer
Location:	CK Sewer Treatment Plant	Project Manager:	Diane Lenius, P.E.
Description:	This Kitsap County project will replace the outdated dewatering system. Total cost of project is \$4,750,000; of which Poulsbo's share is \$751,355 (15,8%)		
Justification:	The existing system is old and needs to be replaced. The new system will be more efficient and will reduce maintenance cost. The old system will be used to provide redundancy.		

Project Begin:	2020	Project Completion:	2020
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves		273,450							273,450
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ 273,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 273,450

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction		273,450							273,450
	Management									-
Total Costs		\$ -	\$ 273,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 273,450

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	KITSAP COUNTY STAFF TRAILERS REPLACEMENT (previously Campus Upgrade)		
PROJECT DESCRIPTION			
Budget:	\$ 142,200	Purpose:	Sewer
Location:	Kitsap County - Various	Project Manager:	Diane Lenius, P.E.
Description:	Kitsap County will replace two staff trailers at CKTP with facilities in compliance with current building codes. City Share of project is 15.8%, total project cost is \$900,000. Kitsap County CFP #4, Project #4101042. Previous project was to replace and upgrade admin building, laboratory and storage/maintenance building at a total cost of project is \$1,000,000; with Poulsbo's share of costs at \$158,300 (15.8%).		
Justification:	Kitsap County Wastewater plant upgrade, Contract requirement to participate in proportionate share.		
Project Begin:	2021	Project Completion:	2021

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves			142,200						142,200
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ 142,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,200

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction			142,200						142,200
	Management									-
	Total Costs	\$ -	\$ -	\$ 142,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,200

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	KITSAP COUNTY - THIRD LEMOLO SIPHON			
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PROJECT DESCRIPTION				
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Budget:	\$ 8,723,127	Purpose:	Sewer	
Location:	Lemolo Beach	Project Manager:	Diane Lenius, P.E.	
Description:	City will evaluate feasibility cost and timing of adding/replacing of the Lemolo siphons. Feasibility Study in 2019: \$100,000. Project will construct a third siphon under Liberty Bay. City will conduct predesign and permitting effort. Contract Documents and Construction in future years. City Share of project is 100%. Total projected costs \$8,770,000. Kitsap County CFP #8, Project #4101050.			
Justification:	Kitsap County contract requirement. And provide redundancy to the sewer system under Liberty Bay at the most critical point.			

Project Begin:	2018	Project Completion:	TBD
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds						4,080,000	4,080,000		8,160,000
7	City/Utility Reserves	53,127			102,000	408,000				563,127
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 53,127	\$ -	\$ -	\$ 102,000	\$ 408,000	\$ 4,080,000	\$ 4,080,000	\$ -	\$ 8,723,127

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	53,127			102,000	408,000				563,127
	Land/Right of Way									-
	Construction						4,000,000	4,000,000		8,000,000
	Management						80,000	80,000		160,000
	Total Costs	\$ 53,127	\$ -	\$ -	\$ 102,000	\$ 408,000	\$ 4,080,000	\$ 4,080,000	\$ -	\$ 8,723,127

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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	Prior Years	Current 2020	Six-Year Plan						Total Costs
			2021	2022	2023	2024	2025	2026	
	Operating								-
	Debt								-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	KITSAP COUNTY - UV UPGRADES		
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PROJECT DESCRIPTION			
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Budget:	\$ 79,150	Purpose:	Sewer
Location:	CK Sewer Treatment Plant	Project Manager:	Diane Lenius, P.E.
Description:	This Kitsap County project will replace the outdated disinfection system. Total project cost is \$3,645,000; of which Poulsbo's share is \$576,597 (15.8%)		
Justification:	The existing system is old and needs to be replaced. The new system will be more efficient and will reduce maintenance cost. The old system will be used to provide redundancy.		

Project Begin:	2020	Project Completion:	2020
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves		79,150							79,150
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ 79,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,150

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction		79,150							79,150
	Management									-
	Total Costs	\$ -	\$ 79,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 79,150

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	LEMOLO HOUSE PURCHASE		
PROJECT DESCRIPTION			
Budget:	\$ 500,000	Purpose:	Sewer
Location:	Lemolo Shore Drive	Project Manager:	Diane Lenius, P.E.
Description:	City is planning to purchase a house in Kitsap County on Lemolo Shore Drive to be used as a future pump station.		
Justification:	City will use this as future site for launch of siphon.		
Project Begin:	2024	Project Completion:	2024

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves						500,000			500,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way						500,000			500,000
	Construction									-
	Management									-
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	NOLL ROAD SEWER IMPROVEMENTS			
PROJECT DESCRIPTION				
Budget:	\$	299,999	Purpose:	Sewer
Location:	Noll Road		Project Manager:	Diane Lenius, P.E.
Description:	Future sewer system improvements associated with the City's Noll Road Improvements Project.			
Justification:	The City will be making required sewer system improvements associated with the City's Noll Road Improvements Project.			
Project Begin:	2019	Project Completion:	2020	

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	99	299,900							299,999
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 99	\$ 299,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299,999

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	99	49,900							49,999
	Land/Right of Way									-
	Construction		200,000							200,000
	Management		50,000							50,000
	Total Costs	\$ 99	\$ 299,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 299,999

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	OLD TOWN SEWER UPGRADES		
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PROJECT DESCRIPTION			
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Budget:	\$ 240,000	Purpose:	Sewer
Location:	Old Town	Project Manager:	Diane Lenius, P.E.
Description:	Upgrades to sewer connections in the Old Town area of Poulsbo. To be done in conjunction with the Old Town Water Main Replacement Project. Roads include Harrison, Eliason, Ryen among others.		
Justification:	Replace and upgrade the sewer connections during the Water Main Replacement Project in the Old Town area.		

Project Begin:	2024	Project Completion:	2025
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves						140,000	100,000		240,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 100,000	\$ -	\$ 240,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design						40,000			40,000
	Land/Right of Way									-
	Construction						95,000	95,000		190,000
	Management						5,000	5,000		10,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000	\$ 100,000	\$ -	\$ 240,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	PUMP STATION SAFETY IMPROVEMENTS		
PROJECT DESCRIPTION			
Budget:	\$ 300,000	Purpose:	Sewer
Location:	Various Locations	Project Manager:	Diane Lenius, P.E.
Description:	This project will improve fall protection and access requirements to various pump stations.		
Justification:	Life Safety and OSHA Regulations		
Project Begin:	2019	Project Completion:	2020

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	18,755	281,245							300,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 18,755	\$ 281,245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	5,000	5,000							10,000
	Land/Right of Way									-
	Construction	13,755	266,245							280,000
	Management		10,000							10,000
	Total Costs	\$ 18,755	\$ 281,245	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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	Prior Years	Current 2020	Six-Year Plan						Total Costs
			2021	2022	2023	2024	2025	2026	
	Operating								-
	Debt								-
Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	SR 305 FORCE MAIN EXTENSION
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PROJECT DESCRIPTION

Budget:	\$ 2,810,000	Purpose:	Sewer
Location:	State Route 305	Project Manager:	Diane Lenius, P.E.
Description:	The project will extend the existing force main from Tollefson to the Kitsap County chlorination station (4800 lf).		
Justification:	Prevent overflows and increase the system capacity.		
Project Begin:	2025	Project Completion:	2026

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							200,000	2,610,000	2,810,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 2,610,000	\$ 2,810,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							190,000		190,000
	Land/Right of Way									-
	Construction								2,480,000	2,480,000
	Management							10,000	130,000	140,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 2,610,000	\$ 2,810,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	SR 305 STORAGE FACILITY		
PROJECT DESCRIPTION			
Budget:	\$ 600,000	Purpose:	Sewer
Location:	State Route 305	Project Manager:	Diane Lenius, P.E.
Description:	The project will install a storage facility along SR 305 to improve system capacity during peak sewer flows.		
Justification:	To accommodate peak flows during wet weather season when we experience high ground water levels during storm events.		
Project Begin:	2024	Project Completion:	2024

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves						600,000			600,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design						50,000			50,000
	Land/Right of Way									-
	Construction						520,000			520,000
	Management						30,000			30,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ 600,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	7TH AVE REGIONAL DETENTION/TREATMENT FACILITY
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PROJECT DESCRIPTION

Budget:	\$ 1,475,000	Purpose:	NPDES & TMDL Compliance
Location:	7th Ave Basin	Project Manager:	Diane Lenius, P.E.
Description:	The city will purchase a property to construct a detention/water quality facility serving 7th Ave/Poulsbo Village basin		
Justification:	Project will enhance Water Quality/TMDL & Fish Habitat. It will bring the basin into compliance with NPDES/TMDL		

Project Begin:	2025	Project Completion:	2026
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants							500,000	700,000	1,200,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							100,000	175,000	275,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 875,000	\$ 1,475,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							100,000		100,000
	Land/Right of Way							500,000		500,000
	Construction								800,000	800,000
	Management								75,000	75,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 875,000	\$ 1,475,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:

	Prior Years	Current 2020	Six-Year Plan						Total Costs
			2021	2022	2023	2024	2025	2026	
	Operating								-
	Debt								-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	8TH AVENUE CULVERT REPLACEMENT
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PROJECT DESCRIPTION

Budget:	\$ 625,000	Purpose:	Storm Drain
Location:	Dogfish Creek (South Fork)	Project Manager:	Diane Lenius, P.E.

Description:	This project will reduce flooding, improve water quality and improve fish habitat. The project will replace the existing undersized 24-inch diameter pipe under 8th Ave with a new 12-ft wide concrete box culvert. Initial design has been completed. Final design will be included as part of the state habitat restoration grants. The culvert project is an important component of the South Fork Dogfish Creek Restoration project which is the highest ranked stormwater related habitat restoration project in Kitsap County under the Puget Sound Partnership Near Term Action Plan and as such is positioned as one of the regions top funding priorities.
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Justification:	The South Fork of Dogfish Creek culvert under 8th Avenue is too small and can flood, especially when partially blocked with sediment. The stream routinely overflows its banks onto 8th Avenue. The culvert is a barrier to fish passage at higher flows.
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Project Begin:	2022	Project Completion:	2023
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants					400,000				400,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves				100,000	125,000				225,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ 100,000	\$ 525,000	\$ -	\$ -	\$ -	\$ 625,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design				100,000					100,000
	Land/Right of Way									-
	Construction					500,000				500,000
	Management					25,000				25,000
	Total Costs	\$ -	\$ -	\$ -	\$ 100,000	\$ 525,000	\$ -	\$ -	\$ -	\$ 625,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	AMERICAN LEGION PARK OUTFALL REPAIR
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PROJECT DESCRIPTION

Budget:	\$ 130,000	Purpose:	Storm Drain
Location:	American Legion Park	Project Manager:	Diane Lenius, P.E.
Description:	The stormwater outfall located at the north end of American Legion Park is in jeopardy of failing 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.		

Project Begin:	2024	Project Completion:	2025
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves						10,000	120,000		130,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 120,000	\$ -	\$ 130,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design						10,000			10,000
	Land/Right of Way									-
	Construction							110,000		110,000
	Management							10,000		10,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 120,000	\$ -	\$ 130,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	BJORGEN CREEK CULVERT REPLACEMENT - DEER RUN
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PROJECT DESCRIPTION

Budget:	\$ 300,000	Purpose:	Storm Drain
Location:	Deer Run/Bjorgen Cree	Project Manager:	Diane Lenius, P.E.

Description:	This project will improve fish habitat. This project will replace the existing undersized 24-in diameter pipe under Bjorn Street with a new 12-ft wide concrete box culvert. Project funding will be via City funds to improve Bjorgen Creek Basin.
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Justification:	The existing culvert under Bjorn Street is too small and can flood. The culvert is a barrier to fish passage at higher flows.
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Project Begin:	2025	Project Completion:	2026
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							20,000	280,000	300,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
Total Funding		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 280,000	\$ 300,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							20,000		20,000
	Land/Right of Way									-
	Construction								260,000	260,000
	Management								20,000	20,000
Total Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 280,000	\$ 300,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
Total Impact		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	DEER RUN POND RETROFIT
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PROJECT DESCRIPTION

Budget:	\$ 200,000	Purpose:	Storm Drain
Location:	Deer Run Subdivision	Project Manager:	Diane Lenius, P.E.
Description:	This project will increase the stormwater treatment from the Deer Run development to Dept of Ecology standards by replacing the existing failing bioswale with a compost amended bioswale with high flow scour protection. The detention pond will be enhanced to promote better stormwater pollutant removal.		
Justification:	The existing facility was built in 1995 and according to the current standards is undersized and allows high stormwater flows to scour out and deposit the removed stormwater pollutants to Bjorgen Creek. The existing detention pond causes short circuiting and poor stormwater pollutant retention.		
Project Begin:	2025	Project Completion:	2026

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							20,000	180,000	200,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 180,000	\$ 200,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design							20,000		20,000
	Land/Right of Way									-
	Construction								160,000	160,000
	Management								20,000	20,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 180,000	\$ 200,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	DOGFISH CREEK RETROFIT (South Fork)
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PROJECT DESCRIPTION

Budget:	\$ 1,232,317	Purpose:	Storm Drain
Location:	Dogfish Creek (South For	Project Manager:	Diane Lenius, P.E.
Description:	This project will reduce flooding, improve water quality and improve fish habitat in the South Fork Dogfish Creek and surrounding area in the vicinity of 8th Avenue and Centennial Park. The project will be constructed in two phases. Phase 1 will occur in 2018-2019 and will consist of restoring about 400-ft of degraded stream and 30,000 sf riparian buffer between 8th Avenue and Centennial Park. Phase 1 will also include stormwater retrofit design to treat run-off from the existing Public Works site and portions of Lincoln Road, 8th Avenue, 7th Avenue and Iverson Street. Phase 2 will consist of retrofit construction including the Poulsbo Library pond retrofit into a treatment wetland. Project funding will consist of a combination of state habitat restoration and stormwater retrofit grant programs.		
Justification:	The South Fork Dogfish Retrofit requires grant funding for implementation. Grants have been obtained for design. Construction grants will be pursued. The Dogfish Creek Retrofit will focus on improving water quality within the Dogfish Creek basin. The area lacks water quality facilities and the improvements to the creek to allow additional habitat require an improvement to water quality to support the health of the creek. Treatment for this stormwater basin was identified as a high priority in the Liberty Bay TMDL Plan and the 2016 Stormwater Comprehensive Plan.		
Project Begin:	2019	Project Completion:	2023

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants	4,417	227,900		375,000	375,000				982,317
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves				125,000	125,000				250,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 4,417	\$ 227,900	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,232,317

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	4,417	227,900							232,317
	Land/Right of Way									-
	Construction				480,000	480,000				960,000
	Management				20,000	20,000				40,000
	Total Costs	\$ 4,417	\$ 227,900	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,232,317

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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	Prior Years	Current 2020	Six-Year Plan						Total Costs
			2021	2022	2023	2024	2025	2026	
	Operating								-
	Debt								-
Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	FOREST ROCK HILLS (SR 305) OUTFALL
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PROJECT DESCRIPTION

Budget:	\$ 75,000	Purpose:	Storm Drain
Location:	Forest Rock Hills / SR 30	Project Manager:	Diane Lenius, P.E.
Description:	This project will alleviate localized flooding and improve water quality by retrofitting an existing swale and outfall.		
Justification:	The existing swale and outfall are plugged with accumulated sediment which causes periodic back up and overflow. This project will evaluate storm system conditions to determine repair options and construct necessary improvements.		

Project Begin:	2026	Project Completion:	2026
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves								75,000	75,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design								10,000	10,000
	Land/Right of Way									-
	Construction								65,000	65,000
	Management									-
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	GLENN HAVEN STORM DRAIN REPLACEMENT
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PROJECT DESCRIPTION

Budget:	\$ 110,000	Purpose:	Storm Drain
Location:	Glenn Haven	Project Manager:	Diane Lenius, P.E.
Description:	The project is replacing 700 linear feet of old 12" corrugated metal storm pipe from Mesford that flows down Glenn Haven to Wilderness View along with the required asphalt repair work.		
Justification:	The existing pipe is old CMP. The pipe is rusted away. Initial camera inspections show the bottom of the pipe is completely disintegrated. This pipe carries the storm flows from the Ridgewood Development as well as the upper portion of Mesford.		

Project Begin:	2021	Project Completion:	2022
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves			10,000	100,000					110,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design			10,000						10,000
	Land/Right of Way									-
	Construction				90,000					90,000
	Management				10,000					10,000
	Total Costs	\$ -	\$ -	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	Liberty Bay Bioretention
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PROJECT DESCRIPTION

Budget:	\$ 450,000	Purpose:	Storm Drain
Location:	Liberty Bay	Project Manager:	Diane Lenius, P.E.
Description:	The project is partially Grant funded. Project will install several biofiltration cells at various locations in the City. Two possible locations: one biofiltration cell on Fjord Drive and School Property with Bjorgen Creek Bain.		
Justification:	The project will improve water quality in Liberty Bay, reduction fecal coliform in support of the Liberty Bay Watershed Coliform Bacteria TMDL.		

Project Begin:	2018	Project Completion:	2020
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants	47,133	252,867							300,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	1,765	148,235							150,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 48,898	\$ 401,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	47,133								47,133
	Land/Right of Way									-
	Construction	1,765	401,102							402,867
	Management									-
	Total Costs	\$ 48,898	\$ 401,102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:

		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	NOLL ROAD BASIN DIRECT DISCHARGE
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PROJECT DESCRIPTION

Budget:	\$ 640,000	Purpose:	Storm Drain
Location:	Johnson Rd & Lemolo Sh	Project Manager:	Diane Lenius, P.E.
Description:	The project consists of re-constructing an existing deteriorated and under-sized ditch and stormwater outfall pipe to provide sufficient capacity for peak flows associated with the Johnson Road Basin including the SR305 and Johnson Parkway Roadway improvements projects (Noll Road Improvements Project). Permitting for the outfall will take substantial amount of time.		
Justification:	This project is an upgrade and expansion of an existing outfall and conveyance system that has served the existing road system for over 50 years. The system is currently undersized, deteriorated and experiences erosion and periodic flooding. Current stormwater discharges are untreated. The new stormwater facilities will provide improved capacity, reduced erosion/ scour, improved nearshore habitat and provide stormwater treatment facilities that meet the State Department of Ecology 2012 standards for Enhance Treatment. The property owners within the benefiting basin will pay their proportional share of the cost of improvements. Fees will be collected prior to project approval.		

Project Begin:	2021	Project Completion:	2025
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves			40,000			100,000	500,000		640,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 100,000	\$ 500,000	\$ -	\$ 640,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design			40,000			100,000			140,000
	Land/Right of Way									-
	Construction							480,000		480,000
	Management							20,000		20,000
	Total Costs	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 100,000	\$ 500,000	\$ -	\$ 640,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	Noll Road Culvert Replacement/Bjorgen Creek Culvert
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PROJECT DESCRIPTION

Budget:	\$ 1,425,049	Purpose:	Storm Drain
Location:	South of Noll Road	Project Manager:	Diane Lenius, P.E.
Description:	This project will replace the existing 36-inch culvert with a 8/10 foot wide culvert. Culverts of varying sizes will also be placed at Stream 1 and Stream 2 crossings which are tributaries to Bjorgen Creek.		
Justification:	The existing culvert is undersized. Therefore; 1) Creates a fish passage barrier and 2) Creates flooding problems.		

Project Begin:	2017	Project Completion:	2020
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	148,895	1,276,154							1,425,049
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 148,895	\$ 1,276,154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,425,049

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	148,895								148,895
	Land/Right of Way									-
	Construction		1,146,154							1,146,154
	Management		130,000							130,000
	Total Costs	\$ 148,895	\$ 1,276,154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,425,049

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	NOLL ROAD STORM - SOUTH SEGMENT
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PROJECT DESCRIPTION

Budget: \$ 1,000,000
Location: Johnson Parkway

Purpose: Storm Drain
Project Manager: Diane Lenius, P.E.

Description:

The project as a whole extends from SR305 & Johnson Way vicinity to Lincoln Rd along a new alignment as shown on the City Transportation Plan. This project will be implemented in several phases. Construction will be divided into three or more phases – the South Segment, Middle Segment, and North Segment: The South Segment will be advertised in 2019 and include approximately 3600 LF of new roadway from SR305 & Johnson Way vicinity to Noll Road at Storhoff; construction of this segment will take place in 2019/20/21. Grant funding for this segment has been secured through the FHWA 2017/2018 Funding Cycle and a \$3.4M grant (13.5% match, \$461,700.) The remainder of the 2019/20 construction funding will come from Traffic Impact Fees \$1M and a General Purpose Bond. A portion of the debt will be paid for by \$900,000 in Real Estate Excise Tax. City Council authorized a bond for up to \$4.1M and City staff continues to pursue state construction grants to reduce bond requirements. The bond amount will be adjusted as additional funding is secured. A Round About and Pedestrian Tunnel will be constructed as part of the South Segment work. \$5M in Connect Wasington grants have been awarded for the Round About. Advance Construction for the Tunnel will occur in 2019/20. \$1.35M (\$150,000 City Match) in STP Funds have been awarded for the Tunnel in the 2021/22 Funding Cycle. The Middle Segment and North Segments will begin design in 2020 and construction in 2022/23 to be completed by 2027. These segments will be funded by FHWA/STP, TIB, and CITY TIF over the next 10 years. The City has been successful in obtaining grant funds from these sources for past similar projects; therefore these funds are reasonably assured.

Justification:

This budget is for the stormwater portion of the roadway for the South Segment.

Project Begin: 2020 **Project Completion:** 2021

FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves		500,000	500,000						1,000,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design									-
	Land/Right of Way									-
	Construction		450,000	450,000						900,000
	Management		50,000	50,000						100,000
	Total Costs	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000

PROJECT NAME:	Noll Road Storm LID - Retrofit
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PROJECT DESCRIPTION

Budget:	\$ 850,000	Purpose:	Storm Drain
Location:	Liberty Bay Watershed	Project Manager:	Diane Lenius, P.E.
Description:	This project will improve water quality in the Liberty Bay watershed through design of bioretention, GULD approved manufactured treatment devices and treatment wetland best management practices (BMPs) at Noll Road in the city of Poulsbo. This design will include enhanced treatment and will also reduce flows to Bjorgen Creek by increasing stormwater infiltration and providing stormwater detention. State grants will be pursued for construction.		
Justification:	The project will improve water quality in Liberty Bay. This is consistent with City goals.		

Project Begin:	2018	Project Completion:	2025
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants	3,297	246,703					525,000		775,000
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves							75,000		75,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 3,297	\$ 246,703	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 850,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	3,297	246,703							250,000
	Land/Right of Way							550,000		550,000
	Construction									-
	Management							50,000		50,000
	Total Costs	\$ 3,297	\$ 246,703	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ 850,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	POULSBO CREEK OUTFALL
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PROJECT DESCRIPTION

Budget:	\$ 290,000	Purpose:	Storm Drain
Location:	Fjord Drive (near Yacht Club)	Project Manager:	Diane Lenius, P.E.
Description:	The existing outfall pipe for Poulsbo Creek at the Poulsbo Yacht Club is corroded and has collapsed in places. This project will replace the corroded metal splash pad and outfall pipe with concrete splash pad and energy dissipater. The existing culvert will be lined from the outfall to Lions Park and new catch basin control structure will be installed. The project will also install habitat features at the outfall channel for mitigation.		
Justification:	The existing outfall pipe for Poulsbo Creek at the Poulsbo Yacht Club is corroded and has collapsed in places. The outfall is a corrugated metal pipe that has reached it's useful life and is in need of replacement. Rip rap armoring around the outfall has started to collapse. The outfall must be replaced in order to stabilize the shoreline and prevent future damage.		

Project Begin:	2021	Project Completion:	2022
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves			40,000	250,000					290,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ 40,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 290,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design			40,000						40,000
	Land/Right of Way									-
	Construction				230,000					230,000
	Management				20,000					20,000
	Total Costs	\$ -	\$ -	\$ 40,000	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 290,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	RIDGEWOOD / KEVOS POND STORM DRAIN REPLACEMENT
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PROJECT DESCRIPTION

Budget:	\$ 260,000	Purpose:	Storm Drain
Location:	Ridgewood Subdivision	Project Manager:	Diane Lenius, P.E.
Description:	The Ridgewood /Kevos Pond Basin Plan identified several capital improvement projects that will address system deficiencies. Improvements consist of three projects: Norrland Control Structure Modifications, Wendy Way Pipe Replacement, and Kevos/Ridgewood Pipe replacement. This project will replace undersized 12-inch diameter storm drains with 18-inch diameter storm drains and modify an existing control structure to improve conveyance and reduce flooding. It will also construct bioretention cells to improve water quality.		
Justification:	During heavy storm events, water floods private properties. Undersized pipes and conveyance systems result in localized flooding and drainage problems.		

Project Begin:	2012	Project Completion:	2023
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants									-
3	County									-
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves					260,000				260,000
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ 260,000

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design					20,000				20,000
	Land/Right of Way									-
	Construction					220,000				220,000
	Management					20,000				20,000
	Total Costs	\$ -	\$ -	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ 260,000

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT NAME:	WEST POULSBO WATERFRONT PARK
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PROJECT DESCRIPTION

Budget:	\$ 1,779,205	Purpose:	Storm Drain
Location:	S Central Viking Avenue	Project Manager:	Diane Lenius, P.E.
Description:	West Water Front Park is a stormwater park designed to treat the South Central Viking Avenue basin which currently discharges untreated stormwater from a relatively large impervious area. This project will construct a regional treatment facility for the 60-acre urban basin consisting of bioretention, high performance media filter and potentially a constructed wetland. It will also improve capacity of the conveyance system and make outfall improvements. Project is sited on approximately 3-acres of waterfront property acquired using state RCO grants, and state stormwater retrofit grants for design and construction.		
Justification:	Viking Avenue is one of the largest paved drainage basins in the City, it currently does not have adequate storm water quality treatment. Treatment of stormwater from this basin was identified as a high priority in the Liberty Bay TMDL Plan and the 2016 Stormwater Comprehensive Plan.		

Project Begin:	2017	Project Completion:	2025
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FUNDING DESCRIPTION

	Sources of Funding	Prior Years	Current 2020	Six-Year Plan						Total Funding
				2021	2022	2023	2024	2025	2026	
1	Federal Grants									-
2	State Grants	267,618		196,661			300,000	300,000		1,064,279
3	County									
4	PWTF									-
5	Voted Bonds									-
6	Non-Voted Bonds									-
7	City/Utility Reserves	499,372	5,000	60,554			75,000	75,000		714,926
8	City Impact Fees									-
9	General Fund Revenue									-
10	Real Estate Excise Tax									-
11	Lease/Sale									-
12	LID									-
13	Donation/In-Kind									-
	Total Funding	\$ 766,990	\$ 5,000	\$ 257,215	\$ -	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ 1,779,205

	Capital Costs	Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Planning & Design	36,535	5,000	257,215						298,750
	Land/Right of Way	730,455								730,455
	Construction						350,000	350,000		700,000
	Management						25,000	25,000		50,000
	Total Costs	\$ 766,990	\$ 5,000	\$ 257,215	\$ -	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ 1,779,205

ESTIMATED IMPACT ON FUTURE OPERATING BUDGETS

Notes:	There will be no additional impact on future operating budgets.
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		Prior Years	Current 2020	Six-Year Plan						Total Costs
				2021	2022	2023	2024	2025	2026	
	Operating									-
	Debt									-
	Total Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

