

2017 – 2018 Preliminary Budget



City of Port Orchard

For Fiscal Year January 1, 2017 through December 31, 2018

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CITY OF PORT ORCHARD

Mayor

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October 5, 2016

To: Citizens of Port Orchard
Port Orchard City Council

I am pleased to present the 2017–2018 Biennium Preliminary Budget, my first budget as Mayor of Port Orchard. This biennial budget presents a major change from our prior practice of single year budgets.

In the preparation of this budget we have separated operational needs from the City's Capital needs. The Operating Budget primarily captures the expenditures related to maintaining services. The Capital Budget includes projects identified by the Mayor and the City Council as well as responding to the equipment needs of staff.

As part of the biennial budget the Mayor and Finance staff will work with the City Council to identify one time revenues to make sure these funds are allocated to capital expenditures.

This preliminary budget also includes funding for a Code City ballot measure in November 2017. As one of the few remaining Second Class Cities in the State of Washington I feel it's time for Port Orchard to have a more progressive form of Government.

Operating Budget Highlights

This preliminary budget continues to build reserves as outlined in our financial policies; this biennial budget adds \$140,000 to the stabilization fund over the next two years for a total of \$809,000 at the end of 2018.

In 2016 the City created a Transportation Benefit District that will be funded by a \$20 car tab fee; these funds will be used to fund street preservation and maintenance. This biennial budget has made funds available for the Horstman Road overlay as the first recipient of these funds.

Two additional flashing speed signs costing \$7,000 will be funded out of the street fund.

Topsoil will be applied and the over seeding will occur at Van Zee Park for \$7,000.

As part of a beautification plan for downtown, \$22,000 has been budgeted for the replacement of the trash receptacles and \$10,000 to replace damaged and diseased street trees on Kitsap and Prospect Streets, Cline and Sidney Avenues.

A highway 160 Corridor Study will be completed in this biennium at a cost of \$100,000 which will provide us a conceptual design for improvements to this vital link to highway 16.

This budget implements a 4% increase to the City's Natural Gas Tax in 2018. The increase equalizes the Natural Gas Tax with our other utility taxes at 6%. The \$94,500 generated from this increase is part of the funding solution for the proposed Tremont project bond debt.

Capital Budget Highlights

I'm proud to present the largest capital budget in the history of the City of Port Orchard with over \$26M in projects, while \$18M of this is a supplemental request that represents the Tremont Widening Project, the projects below are monumental and represent a positive future for the City of Port Orchard.

Two significant waterworks projects are proposed in this biennial budget that will eliminate our water supply dependence on the City of Bremerton and vastly improve the quality of the water we produce. These projects include the development of a new well and treatment system, an upgrade to the treatment system of one of our existing wells and water main replacement. The water system improvements totaling \$7.1M represent infrastructure investments that will serve our City for generations to come.

A 100% design will be completed for the Anderson Hill Roundabout in 2017 at cost of \$50,000 which will enable the City to participate in KRCC competitive grants for funding in the 2018 call for projects.

This budget provides six new police vehicles at a cost of \$288,405 over the next two years funded from Criminal Justice funds.

A continuation of our IT Cloud migration project includes a Springbrook Cloud Conversion in the amount of \$63,000.

Construction of segment #3 of the Bay Street Pedestrian Path will be completed in 2017 for \$530,000. This phase of the project will create a functional pathway along our waterfront, connecting the Marina Park to the Westbay Center.

To enhance our waterfront, \$10,000 is budgeted for a waterfront park conceptual design to expand the Marina Park that is operated by the Port of Bremerton on land we lease from the Department of Natural Resources and property owned by the Port of Bremerton.

Funding for the construction of Phase II of the McCormick Village Park will be provided in this biennial budget. The construction cost will come from grant funding of \$323,000, park impact fees of \$345,700, and REET 2 funds of \$286,750 for a total of \$955,450.

Additional park improvements include an irrigation system at Clayton Park in the amount of \$6,000.

The capital budget also includes the replacement of the Public Works Go-4 with a right-hand drive truck that can be used for purposes beyond meter reading. The purchase of this \$25,000 truck is significantly less expensive than replacing the single purpose Go-4. A small SUV in the amount of \$25,000 is being purchased for the Public Works and will be utilized by the Public Works Foreman, his truck will in turn be passed on to our GIS/SDAP Inspector who was hired in 2016 and currently does not have a vehicle.

Conclusion

I would like to thank the professional staff for their input and hard work in writing this preliminary budget. I look forward to working with the City's Finance Committee, Council Members and Citizens in finalizing our 2017-2018 biennial budget.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Putaansuu', written in a cursive style.

Robert Putaansuu
Mayor

Administration - Mayor

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

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

2017 & 2018 GOALS

Goal 1: Jobs & Sustainable Development

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

Goal 2: Public Safety

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

Goal 3: Fiscal Responsibility

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

Goal 4: Quality of Life

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

NON FINANCIAL LONG-TERM GOALS

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

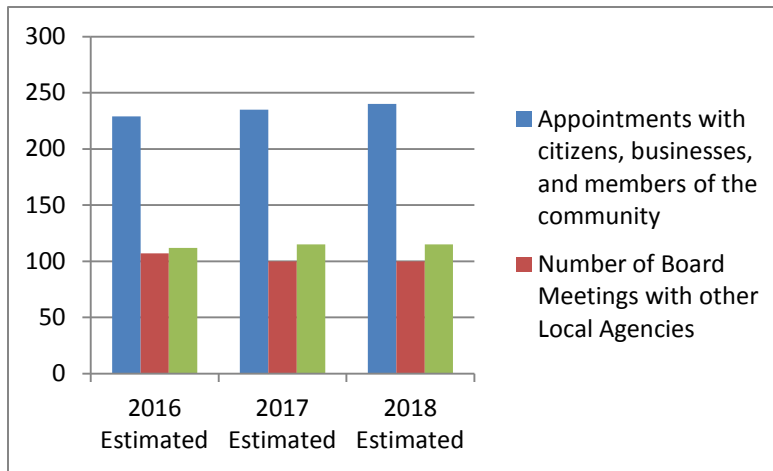
- Encourage management and our elected leaders to be innovators by thinking out of the box

DEPARTMENT OBJECTIVE

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

STATISTICS/WORKLOAD MEASURES

Department Measures	2016 Estimated	2017 Estimated	2018 Estimated
Appointments with citizens, businesses, and members of the community	229	235	240
Number of Board Meetings with other Local Agencies	107	100	100
Participation in Community Events	112	115	115

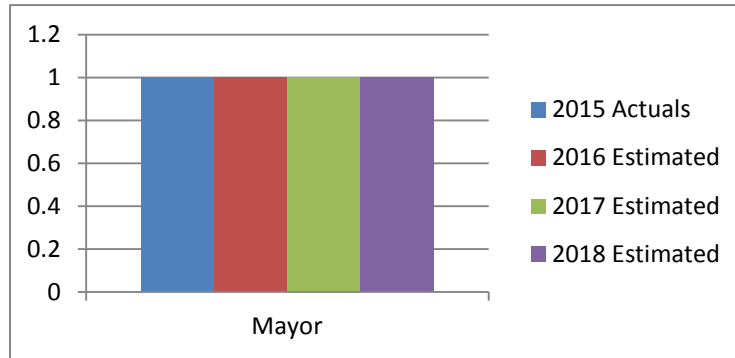


PERFORMANCE MEASURES

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

STAFFING LEVELS

Staffing Levels	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Mayor	1	1	1	1



ACCOMPLISHMENTS

The Mayor has met extensively with local businesses, community forums, and other local government partners. He initiated a space analysis on the space needs of City Hall, added additional space for department needs, negotiated a number of long term leases that were up for renewal, hired a professional facilitator to conduct a Council and Staff retreat, and implemented the City's website.

SIGNIFICANT BUDGET CHANGES

There were no significant budget changes, however minor increases in various categories to strengthen the partnerships with our local businesses, local governmental agencies, and network opportunities with other local officials.

Mayor	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Salaries & Wages	\$ 44,497	\$ 43,487	\$ 48,253	\$ 49,701
Personnel Benefits	8,988	29,845	18,673	19,233
Office & Operating Supplies	404	375	475	475
Professional Services	4,335	-	3,500	3,500
Communication	466	400	450	450
Travel	48	1,400	3,245	3,245
Operating Rentals & Leases	141	250	250	250
Repairs & Maintenance	99	150	150	150
Miscellaneous	3,581	3,575	4,475	4,475
Total	\$ 62,559	\$ 79,482	\$ 79,471	\$ 81,479

Mayor - Legal Services	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
City Attorney Retainer	\$ 90,000	\$ 101,500	\$ 150,000	\$ 150,000
City Attorney Above Retainer	14,667	61,000	15,000	15,000
Prosecuting Attorney (Criminal)	88,025	90,000	105,000	105,000
Prosecuting Attorney (Traffic)	9,780	10,050	11,000	11,000
Indigent Defense Services	120,228	126,000	135,000	135,000
Total	\$ 322,700	\$ 388,550	\$ 416,000	\$ 416,000

Total Mayor Expenditures	\$ 385,259	\$ 468,032	\$ 495,471	\$ 497,479
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Administration – City Council

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

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

2017 GOALS

Be ahead of change:

- Update code to address derelict buildings.
- Evaluate staffing and City Hall space needs.
- Continue staff/Council communication regarding the Gorst project.
- Track changes in WSDOT's plan for addressing the City's fish barrier culverts.

Harness "the evolution" that is coming to Port Orchard:

- Provide more funding to parks and open space.

Invest in downtown and the waterfront:

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

Engage community members:

- Begin plans for at least 3 sub-areas prioritized in 2016.
- Establish and start a public process for a re-design of the Bethel corridor.

Balance growth with affordability:

- Begin applying for funding for Tremont.

Create predictability in development:

- Add to and continue sharing the toolkit to attract businesses and developers to the City.
- Establish policies for development connectivity, and check if this is already in the comprehensive plan and development regulations.

2018 GOALS

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

- Add Sidney Avenue project to TIP for completion by 2023 (or date TBD).
- Evaluate the need for a Parks Department and/or Director.
- Complete conceptual design for joint-use civic center.

Invest in downtown and the waterfront:

- Continue the Pathway Project.
- Move parking off the waterfront.

Engage community members:

- Complete all 10 sub-area plans.

Balance growth with affordability:

- Completed construction of Tremont.

NON FINANCIAL LONG-TERM GOALS

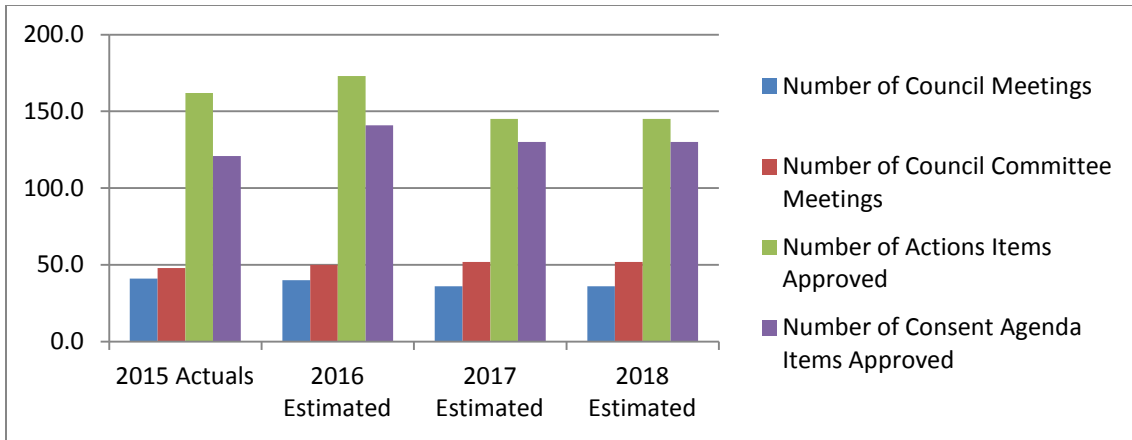
The Council shall protect and improve the quality of life for City residents by adopting policies that reflect the needs and desires of the majority of citizens living within the City.

DEPARTMENT OBJECTIVE

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

STATISTICS/WORKLOAD MEASURES

Department Measures	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Number of Council Meetings	41.0	40	36	36
Number of Council Committee Meetings	48	50	52	52
Number of Actions Items Approved	162	173	145	145
Number of Consent Agenda Items Approved	121	141	130	130

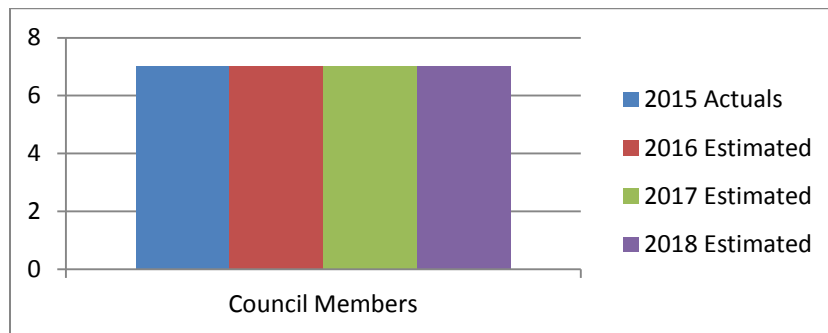


PERFORMANCE MEASURES

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

STAFFING LEVELS

Staffing Levels	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Council Members	7	7	7	7



ACCOMPLISHMENTS

Created a Transportation Benefit District (TBD), increased staff for departments in need, updated the Council meeting process to create efficiencies in council meetings, vacated unused city rights-of-way, and updated the Fireworks Ordinance to allow the ability to ban firework in extreme weather.

SIGNIFICANT BUDGET CHANGES

No significant budget changes, however the need of new council chairs have been included in the 2017 budget.

City Council	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Salaries & Wages	\$ 76,108	\$ 84,000	\$ 84,000	\$ 84,000
Personnel Benefits	10,227	14,253	14,253	14,253
Office & Operating Supplies	570	750	7,165	1,100
Professional Services	40,274	45,500	52,300	55,500
Communication	167	250	250	250
Travel	655	3,540	3,450	3,450
Operating Rentals & Leases	2,985	4,000	3,500	3,500
Repairs & Maintenance	2,061	2,000	2,000	2,000
Miscellaneous	22,281	36,723	30,700	30,700
Total	\$ 155,328	\$ 191,016	\$ 197,618	\$ 194,753

Miscellaneous General Government	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Association of Washington Cities Membership	\$ 8,210	\$ 8,310	\$ 8,700	\$ 8,700
Puget Sound Air Pollution Control Agency	7,992	8,930	9,110	9,100
Animal Control	39,300	41,000	42,000	43,000
Public Health	10,698	10,943	10,916	10,916
Substance Abuse	3,166	3,500	3,500	3,500
Elections Cost	2,809	-	10,000	-
Voter Registration	17,513	20,000	20,000	20,000
Total	\$ 89,688	\$ 92,683	\$ 104,226	\$ 95,216

Total City Council Expenditures	\$ 245,016	\$ 283,699	\$ 301,844	\$ 289,969
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Administration – City Clerk

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

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

2017 & 2018 GOALS

Goal 1: Deliver excellent customer service

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

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

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

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

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

Goal 3: Administer records management program City-wide

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

- Understand each departments archiving needs
- Provide training on the State's Retention Schedule
- Realize efficiencies by coordinating activities and standardizing processes across the City
- Provide input on a records management data base program; allowing each department access for maintaining and researching documents

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

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

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

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

Technology provides the vehicle for enhanced access to information. Over the next one to two years, the Department will move toward accomplishing this goal by focusing on the following objectives:

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

NON FINANCIAL LONG-TERM GOALS

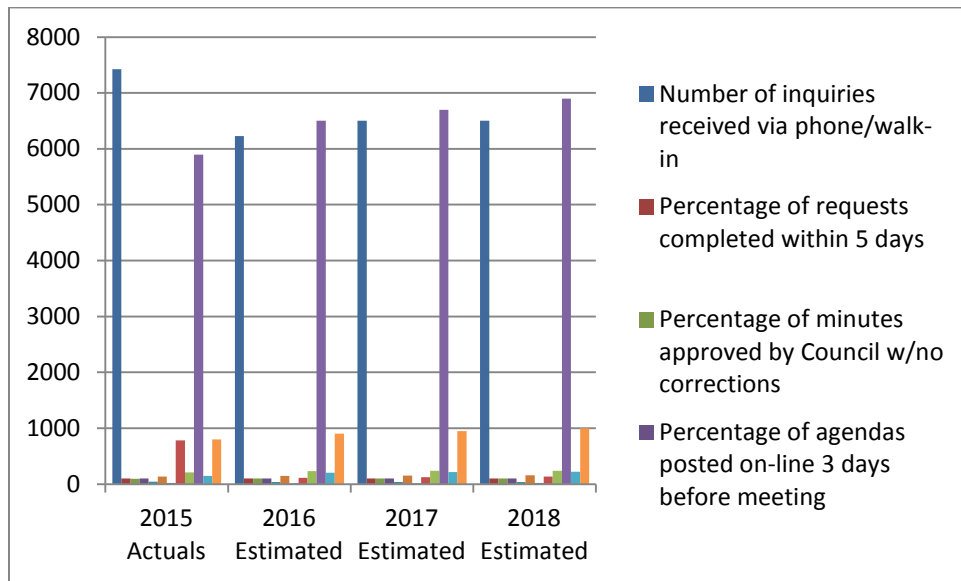
Continue to streamline processes, maintain consistency of managing electronic and paper records, and develop a Claims management program.

DEPARTMENT OBJECTIVE

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

STATISTICS/WORKLOAD MEASURES

Department Measures	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Number of inquiries received via phone/walk-in	7423	6228	6500	6500
Percentage of requests completed within 5 days	98	100	100	100
Percentage of minutes approved by Council w/no corrections	92	98	100	100
Percentage of agendas posted on-line 3 days before meeting	100	100	100	100
Number of meeting packets prepared	41	40	40	40
Number of requests received	134	145	150	155
Number of requests taking more than 10 days to complete	19	15	17	18
Number of staff hours spent on requests; Excluding Police & OTC	780	112	125	135
Paper files created & inventoried	209	230	235	240
Paper pages scanned & inventoried	5895	6500	6700	6900
Ordinances/Resolutions/Minutes/Contracts processed	144	205	215	220
Number of Followers/Likes of Social Media	800	900	950	1000
Number of visits of website Traffic	325000	325000	325000	330000

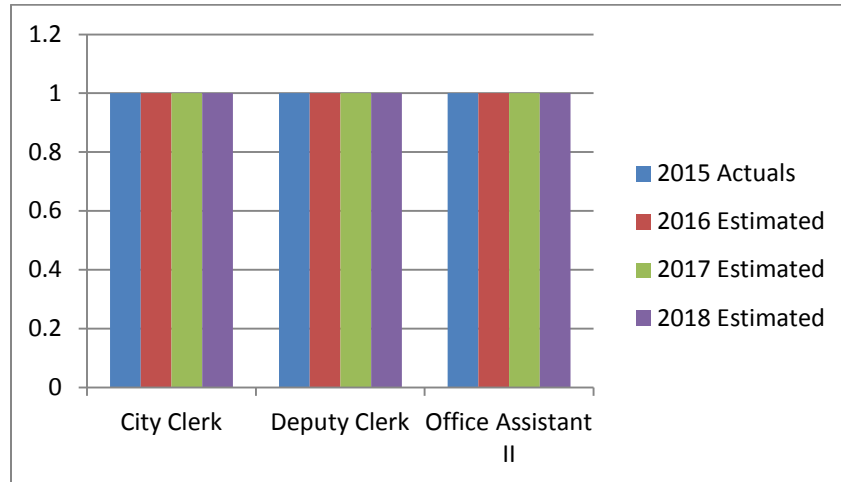


PERFORMANCE MEASURES

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

STAFFING LEVELS

Staffing Levels	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
City Clerk	1	1	1	1
Deputy Clerk	1	1	1	1
Office Assistant II	1	1	1	1



ACCOMPLISHMENTS

- Maintained the Mayor’s and Clerks records management database and retention schedule.
- Continued the efforts of logging historic files into the records management database.
- Maintained a streamlined process to responding and providing high volume of records for public records requests and acquired a public records request software for public use and staff.
- Created and implemented the codification of Special Events.
- Integrated and updated the City's website.

Transcribed Ordinances from 1890 to 1903 and added to the records management program.

SIGNIFICANT BUDGET CHANGES

No significant changes, however there is an increase in ongoing contracts that were finalized in 2016. They included a public records request software and a records management software. In addition, there was an increase in training costs due to new staff.

City Clerk	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Salaries & Wages	\$ 132,357	\$ 139,741	\$ 129,089	\$ 136,063
Personnel Benefits	41,578	49,359	60,503	63,732
Office & Operating Supplies	2,228	2,800	2,400	2,400
Professional Services	2,693	6,000	-	-
Communication	1,244	1,400	2,705	2,705
Travel	3,265	4,020	4,225	4,225
Advertising	2,391	600	700	700
Operating Rentals & Leases	2,341	2,650	2,450	2,450
Insurance	355	425	375	375
Repairs & Maintenance	1,997	1,000	1,500	1,500
Miscellaneous	4,602	5,825	12,280	12,540
Total	\$ 195,051	\$ 213,820	\$ 216,227	\$ 226,690

2017-2018 DEPARTMENT OPERATING BUDGET

Administration Department
City Council Summary by Object Code

Expenditures		2017 Budget	2018 Budget	Total 2017-2018 Budget
10	Salaries & Wages	\$ 84,000	\$ 84,000	\$ 168,000
20	Personnel Benefits	14,253	14,253	28,506
	Total Salary & Benefits	\$ 98,253	\$ 98,253	\$ 196,506
31	Office & Operating Supplies	\$ 7,165	\$ 1,100	\$ 8,265
41	Professional Services	52,300	55,500	107,800
42	Communication	250	250	500
43	Travel	3,450	3,450	6,900
45	Operating Rentals & Leases	3,500	3,500	7,000
48	Repairs & Maintenance	2,000	2,000	4,000
49	Miscellaneous	39,400	39,400	78,800
51	Intergovernmental Professional Services	85,526	86,526	172,052
	Total Other Expenditures	\$ 193,591	\$ 191,726	\$ 385,317
Total Administration Department - City Council		\$ 291,844	\$ 289,979	\$ 581,823

2017-2018 DEPARTMENT OPERATING BUDGET

Administration Department

Mayor Summary by Object Code

Expenditures		2017 Budget	2018 Budget	Total 2017-2018 Budget
10	Salaries & Wages	\$ 50,039	\$ 51,541	\$ 101,580
20	Personnel Benefits	18,673	19,233	37,906
	Total Salary & Benefits	\$ 68,712	\$ 70,774	\$ 139,486
31	Office & Operating Supplies	\$ 475	\$ 475	\$ 950
41	Professional Services	412,850	412,850	825,700
42	Communication	450	450	900
43	Travel	3,245	3,245	6,490
45	Operating Rentals & Leases	250	250	500
48	Repairs & Maintenance	150	150	300
49	Miscellaneous	4,475	4,475	8,950
	Total Other Expenditures	\$ 421,895	\$ 421,895	\$ 843,790
Total Administration Department - Mayor		\$ 490,607	\$ 492,669	\$ 983,276

2017-2018 DEPARTMENT OPERATING BUDGET

Administration Department
City Clerk Summay by Object Code

Expenditures		2017 Budget	2018 Budget	Total 2017-2018 Budget
10	Salaries & Wages	\$ 158,295	\$ 165,858	\$ 324,153
20	Personnel Benefits	68,295	71,659	139,954
	Total Salary & Benefits	\$ 226,590	\$ 237,517	\$ 464,107
31	Office & Operating Supplies	\$ 4,550	\$ 4,550	\$ 9,100
32	Fuel	200	200	400
42	Communication	1,555	1,555	3,110
43	Travel	4,225	4,225	8,450
44	Advertising	8,200	7,200	15,400
45	Operating Rentals & Leases	3,550	3,550	7,100
46	Insurance	425	425	850
48	Repairs & Maintenance	1,500	1,500	3,000
49	Miscellaneous	22,655	15,915	38,570
51	Intergovernmental Professional Services	12,000	10,000	22,000
	Total Other Expenditures	\$ 58,860	\$ 49,120	\$ 107,980
Total Administration Department		\$ 285,450	\$ 286,637	\$ 572,087

ADMINISTRATIVE DEPARTMENT

Account Number	Account Description	2017	2018	Total
001.7.511.30.00	OFFICIAL PUBLICATIONS			
001.7.511.30.10	Salaries - Official Publication Services	60,688	64,058	124,746
001.7.511.30.20	Benefits - Official Publication Services	27,518	29,036	56,554
001.7.511.30.42	Communication - Official Publication Services			150
	Municipal Code - Web Hosting	75	75	
001.7.511.30.44	Advertising - Official Publication Services			1,800
	Publish Legal Notices	1,400	400	
001.7.511.30.49	Miscellaneous - Official Publication Services			1,500
	Municipal Code Codification	750	750	
001.7.511.30.00	TOTAL OFFICIAL PUBLICATIONS			184,750
001.7.511.60.00	LEGISLATIVE SERVICES			
001.7.511.60.10	Salaries - Legislative Services	84,000	84,000	168,000
001.7.511.60.20	Benefits - Legislative Services	14,253	14,253	28,506
001.7.511.60.31	Supplies - Legislative Services			8,265
	Council Chamber Chairs	6,000	-	
	Supplies	1,165	1,100	
001.7.511.60.41	Professional Services - Legislative Services			107,800
	Council Chamber Microphones	4,200	-	
	Lobbyist	45,100	47,500	
	Professional Consultant	3,000	3,000	
	Professional ED Video	-	5,000	
001.7.511.60.42	Communication - Legislative Services			500
	Postage, Phone, & Fax	250	250	
001.7.511.60.43	Travel - Legislative Services			6,900
	Mileage Reimbursement	3,450	3,450	
001.7.511.60.45	Rentals & Lease - Legislative Services			7,000
	Postage Meter & Copy Machine	3,500	3,500	
001.7.511.60.48	Repairs & Maintenance - Legislative Services			4,000
	Copy Machine & Postage Machine	2,000	2,000	
001.7.511.60.49	Miscellaneous - Legislative Services			61,400
	Kitsap Aerospace Development Alliance Dues	2,000	2,000	
	Kitsap Economic Development Alliance Dues	10,000	10,000	
	Kitsap Regional Coordinating Council Dues	12,000	12,000	
	Puget Sound Regional Council Dues	5,000	5,000	
	Registrations, Memberships, & Miscellaneous	1,700	1,700	
001.7.511.60.00	TOTAL LEGISLATIVE SERVICES			392,371
001.7.513.10.00	EXECUTIVE ADMINISTRATION			
001.7.513.10.10	Salaries - Executive Administration	50,039	51,541	101,580
001.7.513.10.20	Benefits - Executive Administration	18,673	19,233	37,906
001.7.513.10.31	Supplies - Executive Administration			950
	Supplies	475	475	
001.7.513.10.41	Professional Services - Executive Administration			7,000
	Professional Consultant	3500	3500	

Account Number	Account Description	2017	2018	Total
001.7.513.10.42	Communication - Executive Administration Postage, Phone & Fax	450	450	900
001.7.513.10.43	Travel - Executive Administration Mileage & Meal Reimbursement	3,245	3,245	6,490
001.7.513.10.45	Operating Rentals & Leases - Executive Administration Postage Meter & Copy Machine	250	250	500
001.7.513.10.48	Repairs & Maintenance - Administration Copy Machine & Postage Machine	150	150	300
001.7.513.10.49	Miscellaneous - Executive Administration Economic Development Networking Registration, Memberships, & Misc.	1,500 2,975	1,500 2,975	8,950
001.7.513.10.00	TOTAL EXECUTIVE ADMINISTRATION			164,576
001.7.514.30.00 RECORDS SERVICES				
001.7.514.30.10	Salaries - Record Services	73,032	76,897	149,929
001.7.514.30.20	Benefits - Record Services	32,985	34,696	67,681
001.7.514.30.31	Supplies - Record Services Supplies	2,400	2,400	4,800
001.7.514.30.42	Communication - Record Services Postage, Phone, & Fax	1,480	1,480	2,960
001.7.514.30.43	Travel - Record Services Mileage & Meal Reimbursement	4,225	4,225	8,450
001.7.514.30.44	Advertising - Record Services Bids - RFP's	300	300	600
001.7.514.30.45	Rentals & Leases - Record Services Postage Meter & Copy Machine	2,450	2,450	4,900
001.7.514.30.46	Insurance - Record Services Notary Bond & Surety Bonds	425	425	850
001.7.514.30.48	Repairs & Maintenance - Record Services Copy Machine & Postage Machine	1,500	1,500	3,000
001.7.514.30.49	Miscellaneous - Record Services Registration, Memberships, & Misc. Youth Outreach Program US Archiving Records Subscription WEBQA PRR Software Subscription	6,375 500 1,415 3,240	6,375 500 1,415 3,500	23,320
001.7.514.30.00	TOTAL RECORDS SERVICES			266,490
001.7.514.40.00 RECORD SERVICES ELECTION COSTS				
001.7.514.40.51	Intergovt Professional Services-Record Services Election Costs	12,000	10,000	22,000
001.7.514.40.00	TOTAL RECORD SERVICES ELECTION COSTS			22,000
001.7.514.90.00 VOTER REGISTRATION COSTS				
001.7.514.90.51	Intergovt Professional Services Voter Registration Costs	20,000	20,000	40,000
001.7.514.90.00	TOTAL VOTER REGISTRATION COSTS			40,000

Account Number	Account Description	2017	2018	Total
001.7.515.00.00	LEGAL SERVICES			
001.7.515.31.41	Professional Services - Legal - Criminal Prosecuting Attorney - Criminal	102,250	102,250	204,500
001.7.515.32.41	Professional Services - Legal - Civil City Attorney Services	165,000	165,000	330,000
001.7.515.33.41	Professional Services - Legal - Traffic Prosecuting Attorney - Traffic	10,700	10,700	21,400
001.7.515.91.41	Professional Services - General Indigent Defense Indigent Defense Services Investigators, Expert Witness, Transcription Services	121,400	121,400	262,800
001.7.515.00.00	TOTAL LEGAL SERVICES			818,700
001.7.519.90.00	MISCELLANEOUS GENERAL GOVERNMENT			
001.7.519.90.49	Miscellaneous - Other Central Services Assoc. WA Cities Membership Minority & Women's Business Enterprise	8,600	8,600	17,400
001.7.519.90.00	TOTAL MISCELLANEOUS GENERAL GOVERNMENT			17,400
001.7.553.70.00	POLLUTION CONTROL			
001.7.553.70.51	Intergovt Professional Services - Pollution Puget Sound Air Pollution Control Agency	9,110	9,110	18,220
001.7.553.70.00	TOTAL POLLUTION CONTROL			18,220
001.7.554.30.00	ANIMAL CONTROL			
001.7.554.30.51	Intergovt Professional Services - Animal Control Kitsap Humane Society	42,000	43,000	85,000
001.7.554.30.00	TOTAL ANIMAL CONTROL			85,000
001.7.562.00.00	PUBLIC HEALTH			
001.7.562.00.51	Intergovt Professional Services - Public Health Bremerton Kitsap Co. Health District Governance Center Mortgage	9,314	9,314	21,832
001.7.562.00.00	TOTAL PUBLIC HEALTH			21,832
001.7.566.00.00	SUBSTANCE ABUSE			
001.7.566.00.51	Intergovt Professional Services - Substance Alcoholism Services	3,500	3,500	7,000
001.7.566.00.00	TOTAL SUBSTANCE ABUSE			7,000

Account Number	Account Description	2017	2018	Total
001.7.573.90.00	FESTIVAL OF CHIMES & LIGHTS			
001.7.573.90.10	Salaries - Chimes & Lights	24,575	24,903	49,478
001.7.573.90.20	Benefits - Chimes & Lights	7,792	7,927	15,719
001.7.573.90.31	Supplies - Chimes & Lights			4,300
	Supplies	<u>2,150</u>	<u>2,150</u>	
001.7.573.90.32	Fuel - Chimes & Lights			400
	Fuel	<u>200</u>	<u>200</u>	
001.7.573.90.44	Advertising - Chimes & Lights			13,000
	Advertising	<u>6,500</u>	<u>6,500</u>	
001.7.573.90.45	Rent & Lease - Chimes & Lights			2,200
	Rent & Lease	<u>1,100</u>	<u>1,100</u>	
001.7.573.90.49	Miscellaneous - Chimes & Lights			13,750
	Festival Brochures	2,375	2,375	
	Garland and Wreaths	7,000	-	
	Sound System for Event	<u>1,000</u>	<u>1,000</u>	
001.7.573.90.00	TOTAL FESTIVAL OF CHIMES & LIGHTS			98,847
<hr/>				
TOTAL ADMINISTRATION DEPARTMENT		1,067,901	1,069,285	2,137,186

Finance

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

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

2017 GOALS

- Manage Biennial Budget to include the mid-biennial review
- Provide finance options for the Tremont Street Widening Project
- Support Community Development Department in implementation of building abatement program

2018 GOALS

- Provide accounting support to Public Works in constructing the Tremont Street Widening Project
- Implementation of an Equipment Replacement Revolving Fund (ER&R)

NON FINANCIAL LONG-TERM GOALS

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

DEPARTMENT OBJECTIVE

Finance

- Professional and courteous finance staff that responds promptly to public inquires and requests.
- Emphasize accountability, efficiency, innovation, and partnerships.

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

Information Technology

- Establish and perform scheduled network system backups.
- Maintain all information system hardware and software on the City network, including real time off-site "mirror" server application.
- Establish, monitor, and maintain the network health and security for citywide computer operations.
- Monitor software applications to ensure that appropriate software licensing requirements are met.
- Maintain miscellaneous electronic items, such as the clock tower, chimes, and courtroom video arraignment system.
- Maintain and support City telephones and telephone system.
- Provide on call support 24/7/365 for all City systems by staff or contract services.

Human Resources

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

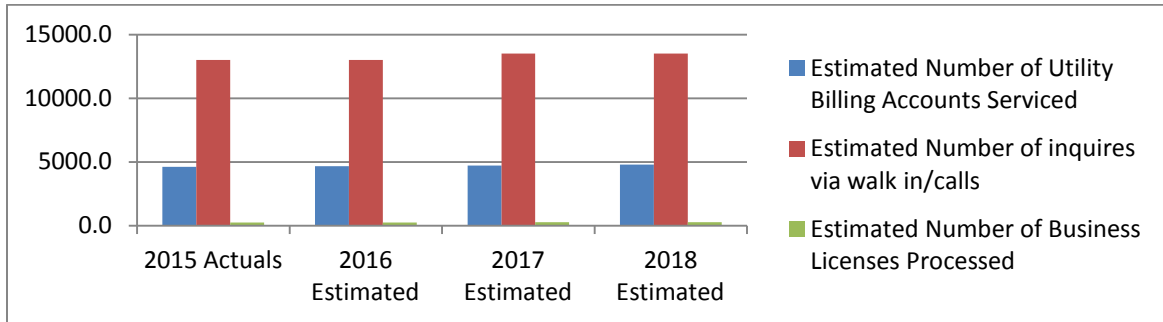
- Ensuring a diverse workforce in a safe and discrimination/harassment free environment by maintaining compliance with employment laws, government regulations and employee training..
- Continuing to standardize human resources management practices in the areas of hiring, retention, employee development, benefits, and compliance with federal, state, and local regulations. HR will continue to collaborate with Regional TRAIN Consortium for Public Agencies and WSHRM to expand resources and training opportunities for the City.
- Continuing to promote wellness programs and employee incentive options, HR will maintain the Well City status as a cost-effective health and productivity management strategy for the City, yielding important benefits to our individual workers and their families.
- Offering benefit services to all employees by administering orientation sessions for all new staff and continuing to provide individualized benefits counseling. Also providing appropriate training, resources, and contacts for employee's specific benefits advising needs.
- Promoting safety awareness, training, and safe work habits among City employees and responding timely to concerns, questions, or complaints about health and safety issues to minimize damages resulting from accidents and Workman's Compensation time loss claims. HR

will support L&I's Stay at Work program as a financial incentive encouraging City Directors to provide their injured workers with light duty or transitional work.

- Maximizing technology to streamline HR transactional activities in order to improve and enhance workflow efficiency and improve customer service. HR will transition to Springbrook's HR module to offer flexible, user-friendly, and integrated systems, including the expanded use of employee self-service.

STATISTICS/WORKLOAD MEASURES

Department Measures	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Estimated Number of Utility Billing Accounts Serviced	4603.0	4655	4715	4775
Estimated Number of inquires via walk in/calls	13000	13000	13500	13500
Estimated Number of Business Licenses Processed	240	250	260	260

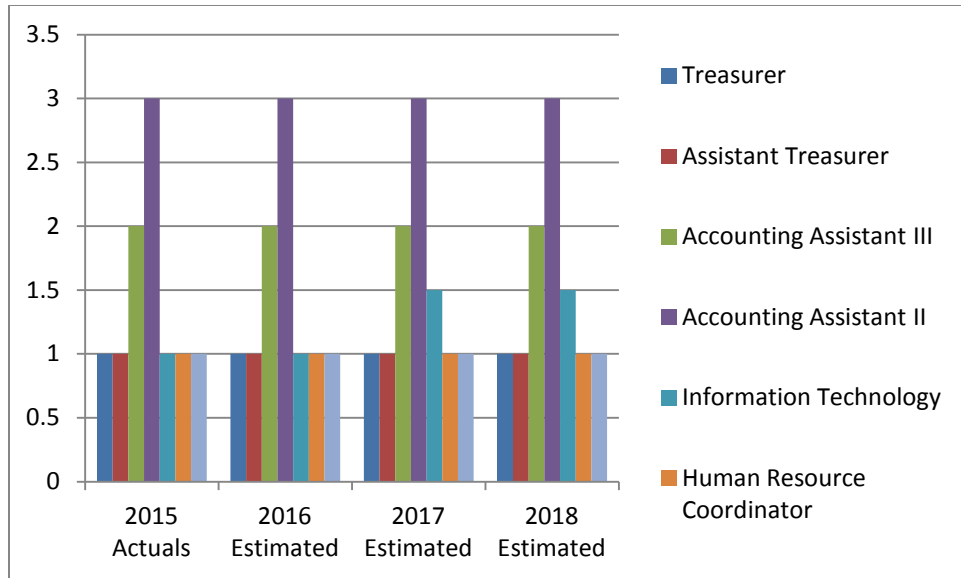


PERFORMANCE MEASURES

- Earn the 2016 and 2017 AWC Well City Award.
- Have all City Employees trained in First Aid and CPR in 2018.
- Conduct ADA awareness training for Supervisors.

STAFFING LEVELS

Staffing Levels	2015 Actual	2016 Estimated	2017 Estimated	2018 Estimated
Treasurer	1	1	1	1
Assistant Treasurer	1	1	1	1
Accounting Assistant III	2	2	2	2
Accounting Assistant II	3	3	3	3
Information Technology	1	1	1.5	1.5
Human Resource Coordinator	1	1	1	1
Summer Student Intern	1	1	1	1



ACCOMPLISHMENTS

- Implementation of 2017 - 2018 Biennial Budget
- Comprehensive upgrade to Information Technology infrastructure, systems, and procedures
- Integration of new IT Specialist position providing computer support
- Well City Award. For the past six years the City earned the Well City Award from the Association of Washington Cities (AWC) Employee Benefit Trust. The award is based on meeting stringent best practice standards in employee health promotion. As a recipient of this award, the City receives a 2% premium discount on their Regence BlueShield or Group Health medical coverage for employee & spouses for 2017 budget year.
- Implementation of ADA requirements as ADA Coordinator to bring all programs, services and activities of the City into compliance under Title II, Section 35.102.
- Provided support through the research and development of materials and comparison data needed for the negotiation process in reaching a successful Collective Bargain Agreements between the City and Teamsters 589 and the City and the Port Orchard Police Guild for 2016-2018.
- Developed the Building Beneficial Partnerships Program to offer experiential learning for the student/volunteer seeking experience with the City of Port Orchard.

SIGNIFICANT BUDGET CHANGES

An expenditure for Springbrook Cloud Conversion has been included in the capital budget. The cost will be allocated across various funds using the Cost Allocation Module. The estimated cost is \$63,000.

2017-2018 DEPARTMENT OPERATING BUDGET

Finance Department

Finance Summary by Object Code

Expenditures		2017 Budget	2018 Budget	Total 2017-2018 Budget
10	Salaries & Wages	\$ 354,119	\$ 373,299	\$ 727,418
20	Personnel Benefits	143,939	151,506	295,445
	Total Salary & Benefits	\$ 498,058	\$ 524,805	\$ 1,022,863
31	Office & Operating Supplies	\$ 64,850	\$ 47,700	\$ 112,550
41	Professional Services	44,050	44,350	88,400
42	Communication	5,300	5,300	10,600
43	Travel	7,500	7,500	15,000
44	Advertising	1,000	1,000	2,000
45	Operating Rentals & Leases	4,150	4,200	8,350
46	Insurance	100	100	200
48	Repairs & Maintenance	31,100	31,100	62,200
49	Miscellaneous	64,080	65,780	129,860
51	Intergovernmental Professional Services	8,700	8,700	17,400
	Total Other Expenditures	\$ 230,830	\$ 215,730	\$ 446,560
Total Finance Department		\$ 728,888	\$ 740,535	\$ 1,469,423

For additional detail, see worksheets for Finance, Human Resources, and Information Technology.

FINANCE DEPARTMENT

Account Number	Description	2017	2018	Total
001.1.514.22.00	FIDUCIARY SERVICES			
001.1.514.22.10	Salaries - Fiduciary Services	22,434	25,666	48,100
001.1.514.22.20	Benefits - Fiduciary Services	8,070	9,259	17,329
001.1.514.22.00	TOTAL FIDUCIARY SERVICES			65,429
001.1.514.23.00	BUDGETING, ACCOUNTING, AUDITING			
001.1.514.23.10	Salaries - Budgeting	169,143	179,254	348,397
001.1.514.23.20	Benefits - Budgeting	82,838	87,425	170,263
001.1.514.23.31	Supplies - Budgeting			10,100
	Office Supplies	5,000	5,100	
001.1.514.23.41	Professional Services - Budgeting			51,300
	GASB 34 Consultant	1,000	1,000	
	Micro - Flex Tax Audit	500	500	
	State Audit (SAO)	24,000	24,300	
001.1.514.23.42	Communication - Budgeting			5,600
	Phone/Fax	1,200	1,200	
	Postage	1,600	1,600	
001.1.514.23.43	Travel - Budgeting			9,400
	Travel	4,700	4,700	
001.1.514.23.45	Rentals & Leases - Budgeting			6,600
	Copy Machine Lease	3,000	3,000	
	Postage Meter Rental	300	300	
001.1.514.23.46	Insurance - Budgeting			200
	Notary Bonds	100	100	
001.1.514.23.48	Repairs & Maintenance - Budgeting			9,000
	Copy Machine Maintenance	2,000	2,000	
	Micro - Flex Tax Tools Maintenance Fee	2,000	2,000	
	Misc Repairs & Maintenance	500	500	
001.1.514.23.49	Miscellaneous - Budgeting			39,040
	Banking/Fiscal Agent	1,300	1,300	
	Business License Fees (BLS)	1,200	1,500	
	Document Shredding	200	200	
	Dues	760	760	
	Forms, Printing	700	700	
	Miscellaneous	500	500	
	Parkeon Service Fee	5,200	5,300	
	Registrations	6,450	6,450	
	Residential Parking Permit Stickers	350	350	
	Service Subscription for Parking Boxes	1,080	1,080	
	Springbrook National Users Group	180	180	
	Springbrook Training	1,000	1,500	
	Taxi Cab Stickers	150	150	
001.1.514.23.00	TOTAL BUDGETING, ACCOUNTING AUDITING			649,900

Account Number	Description	2017	2018	Total
001.1.517.90.00	OTHER EMPLOYEE BENEFITS (WELLNESS COMMITTEE)			
001.1.517.90.31	Supplies - Employee Benefits			1,400
	Office Supplies	700	700	
001.1.517.90.43	Travel - Employee Benefits			600
	Travel	300	300	
001.1.517.90.49	Miscellaneous - Employee Benfits			900
	Yoga Classes	300	300	
	Miscellaneous	100	200	
001.1.517.90.00	TOTAL OTHER EMPLOYEE BENEFITS (WELLNESS COMMITTEE)			2,900
001.1.518.10.00	HUMAN RESOURCES MANAGEMENT			
001.1.518.10.10	Salaries - Personnel Services	72,080	74,243	146,323
001.1.518.10.20	Benefits - Personnel Services	16,702	17,203	33,905
001.1.518.10.31	Supplies - Personnel Services			800
	Office Supplies	400	400	
001.1.518.10.41	Professional Services - Personnel Services			21,200
	Drug Testing	700	700	
	L&I Comp Management	9,500	9,500	
	Personnel Investigations	400	400	
001.1.518.10.42	Communication - Personnel Services			600
	Phone, Fax, Postage	300	300	
001.1.518.10.43	Travel - Personnel Services			2,000
	Travel	1,000	1,000	
001.1.518.10.44	Advertising - Personnel Services			2,000
	Advertising	1,000	1,000	
001.1.518.10.45	Rentals & Lease - Personnel Services			1,750
	Copy Machine Lease	400	400	
	Postage Meter	450	500	
001.1.518.10.48	Repairs & Maintenance - Personnel Services			1,000
	Copy Machine Maintenance	250	250	
	Miscellaneous Repairs & Maintenance	250	250	
001.1.518.10.49	Miscellaneous - Personnel Services			7,500
	AWC D&A Testing Consortium	900	900	
	Printing, Dues, Registrations, Subscriptions	2,500	3,200	
001.1.518.10.00	TOTAL HUMAN RESOURCE MANAGEMENT			217,078
001.1.518.88.00	INFORMATION TECHNOLOGY			
001.1.518.88.10	Salaries - InformationTechnology	90,462	94,136	184,598
001.1.518.88.20	Benefits - Information Technology	36,329	37,619	73,948
001.1.518.88.31	Supplies - Information Technology			100,250
	Workstations	36,000	36,000	
	Surface Pros	2,800	-	
	Barracuda Firewall & Spam Filter	2,800	3,000	
	DCD - Computer	14,650	-	
	Parts & Supplies	2,500	2,500	
001.1.518.88.41	Professional Services - Information Technology			15,900
	Computer Consultant	4,750	4,750	
	Website Upkeep	3,200	3,200	
001.1.518.88.42	Communication - Information Technology			4,400

Account Number	Description	2017	2018	Total
	Modems, Phone, Fax	1,000	1,000	
	Website Hosting	1,200	1,200	
001.1.518.88.43	Travel - Information Technology			3,000
	Training	1,500	1,500	
001.1.518.88.48	Repairs & Maintenance - Information Technology			52,200
	Barracuda Email Archiver Maintenance	2,500	2,500	
	ESRI Maintenance	4,000	4,000	
	Miscellaneous Repairs	1,200	1,200	
	Mobileguard Text Archiving	3,000	3,000	
	Springbrook Software Maintenance	13,000	13,000	
	Symantec Software Maintenance	2,400	2,400	
001.1.518.88.49	Miscellaneous - Information Technology			82,420
	Dues, Subscriptions, Registrations	1,600	1,600	
	KRCC - Kitnet Dues	650	650	
	MaaS 360 Mobile Device Management Software - Annual License	800	800	
	MS Office 365 @ Cloud Hosted Email Subscription	37,000	37,000	
	Photoshop Software License renewal (1@\$120/year) - Administration	120	120	
	Photoshop Software License renewal (2@\$120/yr) - DCD	240	240	
	VPN Access via Kitsap County - Annual License (\$100/yr per user)	800	800	
001.1.518.88.51	Intergovt'l Prof Services-Info Tech			17,400
	KC Net Motion Laptop Connectivity to Interl Network	600	600	
	KC Internet & IGN Service	8,100	8,100	
001.1.518.88.00	TOTAL INFORMATION TECHNOLOGY			534,116
TOTAL FINANCE DEPARTMENT		728,888	740,535	1,469,423

Municipal Court

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

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

2017 GOALS

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

2018 GOALS

- Convert to digital (paperless) court by converting to electronic Case Management System
- Continue to maintain all court records within the parameters required by State law, local laws, and court rules
- Continue to efficiently and effectively administer justice
- Continue maintenance of bail schedules, court forms and procedures as legislation dictates
- Continue monitoring of interpreter Language Assistance Plan

NON FINANCIAL LONG-TERM GOALS

- Continue to maintain all court records within the parameters required by State law, local laws, and court rules

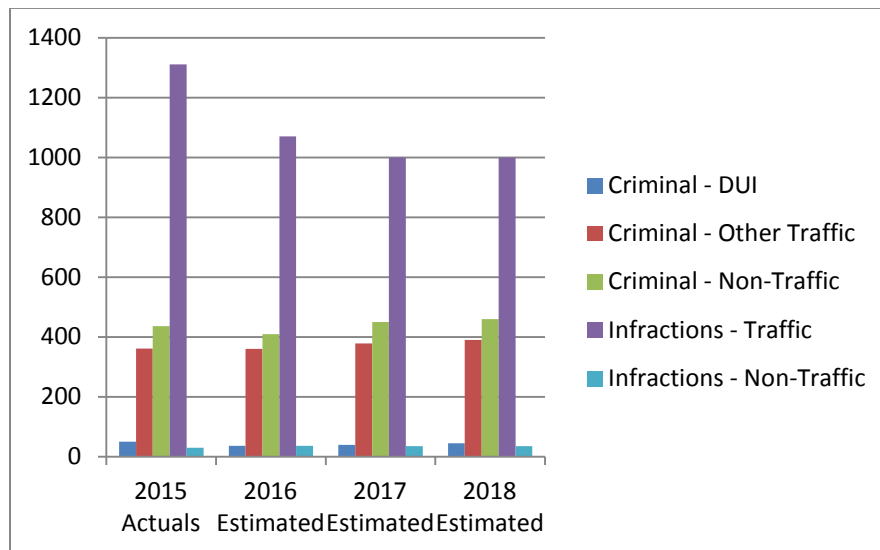
- Continue to efficiently and effectively administer justice
- Continue maintenance of bail schedules, court forms and procedures as legislation dictates
- Continue monitoring of interpreter Language Assistance Plan

DEPARTMENT OBJECTIVE

The Court's objective for 2018 is to convert to an electronic (paperless) court management system.

STATISTICS/WORKLOAD MEASURES

Department Measures	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Criminal - DUI	50	36	40	45
Criminal - Other Traffic	361	360	378	390
Criminal - Non-Traffic	436	410	450	460
Infractions - Traffic	1,311	1,070	1,000	1,000
Infractions - Non-Traffic	30	36	35	35

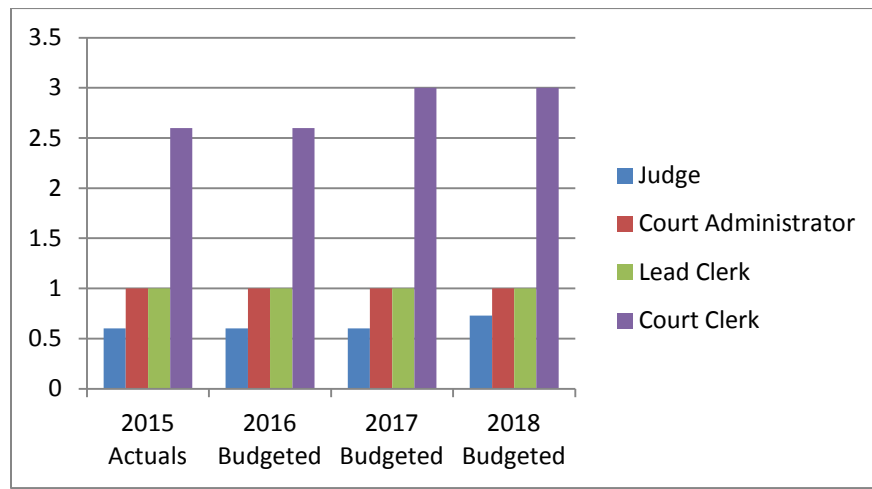


PERFORMANCE MEASURES

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

STAFFING LEVELS

Job Title	2015 Actuals	2016 Budgeted	2017 Budgeted	2018 Budgeted
Judge	0.6	0.6	0.6	0.73
Court Administrator	1	1	1	1
Lead Clerk	1	1	1	1
Court Clerk	2.6	2.6	3	3



ACCOMPLISHMENTS

The Court continues to efficiently and accurately maintain all court records and effectively administer justice.

SIGNIFICANT BUDGET CHANGES

The significant budget changes for 2017 would be to increase the part-time court clerk position to a full time position to help prepare court for future staff coverage needs. Due to the current Judge's retirement at the end of 2017, the significant budget changes for 2018 will include adding a half-day court session to the current court schedule which in turn will affect the new Judge's contract, the prosecutor's contract and public defender contract. In addition in 2018, the Court's goal is to convert to a paperless court, i.e., electronic case management system to more effectively and efficiently maintain court records.

2017-2018 DEPARTMENT OPERATING BUDGET

Court Department

Court Summary by Object Code

Expenditures		2017 Budget	2018 Budget	Total 2017-2018 Budget
10	Salaries & Wages	\$ 381,315	\$ 390,526	\$ 771,841
20	Personnel Benefits	161,948	200,643	362,591
	Total Salary & Benefits	\$ 543,263	\$ 591,169	\$ 1,134,432
31	Office & Operating Supplies	\$ 7,525	\$ 7,525	\$ 15,050
41	Professional Services	19,900	19,900	39,800
42	Communication	5,000	5,000	10,000
43	Travel	2,500	2,500	5,000
45	Operating Rentals & Leases	3,750	3,750	7,500
48	Repairs & Maintenance	3,000	3,000	6,000
49	Miscellaneous	19,628	19,628	39,256
	Total Other Expenditures	\$ 61,303	\$ 61,303	\$ 122,606
Total Court Department		\$ 604,566	\$ 652,472	\$ 1,257,038

MUNICIPAL COURT

Account Number	Description	2017	2018	Total
001.2.512.50.00	MUNICIPAL COURT			
001.2.512.50.10	Salaries - Court	381,315	390,526	771,841
001.2.512.50.20	Benefits - Court	161,948	200,643	362,591
001.2.512.50.31	Supplies - Court			15,050
	Books: West Group & RCW	1,050	1,050	
	Office Supplies	5,600	5,600	
	Postage Meter Supplies	75	75	
	Toner - Printers	800	800	
001.2.512.50.41	Professional Services - Court			39,800
	Bailiff	500	500	
	Expert Witness Fees	400	400	
	Interpreters	4,000	4,000	
	Protem	15,000	15,000	
001.2.512.50.42	Communication - Court			10,000
	Phone, Fax	2,000	2,000	
	Postage Meter	3,000	3,000	
001.2.512.50.43	Travel - Court			5,000
	Administrator (2 Conferences)	1,000	1,000	
	Judge (2 Conferences)	1,000	1,000	
	Staff (Training)	500	500	
001.2.512.50.45	Rentals & Leases - Court			7,500
	Copier	3,200	3,200	
	Postage Meter Rental	550	550	
001.2.512.50.48	Repairs & Maintenance - Court			6,000
	Copier Maintenance Contract	850	850	
	Court Video Support	700	700	
	FTR Digital Audio Support Contract	950	950	
	Miscellaneous Office Equipment Repair	500	500	
001.2.512.50.49	Miscellaneous - Court			39,256
	Association Dues: Judge & Administrator	720	720	
	Bank Fees (Credit Card)	1,500	1,500	
	Juries (County Clerk)	6,000	6,000	
	Miscellaneous	268	268	
	Non-Expert Witness Fees/Mileage	100	100	
	Printing: Bail Schedules	800	800	
	Printing: Court Forms	9,000	9,000	
	Shredder Service	240	240	
	Training/Conferences - Registration Fees	1,000	1,000	
001.2.512.50.00	TOTAL MUNICIPAL COURT	604,566	652,472	1,257,038
TOTAL MUNICIPAL COURT		604,566	652,472	1,257,038

City of Port Orchard Supplemental Budget Request

Department: Municipal Court

Supplemental Request**	Request	Coding	Amount	Description
Request #1	Part-Time Court Clerk Additional Hours		49,147	Change existing employee hours for 2017
Request #2	Part-Time Court Clerk Additional Hours		51,323	Change existing employee hours for 2018
Request #3	Judge Additional Hours		18,000	Change Existing Employee Hours 2018
Request #4	2018 - OCourt - Case Management System (Electronic)	001.2.594.12.64	32,000	Case Management System (electronic)
Request #5	2018 - OCourt - Case Management System Yearly Maintenance	001.2.512.50.48	7,100	Maintenance of OCourt Case Management System
Request #6	Desk Scanners - Qty 6	001.2.512.50.31	3,000	Desk Scanners for OCourt Case Management System
Request #7	Signature Pads - Qty 6	001.2.512.50.31	1,000	Signature Pads for OCourt Case Management System
Request #8	Computers - Qty 3	001.2.512.50.31	3,000	Computers for Prosecutor, Public Defender and Public
Request #9				
Request #10				

****Attach a Supplemental Request form for Supplemental Projects, Large Maintenance Projects, Equipment or Staffing Changes**
Forms are located under Common/Finance/Budget/Budget Request
Please select the appropriate form for your request

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
Municipal Court	Part-time Court Clerk	16 hrs

Position Justification:

At the end of 2017 the Judge will be retiring and the Court Administrator will be retiring soon thereafter. The Court is requesting that the part-time court clerk position become a full time position. At present the Court Administrator performs many court clerk tasks due to the low number of staff available especially when other clerks are out due to vacation or sick leave. The Court will need trained staff to maintain the level of expertise. Modifying the part-time court clerk position to a full time position will allow the Court staff to perform the required tasks necessary to maintain the integrity of the Court.

Salaries & Benefits (to be calculated by payroll)	2017
Salary	17,647
Overtime	0
Health & Life Benefits	27,948
Retirement-PERS/LEOFF	1,973
Social Security/Medicare	1,350
Labor & Industries Workers Comp	158
Unemployment Insurance	71
Other - (VEBA, Clothing Allowance, etc)	0
Total Salary & Benefits	49,147

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	0
Drug Screening	0
Training	0
Computer	0
Desk, Chair, Phone	0
Supplies	0
Uniforms	0
Vehicles, Vehicle Equipment	0
Other (describe)	0
Total Additional Expenses	0
Total Cost	49,147

Additional Information:

The Part-time Court Clerk position is currently a 0.6 FTE and the Court is requesting the position be increased to 1 FTE.

Proposed Funding Source	
General Fund Revenue	49,147
City Street Fund Revenue	0
Criminal Justice Fund	0
Cumulative Reserve for Municipal Facilities (REET)	0
Street Capital Projects Fund	0
Water Sewer Fund	0
Storm Drainage Fund	0
Grants-Federal/State/Local	0
Other (describe)	0
Total Source of Funds	49,147

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
Municipal Court	Part-time Court Clerk	16 hrs

Position Justification:

At the end of 2017 the Judge will be retiring and the Court Administrator will be retiring soon thereafter. The Court is requesting that the part-time court clerk position become a full time position. At present the Court Administrator performs many court clerk tasks due to the low number of staff available especially when other clerks are out due to vacation or sick leave. The Court will need trained staff to maintain the level of expertise. Modifying the part-time court clerk position to a full time position will allow the Court staff to perform the required tasks necessary to maintain the integrity of the Court.

Salaries & Benefits (to be calculated by payroll)	2018
Salary	18,778
Overtime	0
Health & Life Benefits	28,776
Retirement-PERS/LEOFF	2,099
Social Security/Medicare	1,437
Labor & Industries Workers Comp	158
Unemployment Insurance	75
Other - (VEBA, Clothing Allowance, etc)	0
Total Salary & Benefits	51,323

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	0
Drug Screening	0
Training	0
Computer	0
Desk, Chair, Phone	0
Supplies	0
Uniforms	0
Vehicles, Vehicle Equipment	0
Other (describe)	0
Total Additional Expenses	0

Additional Information:

The Part-time Court Clerk position is currently a 0.6 FTE and the Court is requesting the position be increased to 1 FTE.

Total Cost	51,323
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Proposed Funding Source	
General Fund Revenue	51,323
City Street Fund Revenue	0
Criminal Justice Fund	0
Cumulative Reserve for Municipal Facilities (REET)	0
Street Capital Projects Fund	0
Water Sewer Fund	0
Storm Drainage Fund	0
Grants-Federal/State/Local	0
Other (describe)	0
Total Source of Funds	51,323

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
Municipal Court	Judge	5 hrs

Position Justification:

At the end of 2017 the current Judge will be retiring and a new Judge will need to be appointed. The Court is requesting the new contract includes an additional 1/2 day (Thursday morning) plus 1 hour on Fridays for a total of 29 hours for a 0.73 FTE. The report for Judicial Needs Estimates for 2015 for POMC estimated that the judge position need for this Court to be 0.81 based on projected filings. The Municipal Court Judge performs the same duties as a District Court Judge and pay should be commensurate with a District Court Judge. The District Court Judge's salary is set by the State's Citizens' Commission on Salaries for Elected Officials and the annual salary beginning September 2016 will be \$157,933 for a full time position. The salary for a 0.73 FTE District Court Judge will be \$115,291.09. The Court is estimating the contract for the new judge to be approximately \$105,000 plus benefits.

Salaries & Benefits (to be calculated by payroll)	
Salary	15,066
Overtime	0
Health & Life Benefits	0
Retirement-PERS/LEOFF	1,677
Social Security/Medicare	1,148
Labor & Industries Workers Comp	49
Unemployment Insurance	60
Other - (VEBA, Clothing Allowance, etc)	0
Total Salary & Benefits	18,000

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	0
Drug Screening	0
Training	0
Computer	0
Desk, Chair, Phone	0
Supplies	0
Uniforms	0
Vehicles, Vehicle Equipment	0
Other (describe)	0
Total Additional Expenses	0
Total Cost	18,000

Additional Information:

The Judge position is currently a 0.6 FTE and the Court is requesting the position be increased to 0.73 FTE to meet the needs of the Court.

Proposed Funding Source	
General Fund Revenue	18,000
City Street Fund Revenue	0
Criminal Justice Fund	0
Cumulative Reserve for Municipal Facilities (REET)	0
Street Capital Projects Fund	0
Water Sewer Fund	0
Storm Drainage Fund	0
Grants-Federal/State/Local	0
Other (describe)	0
Total Source of Funds	18,000

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Municipal Court	OCourt Case Management System	216 Prospect 3rd Floor

Asset Description:
 OCourt Case Management System is a program provided by CodeSmart Inc. that allows the courts of limited jurisdiction to manage all case files through an electronic program solution. OCourt uses advanced programming technology to schedule and manage hearing caseloads in a user-friendly and informative format. It pairs critical case information from the statewide JIS case management system into electronic forms and transfers completed form to an electronic storage database. The initial cost will be about \$32,000 with a yearly maintenance requirement of about \$7,100 a year.

Asset Justification:	Impact To Operating Budget:
The Court is requesting an electronic case management system to more efficiently management the court's case filings. The system requested is currently being used by many courts in Washington State. The system will increase productivity and efficiency, will eliminate duplicate data entry, and will reduce clerical errors.	The impact to the operating budget will be a reduction in expenses for office supplies such as file folders, paper, file labels and tabs. It will also remove the need for new filing cabinets to store the files for cases in collection for 10 years and closed cases. The current filing cabinets are over capacity at this time. In addition, there is no space available to add more filing cabinets.

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	36,000
Other (Describe)	
Total Costs	36,000

Source of Funds	
General Fund Revenue	43,100
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	43100

Maintenance & Operating Costs	
Maintenance Costs	7,100
Other (describe)	
Total Maintenance & Operating Costs	7,100

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

Police Department

MISSION STATEMENT

The mission of the Port Orchard Police Department is to work in partnership with the community to protect life and property and to enhance the quality of life in our city through proactive problem solving, fair and equitable law enforcement, and the effective use of resources.

DEPARTMENT DESCRIPTION

The Chief of Police is the Director of the Police Department. The Police Department consists of 30 employees and 9 volunteers. The department has one chief, one commander, 3 sergeants, 2 detectives, and 17 police officers. The department is also supported by an office manager, a full time records/evidence specialist, 2 part-time record/evidence specialists, 2 part-time parking enforcement officers and a part-time court security/crime prevention officer. Our volunteer base is made up of one traffic safety assistant, 7 reserve police officers, and a police Chaplain.

The police department is a full service problem oriented community based law enforcement agency offering regular patrol functions, detective functions, major crime investigation, crime scene technicians, traffic investigation, motorcycle patrol, bicycle patrol, marine patrol, liquor and vice, narcotics canine, court security, emergency management, parking enforcement, and a school resource officer program.

2017 GOALS

- Establish a threat assessment group for the South Kitsap School District.
- Maintain appropriate staffing levels for the demands of the City.
- Complete 50 community policing projects.

2018 GOALS

- Maintain and manage a threat assessment group for the South Kitsap School District.
- Maintain appropriate staffing levels for the demands of the City.
- Complete 50 community policing projects.

NON FINANCIAL LONG-TERM GOALS

- Continue community based problem oriented policing.
- Keep crime clearance rates the highest in Kitsap County.

DEPARTMENT OBJECTIVES

- Identify Opportunities.

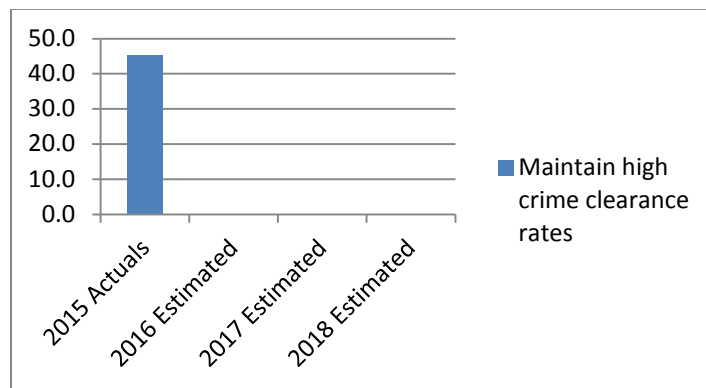
- Imagine the Possibilities.
- Align Partners.
- Empower Employees.
- Think, Act and Move as One.
- Engage the Community.
- Fulfill the Promise.
- Map the Future.

DEPARTMENT VALUES

- Every employee and their contribution to the department.
- Provide opportunities for individual achievement, personal growth and professional development.
- Maintain the highest level of integrity, ethics, and morals.
- Commit to the concept of teamwork.
- Create positive working relationships through community, problem based policing.
- We value the sanctity of life and equitable treatment of all people.
- We value working with our citizens to solve community based problems.
- We serve with pride within ourselves and the community we serve.

STATISTICS/WORKLOAD MEASURES

Department Measures	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Maintain high crime clearance rates	45.2			

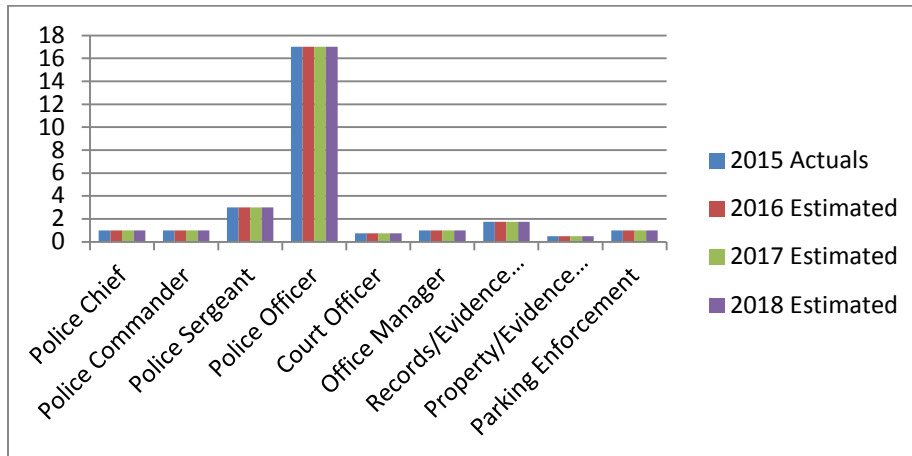


PERFORMANCE MEASURES

The Port Orchard police Department reports all crime information through NIBRS. Each year WASPC publishes these crime statistics for public view. This includes crime types, number of reported offences, and clearance rates. Port Orchard maintains the highest clearance rate in Kitsap County.

STAFFING LEVELS

	2015 Actuals	2016 Budgeted	2017 Budgeted	2018 Budgeted
Police Chief	1	1	1	1
Police Commander	1	1	1	1
Police Sergeant	3	3	3	3
Police Officer	17	17	17	17
Court Officer	0.75	0.75	0.75	0.75
Office Manager	1	1	1	1
Records/Evidence Specialist	1.75	1.75	1.75	1.75
Property/Evidence Specialist	0.5	0.5	0.5	0.5
Parking Enforcement	1	1	1	1



ACCOMPLISHMENTS

Our internal disciplinary process provides accountability and transparency.

SIGNIFICANT BUDGET CHANGES

The costs for incarceration continue to increase year over year. For 2017-18 budget years the budgeted amount for incarceration costs have been increased to meet estimates.

2017-2018 DEPARTMENT OPERATING BUDGET

Police Department

Police Summary by Object Code

Expenditures	2017 Budget	2018 Budget	Total 2017-2018 Budget
10 Salaries & Wages	\$ 2,589,540	\$ 2,661,324	\$ 5,250,864
20 Personnel Benefits	1,071,054	1,108,325	2,179,379
21 Uniforms	21,100	20,100	41,200
Total Salary & Benefits	\$ 3,681,694	\$ 3,789,749	\$ 7,471,443
31 Office & Operating Supplies	\$ 118,950	\$ 83,200	\$ 202,150
32 Fuel Consumed	56,500	57,000	113,500
41 Professional Services	15,250	15,250	30,500
42 Communication	13,700	13,700	27,400
43 Travel	15,200	14,200	29,400
44 Advertising	250	250	500
45 Operating Rentals & Leases	12,300	12,300	24,600
46 Insurance	100	100	200
47 Public Utility Service	1,350	1,350	2,700
48 Repairs & Maintenance	55,150	55,950	111,100
49 Miscellaneous	28,800	28,800	57,600
51 Intergovernmental Professional Services	996,793	1,031,037	2,027,830
64 Capital Equipment	-	-	-
95 Interfund Operating Rental	7,608	7,608	15,216
Total Other Expenditures	\$ 1,321,951	\$ 1,320,745	\$ 2,642,696
Total Police Department	\$ 5,003,645	\$ 5,110,494	\$ 10,114,139

POLICE DEPARTMENT

Account Number	Description	2017	2018	Total
001.3.521.10.00	LAW ENFORCEMENT ADMINISTRATION			
001.3.521.10.10	Salaries - Administration	493,328	510,401	1,003,729
001.3.521.10.20	Benefits - Administration	263,531	272,184	535,715
001.3.521.10.21	Uniforms - Administration			3,400
	Commissioned	2,000	1,000	
	Non-Commissioned	200	200	
001.3.521.10.31	Supplies - Administration			34,000
	Office Equipment	5,000	5,000	
	Office Supplies	10,000	10,000	
	RCW books, Vehicle Tires, Parts & Supplies	2,000	2,000	
001.3.521.10.32	Fuel Consumed - Administration			3,000
	Vehicles	1,500	1,500	
001.3.521.10.41	Professional Services - Administration			3,500
	Lateral/Entry Oral Boards, Lateral Level Testing	250	250	
	Polygraph, Medical, & Psychological Testing	1,500	1,500	
001.3.521.10.42	Communication - Administration			26,000
	Communication	13,000	13,000	
001.3.521.10.43	Travel - Administration			10,000
	Executive Level Meetings, Conferences, Training Functions, Travel	5,000	5,000	
001.3.521.10.44	Advertising - Administration			500
	Employment Advertising, Continuous Lateral Entry Program	125	125	
	Police Legal Notices/Property Auctions	125	125	
001.3.521.10.45	Rentals & Leases - Administration			15,000
	Office Machines/Copier	7,500	7,500	
001.3.521.10.46	Insurance - Administration			200
	Notary Bonds	100	100	
001.3.521.10.48	Repairs & Maintenance - Administration			20,000
	Municipal Code Codification	750	750	
	Radio Repairs	1,500	1,500	
	Vehicle Maintenance, Copier Maintenance, Miscellaneous Repairs	4,750	4,750	
	WSP ACCESS Terminal Fees	3,000	3,000	
001.3.521.10.49	Miscellaneous - Administration			10,000
	Conference Registrations, Membership Dues, Subscriptions	2,000	2,000	
	Printing, Publishing, Business Cards, Shredding Service	3,000	3,000	
001.3.521.10.51	Intergovt Professional Services - Administration			313,747
	CENCOM Dispatching Services	154,555	159,192	
001.3.521.10.00	TOTAL LAW ENFORCEMENT ADMINISTRATION			1,978,791
001.3.521.21.00	LAW ENFORCEMENT INVESTIGATION			
001.3.521.21.10	Salaries - Investigation	187,532	193,627	381,159
001.3.521.21.20	Benefits - Investigation	49,179	50,776	99,955
001.3.521.21.21	Uniforms - Investigation			3,000
	Detectives Clothing Allowance	1,100	1,100	
	Uniform Replacements for Patrol Functions	400	400	
001.3.521.21.31	Supplies - Investigation			19,000

Account Number	Description	2017	2018	Total
	Crime Scene Van Supplies	250	250	
	Evidence Processing Supplies	1,500	1,500	
	Investigative Supplies	250	250	
	Lumen Investigation Software	5,000	5,000	
	Office Supplies	500	500	
	Vehicle Tires, Parts & Supplies	2,000	2,000	
001.3.521.21.32	Fuel Consumed - Investigation			5,000
	Fuel	2,500	2,500	
001.3.521.21.41	Professional Services - Investigation			3,000
	Crime Scene Technician Costs	500	500	
	Forensic Examinations	200	200	
	Handwriting Exemplar Analysis	100	100	
	Personal & Financial History Searches	200	200	
	WSP Total Station Crew for Response to Suspicious Deaths	500	500	
001.3.521.21.43	Travel - Investigation			3,000
	For Investigative Purposes	1,500	1,500	
001.3.521.21.48	Repairs & Maintenance - Investigation			4,000
	Vehicle Maintenance	2,000	2,000	
001.3.521.21.49	Miscellaneous - Investigation			7,000
	Crime Lab Fees & Shipping	500	500	
	Evidentiary Vehicle Tows	3,000	3,000	
001.3.521.21.00	TOTAL LAW ENFORCEMENT INVESTIGATION			525,114

001.3.521.22.00 LAW ENFORCEMENT PATROL				
001.3.521.22.10	Salaries - Patrol	1,329,524	1,359,570	2,689,094
001.3.521.22.20	Benefits - Patrol	504,920	523,767	1,028,687
001.3.521.22.21	Uniforms - Patrol			26,800
	Commissioned	9,100	9,100	
	Body Armor Replacement	1,800	1,800	
	Reserve Officers	2,500	2,500	
001.3.521.22.31	Supplies - Patrol			54,000
	M4 Rifle Replacement	10,000	10,000	
	Office Supplies	5,000	5,000	
	Reserve Officer Equipment	2,000	2,000	
	Vehicle Tires, Parts & Supplies, Flares	8,000	8,000	
	Vehicle Warning Devices, Batteries, Lights	2,000	2,000	
001.3.521.22.32	Fuel Consumed - Patrol			64,000
	Fuel	32,000	32,000	
001.3.521.22.43	Travel - Patrol			400
	Travel	200	200	
001.3.521.22.48	Repairs & Maintenance - Patrols			42,000
	Emergency Equipment Repair	5,000	21,000	
	Fire Extinguisher Recharging	500	-	
	Radio and Light Bar Installations	500	-	
	Reserve Vehicle Maintenance	2,000	-	
	Vehicle Maintenance	13,000	-	

Account Number	Description	2017	2018	Total
001.3.521.22.49	Miscellaneous - Patrol			5,000
	Police Vehicle Graphics Replacement	2,000	2,000	
	Printing Expenses	500	500	
001.3.521.22.00	TOTAL LAW ENFORCEMENT PATROL			3,909,981
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001.3.521.23.00	LAW ENFORCEMENT MARINE PATROL			
001.3.521.23.10	Salaries - Marine Patrol	17,500	18,069	35,569
001.3.521.23.20	Benefits - Marine Patrol	5,250	5,425	10,675
001.3.521.23.31	Supplies - Marine Patrol			2,000
	Boating Supplies	200	200	
	Charts, GPS, Cleaning Supplies	300	300	
	Lines, Fenders, Lighting	400	400	
	State Required Education Programs/Materials	100	100	
001.3.521.23.32	Fuel Consumed - Marine Patrol			10,000
	Fuel	5,000	5,000	
001.3.521.23.43	Travel - Marine Patrol			3,000
	Travel	2,000	1,000	
001.3.521.23.45	Rental & Lease - Marine Patrol			2,000
	Vessel Moorage	1,000	1,000	
001.3.521.23.47	Public Utility Services - Marine Patrol			500
	Electricity at Moorage	250	250	
001.3.521.23.48	Repairs & Maintenance - Marine Patrol			6,000
	Boat Maintenance	3,000	3,000	
001.3.521.23.49	Miscellaneous - Marine Patrol			6,000
	Derelict Vessel Abatement	1,000	1,000	
	Equipment Installations	500	500	
	Marine Membership Dues	500	500	
	State Required Conferences	1,000	1,000	
001.3.521.23.00	TOTAL LAW ENFORCEMENT MARINE PATROL			75,744
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001.3.521.25.00	LAW ENFORCEMENT GAMBLING, LIQUOR & VICE, P.O.P.			
001.3.521.25.10	Salaries - Gambling	95,781	98,893	194,674
001.3.521.25.20	Benefits - Gambling	46,194	47,695	93,889
001.3.521.25.21	Uniforms - Gambling			1,000
	Commissioned	500	500	
001.3.521.25.31	Supplies - Gambling			3,500
	Office Supplies	750	750	
	Vehicle Tires, Parts & Supplies	1,000	1,000	
001.3.521.25.32	Fuel Consumed - Gambling			6,000
	Fuel	3,000	3,000	
001.3.521.25.48	Repairs & Maintenance - Gambling			2,000
	Vehicle Maintenance	1,000	1,000	
001.3.521.25.49	Miscellaneous - Gambling			600
	Problem Oriented Policing Materials	100	100	
	Reduce Underage Drinking Materials	100	100	
	Responsible Alcohol Service Programs/Brochures	100	100	
001.3.521.25.00	TOTAL LAW ENFORCEMENT GAMBLING, LIQUOR & VICE, P.O.P.			301,663

Account Number	Description	2017	2018	Total
001.3.521.30.00	LAW ENFORCEMENT CRIME PREVENTION/COM. POLICING			
001.3.521.30.10	Salaries - Crime Prevention	141,499	145,975	287,474
001.3.521.30.20	Benefits - Crime Prevention	54,535	56,276	110,811
001.3.521.30.21	Uniforms - Crime Prevention			3,000
	Commissioned	1,500	1,500	
001.3.521.30.31	Supplies - Crime Prevention			5,300
	Bicycles, Parts & Accessories	100	100	
	Emergency Equipment Parts	300	300	
	Office Supplies for Volunteers	250	250	
	Vehicle Tires, Parts & Supplies	2,000	2,000	
001.3.521.30.32	Fuel Consumed - Crime Prevention			8,500
	Fuel	4,000	4,500	
001.3.521.30.48	Repairs & Maintenance - Crime Prevention			3,000
	Vehicle Maintenance	1,500	1,500	
001.3.521.30.49	Miscellaneous - Crime Prevention			2,500
	Community Policing Projects	500	500	
	Crime Prevention/Traffic Safety Promo Items	500	500	
	Crime Prevention Pamphlets	250	250	
001.3.521.30.00	TOTAL LAW ENFORCEMENT CRIME PREVENTION/COM. POLICING			420,585
001.3.521.40.00	LAW ENFORCEMENT TRAINING			
001.3.521.40.31	Supplies - Training			25,750
	Ammo UP Brass Roller	750	-	
	Ammunition, Targets	10,000	10,000	
	Cert Pistol & Rifle Lasers	2,000	-	
	Defensible Tactics Equipment	500	500	
	T&E RMR Handgun Sigh	1,000	-	
	Traditional Office Supplies for In-House Training Programs	500	500	
001.3.521.40.41	Professional Services - Training			1,000
	Outside Speakers & Instructors	500	500	
001.3.521.40.43	Travel - Training			12,000
	Training	6,000	6,000	
001.3.521.40.45	Rentals & Leases - Training			4,000
	EVOG Track Rental	1,500	1,500	
	Portable Restroom Facilities at Current Police Range	250	250	
	Training Room Facilities Rental	250	250	
001.3.521.40.47	Public Utility Services - Training			2,000
	Utility at the Police Range	1,000	1,000	
001.3.521.40.48	Repairs & Maintenance - Training			2,000
	EVOG Car Repairs	500	500	
	Police Range Maintenance	500	500	
001.3.521.40.49	Miscellaneous - Training			18,000
	Tuition Costs/Registrations	9,000	9,000	
001.3.521.40.00	TOTAL LAW ENFORCEMENT TRAINING			64,750

Account Number	Description	2017	2018	Total
001.3.521.50.00	LAW ENFORCEMENT FACILITIES			
001.3.521.50.45	Rentals & Leases - Facilities			3,600
	Storage Garage	1,800	1,800	
001.3.521.50.47	Public Utility Services			200
	Storage Facility Utilities	100	100	
001.3.521.50.48	Repairs & Maintenance - Facilities			2,600
	Security Monitoring	1,300	1,300	
001.3.521.50.49	Miscellaneous - Facilities			1,000
	Miscellaneous	500	500	
001.3.521.50.95	Interfund Operating Rental - Facilities			15,216
	Storage Facility at Tremont	4,008	4,008	
	Storage Facility for Vehicles/Evidence	3,600	3,600	
001.3.521.50.00	TOTAL LAW ENFORCEMENT FACILITIES			22,616
001.3.521.70.00	LAW ENFORCEMENT TRAFFIC POLICING			
001.3.521.70.10	Salaries - Traffic	228,767	236,073	464,840
001.3.521.70.20	Benefits - Traffic	104,593	107,957	212,550
001.3.521.70.21	Uniforms - Traffic			4,000
	Commissioned	1,000	1,000	
	PSOs	1,000	1,000	
001.3.521.70.31	Supplies - Traffic			10,000
	Motorcycle Parts	2,000	2,000	
	Office Supplies	500	500	
	Parking Supplies	500	500	
	Pursuit Immobilization Devices	500	500	
	Vehicle Tires, Parts & Supplies	1,500	1,500	
001.3.521.70.32	Fuel Consumed - Traffic			12,000
	Fuel	6,000	6,000	
001.3.521.70.41	Professional Services - Traffic			500
	WSP Total Station Crew Response for Fatalities	250	250	
001.3.521.70.42	Communication - Traffic			200
	Communication	100	100	
001.3.521.70.43	Travel - Traffic			1,000
	Travel	500	500	
001.3.521.70.48	Repairs & Maintenance - Traffic			21,200
	ALPR Unit Maintenance	1,800	3,600	
	Motorcycle Maintenance	2,000	2,000	
	Radar Calibration	200	200	
	Radar Unit Maintenance	200	200	
	Vehicle Maintenance	5,500	5,500	
001.3.521.70.49	Miscellaneous - Traffic			4,000
	Miscellaneous	2,000	2,000	
001.3.521.70.51	Intergovt Professional Services - Traffic			5,000
	Traffic Safety Task Force Fee	2,500	2,500	
001.3.521.70.00	TOTAL LAW ENFORCEMENT TRAFFIC POLICING			735,290

Account Number	Description	2017	2018	Total
001.3.523.20.00	MONITORING OF PRISONERS			
001.3.523.20.31	Supplies - Monitor Prisoners			500
	Supplies	250	250	
001.3.523.20.32	Fuel Consumed - Monitor Prisoners			5,000
	Community Service Van	2,500	2,500	
001.3.523.20.48	Repairs & Maintenance - Monitor Prisoners			2,000
	Miscellaneous Repairs	500	500	
	Repair Community Service Van	500	500	
001.3.523.20.49	Miscellaneous - Monitor Prisoners			500
	Miscellaneous	250	250	
001.3.523.20.51	Intergovt Professional Services - Monitor Prisoners			92,000
	KCR- Community Service Program	45,000	47,000	
001.3.523.20.00	TOTAL MONITORING OF PRISONERS			100,000
001.3.523.60.00	CARE & CUSTODY OF PRISONERS			
001.3.523.60.31	Supplies - Care/Custody Prisoners			7,000
	Prisoner Prescriptions	3,500	3,500	
001.3.523.60.41	Professional Services - Care/Custody Prisoners			20,000
	Prisoner Medical Services	10,000	10,000	
001.3.523.60.51	Intergovt Professional Services - Care/Custody Prisoners			1,576,345
	City of Forks Jail (445 Bed Days)	75,000	101,345	
	Prisoner Boarding- Additional Bed Days	434,071	434,071	
	Prisoner Boarding- Bed Bank 3,250 bed days	265,929	265,929	
001.3.523.60.00	TOTAL CARE & CUSTODY OF PRISONERS			1,603,345
001.3.525.10.00	EMERGENCY SERVICES ADMINISTRATION			
001.3.525.10.51	Intergovt Professional Services - Emergency			40,738
	Kitsap County Emergency Management	19,738	21,000	
001.3.525.10.00	TOTAL EMERGENCY SERVICES ADMINISTRATION			40,738
001.3.525.60.00	DISASTER PREPAREDNESS			
001.3.525.60.31	Supplies - Emergency Preparedness			1,600
	Back Up Power Supplies	800	800	
001.3.525.60.42	Communication - Emergency Preparedness			1,000
	Communications	500	500	
001.3.525.60.49	Miscellaneous - Emergency Preparedness			1,000
	Department Training on Hazmat, WMD, Terrorism	250	250	
	Tuition Costs for FEMA	250	250	
001.3.525.60.00	TOTAL DISASTER PREPAREDNESS			3,600
103.3.500.00.00	CRIMINAL JUSTICE FUND			
103.3.521.10.31	Supplies - Administration			38,000
	Replacement Tasers	32,000	-	
	Taser Cartridges	3,000	3,000	
103.3.521.10.48	Repairs & Maintenance - Administration			5,000
	Repairs & Maintenance	3,000	2,000	
103.3.521.10.49	Misc - Administration			-
103.3.521.10.51	Intergovt Professional Services - Administration			-
	Cencom MCT Surcharge	-	-	
103.3.521.22.10	Salaries - Operations	95,609	98,716	194,325
103.3.521.22.20	Benefits - Operations	42,852	44,245	87,097

Account Number	Description	2017	2018	Total
103.3.562.00.41	Professional Services - SAIVES SAIVES	500	500	1,000
103.3.500.00.00	TOTAL CRIMINAL JUSTICE FUND			325,422
104.3.521.21.00	SPECIAL INVESTIGATIVE UNIT FUND			
104.3.521.21.31	SIU Investigation Supplies Supplies	750	750	1,500
104.3.521.21.41	Professional Services - SIU Professional Services	750	750	1,500
104.3.521.21.42	Communication - SIU Communication	100	100	200
104.3.521.21.48	Repairs & Maintenance Repairs & Maintenance	650	650	1,300
104.3.521.21.49	Miscellaneous - SIU Miscellaneous	1,000	1,000	2,000
104.3.521.21.00	TOTAL SPECIAL INVESTIGATIVE UNIT FUND			6,500
TOTAL POLICE DEPARTMENT		5,003,645	5,110,494	10,114,139

Community Development

MISSION STATEMENT

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

DEPARTMENT DESCRIPTION

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

2017 GOALS

- Best Available Science Review. Complete an analysis of the development regulations for Best Available Science as required by law (June 30, 2017 Deadline).
- Grant Implementation. Coordinate the purchase of property located along Bay Street for the Bay Street Pedestrian Path as a result of Recreation Conservation Office grant funding.
- Grant Implementation. Coordinate the construction of the McCormick Phase 2 park improvements.
- Wayfinding Signs. Work with the Public Works department to implement phase 2 of the wayfinding sign program.
- Dangerous/Abandoned Buildings. Continue to enforce land use codes concerning dangerous and abandoned buildings and seek abatement if required (1-2 houses annually).

- Launch SmartGOV public portal.
- Staff Participation in the KRCC Planning Directors Meeting. Attend and participate in monthly meetings of the Planning Directors to develop policies and recommendations for the KCRC.
- Development Review. Review applications as submitted within the required timelines.

2018 GOALS

- Wayfinding Signs. Work with the Public Works department to implement phase 2 of the wayfinding sign program.
- Dangerous/Abandoned Buildings. Continue to enforce land use codes concerning dangerous and abandoned buildings and seek abatement if required (1-2 houses annually).
- Staff Participation in the KRCC Planning Directors Meeting. Attend and participate in monthly meetings of the Planning Directors to develop policies and recommendations for the KCRC.
- Development Review. Review applications as submitted within the required timelines.

NON FINANCIAL LONG-TERM GOALS

- Professional policy guidance. Provide professional policy guidance to the Mayor, City Council, Council Committees, Planning Commission, Design Review Board and other City departments on all matters related to land use, the built environment, building, code enforcement, and long range comprehensive planning within the City and its unincorporated urban growth area (UGA).
- Community planning activities. Provide direction for community planning efforts, including the development of neighborhood and sub-area plans, economic and community development, future capital facility needs and facilitation of community participation in City planning efforts, including periodic updates to the city comprehensive plan thus insuring compliance with the State of Washington Growth Management Act (GMA) goals and policies.
- Public Participation. Provide a variety of opportunities for public participation in the planning process.
- Land use permit process. Administer the City of Port Orchard's land use permit process for the review and processing of developments under the City Zoning Code, Title 16 of the Port Orchard Municipal Code (POMC); shoreline management permits under the State Shoreline Management Act (RCW 90.58) and city Shoreline Master Program; subdivisions, short plats and boundary line adjustments; environmental policy per RCW 43C.21; design review pursuant to POMC Title 16; and review and update city land use development codes and maps, as appropriate.
- Port Orchard Design Review Board. Provide staff support and professional guidance to the Port Orchard Design Review Board pertaining to the City's design standards, downtown overlay district, and land use application activities.
- Port Orchard Planning Commission. Provide staff support and professional guidance to the City of Port Orchard Planning Commission.
- Hearing Examiner. Provide administrative services for the office of the Hearing Examiner. Prepare staff reports, public noticing, distributions, and professional representation for public hearings.
- Urban Growth Area Project Review. Review applications and environmental assessment reports on projects within unincorporated Kitsap County lying within the city's urban growth area in order to provide comment on the impacts and to recommend mitigation measures to the Kitsap County Department of Community Development.

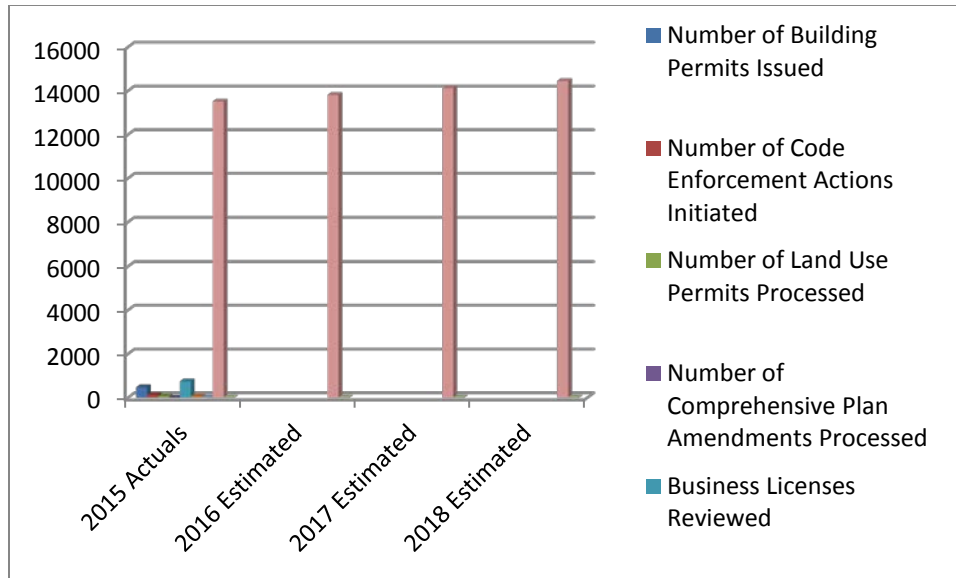
- **Annexation Guidance.** Provide guidance to landowners or interest groups who desire to annex unincorporated areas into the City of Port Orchard, consistent with state law and the city's annexation policy. Process annexation petitions with Kitsap County, the Kitsap Regional Coordinating Council, and the Kitsap Boundary Review Board.
- **Code Enforcement.** Provide enforcement of the city's land-use development, environmental and nuisance codes in a fair, equitable and timely manner. Enforcement coordinates with other departments and agencies in resolving complaints and provides a positive client-service attitude to enhance the city's enforcement of land-use and nuisance codes.
- **Inter-Governmental Relations.** Act as liaison between City, county, regional, state, tribal and federal governmental organizations and agencies, representing the interests of the City of Port Orchard and its citizens. This includes continued involvement in inter-jurisdictional coordination under the Growth Management Act.
- **Grant Development.** Develop grant applications with county, regional, state, and federal agencies for City of Port Orchard projects related to parks, planning, building, engineering, public works, capital facilities and economic development.
- **Economic Development.** Facilitate and produce products that assist the city in the pursuit of the adopted goals and funding for the economic development projects identified by the Mayor and City Council.

DEPARTMENT OBJECTIVE

Annual Comprehensive Plan update. Annually consider amendments to the Port Orchard Comprehensive Plan to include possible revisions to the land use element map based upon City Sub-Area Planning efforts and/or processing privately initiated amendments.

STATISTICS/WORKLOAD MEASURES

Department Measures	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Number of Building Permits Issued	474			
Number of Code Enforcement Actions Initiated	125			
Number of Land Use Permits Processed	60			
Number of Comprehensive Plan Amendments Processed	1			
Business Licenses Reviewed	744			
Event, Cabaret, and Marijuana Licenses Approved/Reviewed	49			
Pre-Application Meetings	22			
Population	13,510	13,810	14,125	14,450
City Area (Square Miles)	9.35	9.35	9.35	9.35

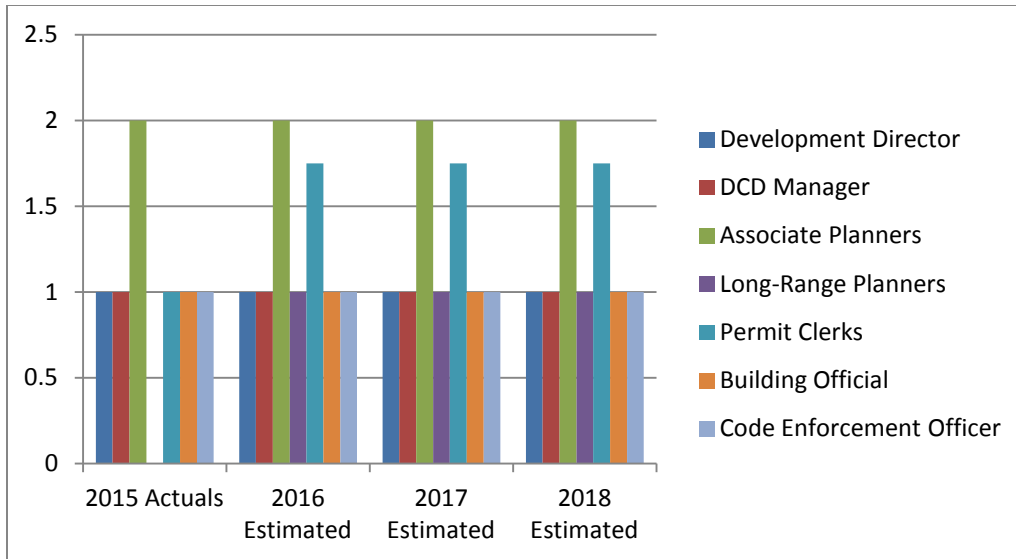


PERFORMANCE MEASURES

Permitting activity has remained steady from 2015-2016. We expect building permit activity to increase considerably in 2017 and 2018 with minor increases in other activity. Staffing levels are proposed to be maintained at current levels in 2017-2018.

STAFFING LEVELS

Staffing Levels	2015 Actuals	2016 Estimated	2017 Estimated	2018 Estimated
Development Director	1	1	1	1
DCD Manager	1	1	1	1
Associate Planners	2	2	2	2
Long-Range Planners	0	1	1	1
Permit Clerks	1	1.75	1.75	1.75
Building Official	1	1	1	1
Code Enforcement Officer	1	1	1	1



ACCOMPLISHMENTS

The 2016 Comprehensive Plan was the departments biggest accomplishment of 2016. The plan was approved, was not appealed, and is on track for an October 2016 certification from PSRC. Other accomplishments include the review of 7 permits requiring Hearing Examiner review, an all time high for permits of this type. One particular review, the Stetson Heights project was the largest, most complex, and controversial residential project ever reviewed by the DCD. Other projects that have been initiated and/or completed include the design of the McCormick Village Park Phase 2 project, the way finding sign phase 1 project, the acquisition of the 640 Bay Street property, and the acquisition of the Comfort Inn (beach) property.

Numerous ordinances were brought forward for City Council approval including:

- Interim Subdivision and Permit Processing Regulations
- 2015 Building and Fire Code Adoption
- Marijuana Code Updates
- Street Use Permit Code
- Multi Family Tax Exemption Code

Other code updates were initiated including:

- Complete Overhaul of the Development Regulations
- Minor Shoreline Master Program Updates
- Sign Code Update
- DOD Overlay District Update
- VPOD Code Update
- Landscape and Parking Code Update

SIGNIFICANT BUDGET CHANGES

In 2017, the City proposes to consolidate all permitting into a single “Permit Center.” The permit center would be the location where all public works, planning, and building permits are to be submitted, routed, tracked, and returned to the customer. As part of this proposed change, there is some minor reorganization that is proposed, but no additional staff requested. In conjunction with the creation of a permit center, the City has purchased the 720 Prospect Street building. This will be the location of the permit center and the Department of Community Development. There are some minor increases to certain budget lines to account for providing supplies and equipment for this new space and to accommodate any unforeseen expenses related to the move.

2017-2018 DEPARTMENT OPERATING BUDGET
Community Development Department
DCD Summary by Object Code

Expenditures	2017 Budget	2018 Budget	Total 2017-2018 Budget
10 Salaries & Wages	\$ 659,339	\$ 691,716	\$ 1,351,055
20 Personnel Benefits	278,652	292,643	571,295
Total Salary & Benefits	\$ 937,991	\$ 984,359	\$ 1,922,350
31 Office & Operating Supplies	\$ 10,400	\$ 11,400	\$ 21,800
32 Fuel Consumed	1,500	1,500	3,000
41 Professional Services	120,300	95,300	215,600
42 Communication	5,600	5,600	11,200
43 Travel	7,300	7,300	14,600
44 Advertising	1,300	1,300	2,600
45 Operating Rentals & Leases	9,750	9,750	19,500
48 Repairs & Maintenance	1,050	1,050	2,100
49 Miscellaneous	76,750	76,750	153,500
98 Interfund Repair & Maintenance	-	-	-
Total Other Expenditures	\$ 233,950	\$ 209,950	\$ 443,900
Total Community Development Department	\$ 1,171,941	\$ 1,194,309	\$ 2,366,250

DEPARTMENT OF COMMUNITY DEVELOPMENT

Account Number	Description	2017	2018	Total
001.4.517.91.00	COMMUTE TRIP REDUCTION			
001.4.517.91.31	Supplies - Commute Trip Reduction			200
	Office Supplies	100	100	
001.4.517.91.43	Travel - Commute Trip Reduction			600
	Travel	300	300	
001.5.517.91.49	Miscellaneous - Commute Trip Reduction			1,200
	Miscellaneous	600	600	
001.4.517.91.00	TOTAL COMMUTE TRIP REDUCTION			2,000
001.4.524.20.00	BUILDING INSPECTIONS, PERMITS, CERTIFICATE & LICENSES			
001.4.524.20.10	Salaries - Building Inspections	162,008	168,693	330,701
001.4.524.20.20	Benefits - Building Inspections	75,877	79,330	155,207
001.4.524.20.31	Supplies - Building Inspections			9,100
	Uniform Allowance	300	300	
	Car Parts & Supplies	500	500	
	Office Supplies & Copy Paper	4,000	3,500	
001.4.524.20.32	Fuel Consumed - Building Inspections			2,000
	Fuel	1,000	1,000	
001.4.524.20.41	Professional Services - Building Inspections			60,000
	Backup Inspection Services (Code Pros)	20,000	20,000	
	Supplemental Building Inspection Services (pass through cost)	10,000	10,000	
001.4.524.20.42	Communication - Building Inspections			4,800
	Cell Phone & Data Service	1,000	1,000	
	Postage	300	300	
	Telephone & Fax Service	1,100	1,100	
001.4.524.20.43	Travel - Building Inspection			5,000
	Travel	2,500	2,500	
001.4.524.20.45	Rentals & Leases - Building Inspection			5,100
	DCD Copier	2,400	2,400	
	Postage Machine Maintenance	150	150	
001.4.524.20.48	Repairs & Maintenance - Building Inspection			1,100
	Office Equipment Repair	500	500	
	Postage Meter	50	50	
001.4.524.20.49	Miscellaneous - Building Inspection			18,900
	Dues	600	600	
	Miscellaneous	1,000	1,000	
	Permit Forms/Inspection Cards	300	300	
	Printing	700	700	
	SMARTGOV Cloud Based Software License	4,200	4,200	
	SMARTGov Training	1,000	1,000	
	Subscriptions	150	150	
	Training	1,500	1,500	
001.4.524.20.98	Interfund Repairs & Maintenance - Building Inspections			-
	Interfund Repairs & Maintenance	-	-	
001.4.524.20.00	TOTAL BUILDING INSPECTIONS, PERMITS, CERTIFICATE & LICENSES			591,908

Account Number	Description	2017	2018	Total
001.4.558.60.00	PLANNING & COMMUNITY DEVELOPMENT			
001.4.558.60.10	Salaries - Planning	496,812	522,504	1,019,316
001.4.558.60.20	Benefits - Planning	202,535	213,073	415,608
001.4.558.60.31	Supplies - Planning			11,900
	Graphics Materials	400	400	
	Office & Operating Supplies	4,000	3,000	
	Uniform Code Enforcement	300	300	
	Public Notice Signs	500	500	
	Updated Aerial Photography	-	2,500	
001.4.558.60.32	Fuel Consumed - Planning			1,000
	Fuel	500	500	
001.4.558.60.41	Professional Services - Planning			155,000
	Design Guidelines Creation	45,000	-	
	Expedited Review (offset in revenues)	5,000	5,000	
	Hearing Examiner (offset in revenues)	20,000	20,000	
	Shoreline Master Program Update Required	-	20,000	
	On Call Services (pass through cost)	20,000	20,000	
001.4.558.60.42	Communication - Planning			6,400
	Cellular Phones Service	1,200	1,200	
	Postage	800	800	
	Telephone & Fax Service	1,200	1,200	
001.4.558.60.43	Travel - Planning			9,000
	Travel	4,500	4,500	
001.4.558.60.44	Advertising - Planning			2,000
	Advertising	1,000	1,000	
001.4.558.60.45	Operating Rentals & Leases - Planning			14,400
	DCD Copier	7,200	7,200	
001.4.558.60.48	Repairs & Maintenance			1,000
	Postage Meter	500	500	
001.4.558.60.49	Miscellaneous - Planning			33,400
	Adobe Creative Suite Subscription Renewal	1,400	1,400	
	ArcGIS Subscription Renewal	3,200	3,200	
	Dues	1,200	1,200	
	Miscellaneous	1,000	1,000	
	Planning Commission Dues	500	500	
	Planning Commission Training	1,200	1,200	
	SMARTGOV Cloudbased software license	4,200	4,200	
	SMARTGov Training	1,000	1,000	
	Training	3,000	3,000	
001.4.558.60.98	Interfund Repairs & Maintenance			-
	Interfund Repairs & Maintenance	-	-	
001.4.558.60.00	TOTAL PLANNING & COMMUNITY DEVELOPMENT			1,669,024
001.4.559.30.00	PROPERTY DEVELOPMENT			
001.4.559.30.10	Salaries - Property Development	519	519	1,038
001.4.559.30.20	Benefits - Property Development	240	240	480
001.4.559.30.31	Supplies - Property Development			600
	Office & Operating Supplies	300	300	

Account Number	Description	2017	2018	Total
001.4.559.30.41	Professional Services - Property Development Professional Services	300	300	600
001.4.559.30.44	Advertising - Property Development Advertising	300	300	600
001.4.559.30.49	Miscellaneous - Property Development Contracted Abatement of Buildings	50,000	50,000	100,000
001.4.559.30.00	TOTAL PROPERTY DEVELOPMENT			103,318
TOTAL DEPARTMENT OF COMMUNITY DEVELOPMENT		1,171,941	1,194,309	2,366,250

City of Port Orchard Supplemental Budget Request

Department: Community Development

Supplemental Request**	Request	Coding	Amount	Description
Request #1	Downtown Center Subarea Plan, Revit. Plan, Corridor Study, and Planned Action EIS		200,000	Planning and Pre-Engin. Study & Development Regulations Update for the Downtown
Request #2	Conference Room Furnishings for 720 Prospect Street		6,000	Table, Chairs, LED Screen,
Request #3	Building Signage for 720 Prospect Street		3,500	Building Signage
Request #4	Job Description Change 2017- DCD Office Manager to Permit Center Manager		9,125	A salary adjustment corresponding to reorganization of permitting activities.
Request #5	Job Description Change 2018- DCD Office Manager to Permit Center Manager		11,834	A salary adjustment corresponding to reorganization of permitting activities.
Request #6				
Request #7				
Request #8				
Request #9				
Request #10				

****Attach a Supplemental Request form for Supplemental Projects, Large Maintenance Projects, Equipment or Staffing Changes**
Forms are located under Common/Finance/Budget/Budget Request
Please select the appropriate form for your request

Supplemental Budget: Yes No

**City of Port Orchard
Capital Projects
2017-2018 Budget**

Objectives
 Maint/Repair Efficiency Expansion
 Mandated Replacement

Department/Program:	Project Title:	Project Location:
Community Development	Downtown Center Plan, Study & Planning	DCD

Project Description:
 Prepare a Subarea Plan, Revitalization Plan, Corridor Study, and Planned Action EIS for Downtown Port Orchard. This process will explore a variety of alternatives for the future Development and Redevelopment of Downtown. The resulting documents will be completed under a Planned Action EIS which means that development proposed within the Center which is consistent with the preferred alternative will not require additional SEPA review at the time of project permit application. This will greatly streamline the process for defining what the City wants its downtown to be and to allow development consistent with that vision. As part of the project, needed improvements to the SR 166 corridor in the downtown will be evaluated following the state highway corridor planning process. Lastly, the subarea plan will look at zoning and design standards in the downtown along to ensure that these standards meet the community's needs while ensuring economic viability.

Project Justification:
 The Comprehensive Plan identified the need to prepare plans for each of the city's designated local centers. One of the most important and complex of the City's local centers is the downtown. The downtown is also part of a State Highway Corridor. In the absence of an adopted state highway corridor study, obtaining grant funds for the construction of improvements along the state highway through downtown will be difficult.

Grant Description	Amount	Impact To Operating Budget: \$200,000 to the General Fund
Total Amount		

Project Costs	Actual Thru 2015	2016 Budget	2017 Budget	2018 Budget	2019 to 2020	2021 to Completion	Total Project Cost
Land and Easements							
Buildings & Structures							
Other Improvements							
Machinery & Equipment							
Other (Describe)			150,000	50,000			200,000
Total Costs			150,000	50,000			200,000
Source of Funds							
General Fund Revenue			90,000	30,000			120,000
City Street Fund Revenue			60,000	20,000			80,000
Criminal Justice Fund							
Special Investigative Fund							
Paths & Trails Fund							
Real Estate Excise Tax (REET) Fund							
Impact Fees Fund							
Transportation Benefit District							
Capital Construction Fund							
Cumulative Reserve for Equipment Replacement							
Street Capital Projects Fund							
Water Sewer Utility Fund							
Water Sewer Equipment Replacement Fund							
Cumulative Reserve for Water Sewer							
Storm Drainage Fund							
Storm Drainage Equipment Replacement Fund							
Storm Drainage Capital Facilities Fund							
Grants - Federal/State/Local							
Other (Describe)							
Total Source			150,000	50,000			200,000
Maintenance & Operating Costs							
Maintenance Costs							
Other (Describe)							
Total Maintenance & Operating Costs							

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
DCD	Conference Room Furniture and Equip.	720 Prospect

Asset Description:
Computer, 60" LED Screen, Phone, Conference Phone, Conference Table and Chairs

Asset Justification:	Impact To Operating Budget:
DCD is moving to 720 Prospect. The existing conference room in at 720 Prospect is inadequate for DCD's needs. The conference table is too small for a pre development conference (and may not be provided with the building), there is no computer or screen for pulling up documents and maps, and there is no phone or conference phone. The department conducts 15-25 pre development conferences annually plus staff meetings, meetings with consultants, and other informal meetings.	\$11,650

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	6,000
Machinery & Equipment	
Other (Describe)	
Total Costs	6,000

Source of Funds	
General Fund Revenue	6,000
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	6000

Maintenance & Operating Costs	
Maintenance Costs	0
Other (describe)	0
Total Maintenance & Operating Costs	0

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

A properly equipped meeting room is desired.

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
DCD	Building Signage	720 Prospect

Asset Description:
New permanent signage for 720 Prospect Street

Asset Justification:	Impact To Operating Budget:
The department will be moving to 720 prospect street in 2017. The building currently has temporary signage in place. The building should have permanent high quality signage installed. The city has an opportunity to lead by example with this new building.	\$10,000

Asset Costs	
Land and Easements	
Buildings & Structures	3,500
Other Improvements	
Machinery & Equipment	
Other (Describe)	
Total Costs	3,500

Source of Funds	
General Fund Revenue	3,500
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	3500

Maintenance & Operating Costs	
Maintenance Costs	0
Other (describe)	0
Total Maintenance & Operating Costs	0

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
DCD	Permit Center Manager	0

Position Justification:

The city proposes to move the DCD to 720 Prospect Street. In conjunction with this move, the mayor has proposed to consolidate all permitting to this location under the framework of a "City Permit Center." This would include public works permits, planning permits, and building permits. Under this scenario, the DCD office manager would become the Permit Center Manager and Public Works would cease to have an office manager (to be replaced with a different position). The DCD Office Manager position would go from supervising 1.6 employees to supervising 2.6 employees and would be supervising the permitting processes for all permitting in the city. The position would work to bring the efficiencies achieved in the DCD to the PW permitting process including the digitizing of all permit applications and records. These expanded responsibilities warrant additional compensation. See the attached (proposed) job description.

Salaries & Benefits (to be calculated by payroll)	2017
Salary	7,653
Overtime	
Health & Life Benefits	
Retirement-PERS/LEOFF	856
Social Security/Medicare	585
Labor & Industries Workers Comp	
Unemployment Insurance	31
Other - (VEBA, Clothing Allowance, etc)	
Total Salary & Benefits	9,125

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	0
Drug Screening	0
Training	0
Computer	0
Desk, Chair, Phone	0
Supplies	0
Uniforms	0
Vehicles, Vehicle Equipment	0
Other (describe)	0
Total Additional Expenses	0
Total Cost	9,125

Additional Information:

Proposed Funding Source	
General Fund Revenue	0
City Street Fund Revenue	0
Criminal Justice Fund	0
Cumulative Reserve for Municipal Facilities (REET)	0
Street Capital Projects Fund	0
Water Sewer Fund	0
Storm Drainage Fund	0
Grants-Federal/State/Local	0
Other (describe)	0
Total Source of Funds	0

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
DCD	Permit Center Manager	0

Position Justification:

The city proposes to move the DCD to 720 Prospect Street. In conjunction with this move, the mayor has proposed to consolidate all permitting to this location under the framework of a "City Permit Center." This would include public works permits, planning permits, and building permits. Under this scenario, the DCD office manager would become the Permit Center Manager and Public Works would cease to have an office manager (to be replaced with a different position). The DCD Office Manager position would go from supervising 1.6 employees to supervising 2.6 employees and would be supervising the permitting processes for all permitting in the city. The position would work to bring the efficiencies achieved in the DCD to the PW permitting process including the digitizing of all permit applications and records. These expanded responsibilities warrant additional compensation. See the attached (proposed) job description.

Salaries & Benefits (to be calculated by payroll)	2018
Salary	9,925
Overtime	
Health & Life Benefits	
Retirement-PERS/LEOFF	1,110
Social Security/Medicare	759
Labor & Industries Workers Comp	
Unemployment Insurance	40
Other - (VEBA, Clothing Allowance, etc)	
Total Salary & Benefits	11,834

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	0
Drug Screening	0
Training	0
Computer	0
Desk, Chair, Phone	0
Supplies	0
Uniforms	0
Vehicles, Vehicle Equipment	0
Other (describe)	0
Total Additional Expenses	0
Total Cost	11,834

Additional Information:

Proposed Funding Source	
General Fund Revenue	0
City Street Fund Revenue	0
Criminal Justice Fund	0
Cumulative Reserve for Municipal Facilities (REET)	0
Street Capital Projects Fund	0
Water Sewer Fund	0
Storm Drainage Fund	0
Grants-Federal/State/Local	0
Other (describe)	0
Total Source of Funds	0

Public Works

MISSION STATEMENT

The Public Works Department for the City of Port Orchard strives to provide safe and reliable utilities by exceeding expectations, and excepting excellence as the standard. Through efficient and effective response, prudent management, and maintaining a dedicated staff focused on leadership, these goals help Public Works to provide reliable service to a growing and robust community.

DEPARTMENT DESCRIPTION

The City of Port Orchard Public Works Department is the proud caretaker of the City's infrastructure that includes two water systems with daily water supply capacity of 4.77 million gallons, operates and maintains 28.73 miles of sanitary sewer system, more than 54.2 lane miles of roads, maintains 1,024 traffic signs and 16 traffic control devices, 22.43 miles of culverts/storm water pipe, 1,339 publicly owned and maintained catch basins, 71.76 acres of parks and 31 structures and buildings.

DIVISIONAL OVERVIEW

The success of the City of Port Orchard Public Works Department as a whole is a direct result of partnerships among its divisions, the unselfish desire to contribute, and the diverse talent and qualifications of respective staff. The Public Works Department is comprised of Engineering, Public Works Maintenance (shop personnel), Stormwater Management, and Administration.

ADMINISTRATION MISSION STATEMENT

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

ENGINEERING & STORMWATER MISSION STATEMENT

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

ROAD & PARK MAINTENANCE MISSION STATEMENT

To provide and maintain all City roads and parks in a safe and accessible condition in the most efficient, effective, responsive and responsible manner.

FACILITIES MANAGEMENT MISSION STATEMENT

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

SHOP MECHANIC MISSION STATEMENT

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

2017 GOALS

- Well #13 Drilling and Construction
- Well #9 Filtration and Treatment Construction
- Complete Annual Water Main replacement Program
- Complete Annual Fire Hydrant Inspection and Maintenance Program
- Improve Annual Cross Connection Program
- Installation of City Water PRV's
- Clean and Inspection all City Reservoirs
- Well #13 - Commence Drilling and Construction
- Well #9 - Commence Filtration and Treatment Retrofit Construction
- Complete Annual Water Main Replacement Program
- Complete Annual Fire Hydrant Inspection and Maintenance Program
- Improve Annual Cross Connection Program
- Installation of City Water PRV's
- Clean and Inspection all City Reservoirs
- Water Rights Management Plan Commencement
- Commence McCormick Park - Phase 2 Construction
- Bay Street Pedestrian Pathway – Segment #3 Construction completed
- Commence Bethel Road Corridor Redesign Plan
- Annual Sidewalk and ADA Upgrade Program Implementation
- Design upgrade for McCormick #1 Sewer Lift Stations
- Bay Street Sewer Lift Station Pump Upgrade
- Continue McCormick Step System Conversions
- Install stand-alone Emergency Generator at Eaglecrest Sewer Lift Station
- Annual Lund Bridge Repairs & Inspections
- Pavement Management System (PMS) Implementation
- Commence Construction Phase for the Tremont Street Widening Project
- Storm Utility LID Code Implementation
- Commence SR 160 Corridor Study
- Complete Bay Street Pedestrian Pathway Acquisitions

2018 GOALS

- Well #13 Construction Completion
- Complete Annual Water Main Replacement Program
- Complete Annual Fire Hydrant Inspection and Maintenance Program
- Improve Annual Cross Connection Program
- Installation of City Water PRV's
- Water Rights Management Plan Completion
- Complete City Wide Leak Detection
- McCormick #1 Sewer Lift Station Upgrade
- Continue McCormick Step System Conversions
- Utilize Pavement Management System (PMS)
- Bay Street Pedestrian Pathway Acquisitions (if needed)
- Bethel Road Corridor Redesign Completion
- Annual Sidewalk and ADA Upgrade Program
- Water/Sewer rate structure implementation
- Complete SR 160 Corridor Study

NON FINANCIAL LONG-TERM GOALS

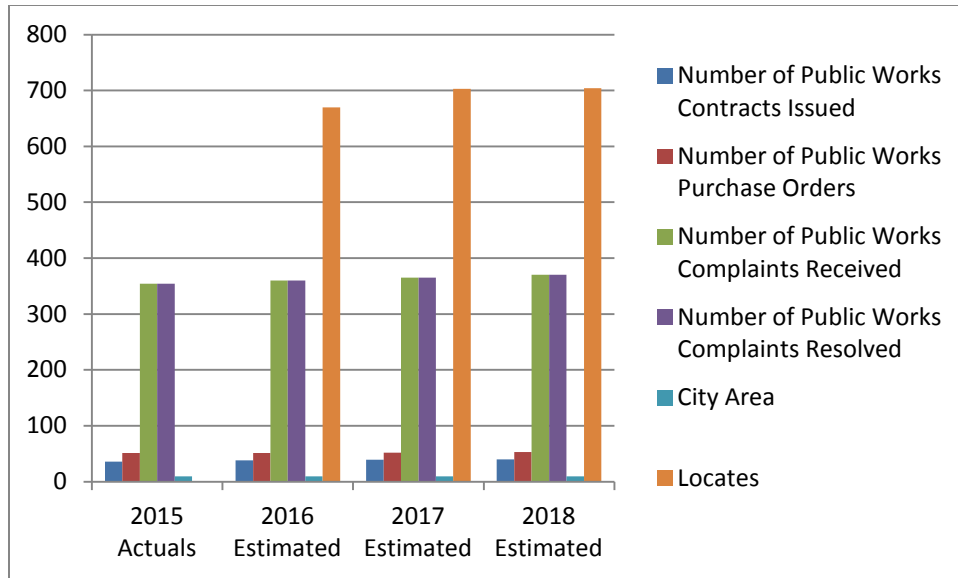
- Cross-train Public Works Crew across diverse disciplines
- Improve Public Works Crew ability to keep construction work in-house
- Increase Public Works talent pool
- Streamline Public Works workflow through improved staffing organization
- Provide positive and meaningful direction for Public Works staff
- Continue to improve response time to public service requests
- Coordinate with the public on challenges for local developers

DEPARTMENT OBJECTIVE

- Maintain & improve reliable services
- Maintain & improve reliable utilities
- Increase efficiency of Public Works responsiveness to its citizens

STATISTICS/WORKLOAD MEASURES

Department Measures	2015 Actual	2016 Estimated	2017 Estimated	2018 Estimated
Number of Public Works Contracts Issued	36	38	39	40
Number of Public Works Purchase Orders	51	51	52	53
Number of Public Works Complaints Received	354	360	365	370
Number of Public Works Complaints Resolved	354	360	365	370
City Area	9.35	9.35	9.35	9.35
Locates	0	670	703	704

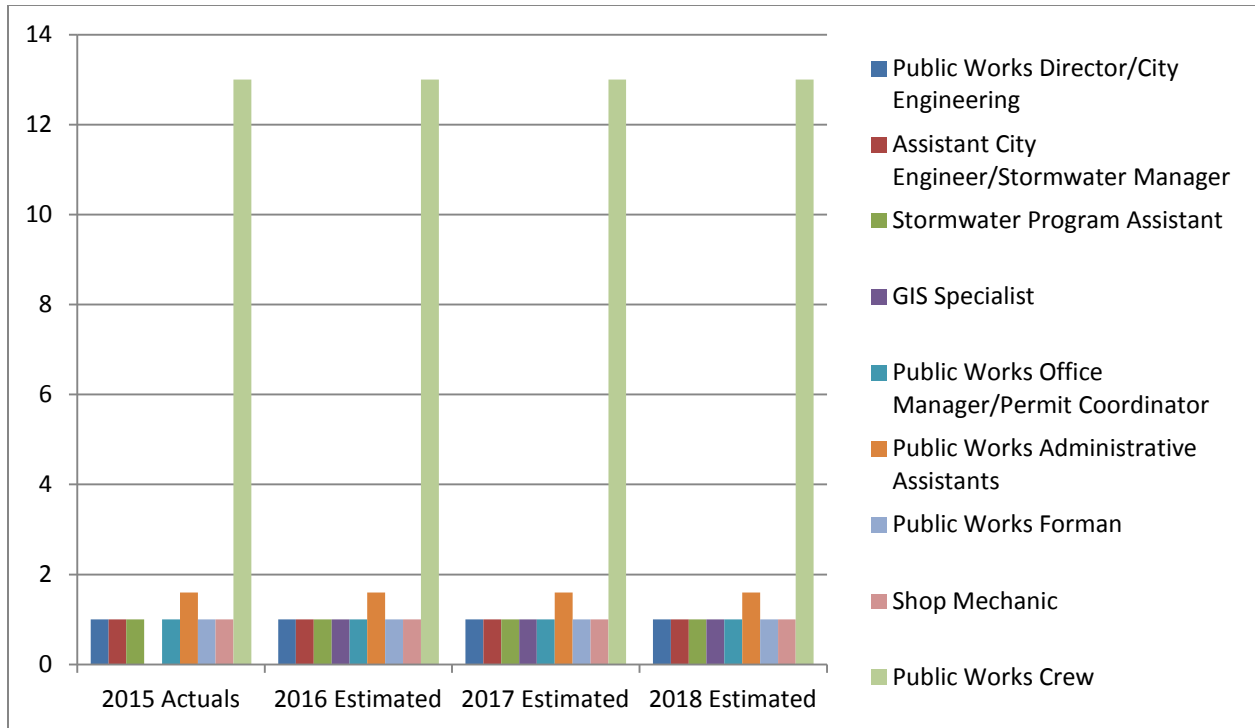


PERFORMANCE MEASURES

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

STAFFING LEVELS

Staffing Levels	2015 Actual	2016 Estimated	2017 Estimated	2018 Estimated
Public Works Director/City Engineering	1	1	1	1
Assistant City Engineer/Stormwater Manager	1	1	1	1
Stormwater Program Assistant	1	1	1	1
GIS Specialist	0	1	1	1
Public Works Office Manager/Permit Coordinator	1	1	1	1
Public Works Administrative Assistants	1.6	1.6	1.6	1.6
Public Works Forman	1	1	1	1
Shop Mechanic	1	1	1	1
Public Works Crew	13	13	13	13



ACCOMPLISHMENTS

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

In the first nine months of 2016 Public Works was able to keep some construction and repair projects in house which resulted in approximately \$350,000 worth of savings. A list of 2016 accomplishments include:

- Bay Street at Arnold Creek Culvert Repair
- SR -166 Ditching
- Farragut Sewer Main Repair
- Sewer Later Repairs
- Water Main Replacements
- Tremont Boulevard Sewer Repair
- LID Code Update/Implementation
- Dekalb Pier Retrofit/Expansion
- Bethel Corridor Pavement Repairs
- Crosswalk Marking Policy
- Water, Sewer, Storm & Transportation Plan Updates
- Water, Sewer Gap Analysis & Rate Modifications
- Well #9 Retrofit Design
- Regional Decant Facility Completion

- McCormick Park Phase 2 Design
- Bay Street Pedestrian Pathway Segment #3 Design
- Tremont Street Widening Final Ad-Ready Design

SIGNIFICANT BUDGET CHANGES

No significant budget changes.

2017-2018 DEPARTMENT OPERATING BUDGET

Public Works Department

Current Expense Summary by Object Code

Expenditures		2017 Budget	2018 Budget	Total 2017-2018 Budget
10	Salaries & Wages	\$ 237,378	\$ 246,702	\$ 484,080
20	Personnel Benefits	114,375	119,134	233,509
	Total Salary & Benefits	\$ 351,753	\$ 365,836	\$ 717,589
31	Office & Operating Supplies	\$ 29,300	\$ 19,200	\$ 48,500
32	Fuel Consumed	4,000	4,000	8,000
41	Professional Services	125,210	99,210	224,420
42	Communication	8,310	8,310	16,620
43	Travel	500	250	750
44	Advertising	200	200	400
45	Operating Rentals & Leases	20,950	21,450	42,400
46	Insurance	135,500	139,600	275,100
47	Public Utility Service	93,000	93,000	186,000
48	Repairs & Maintenance	215,875	83,875	299,750
49	Miscellaneous	17,900	16,900	34,800
	Total Other Expenditures	\$ 650,745	\$ 485,995	\$ 1,136,740
Total Public Works Department - Current Expense		\$ 1,002,498	\$ 851,831	\$ 1,854,329

2017-2018 DEPARTMENT OPERATING BUDGET

Public Works Department

City Street Summary by Object Code

Expenditures		2017 Budget	2018 Budget	Total 2017-2018 Budget
10	Salaries & Wages	\$ 456,472	\$ 475,973	\$ 932,445
20	Personnel Benefits	226,916	236,527	463,443
	Total Salary & Benefits	\$ 683,388	\$ 712,500	\$ 1,395,888
30	Supplies	\$ 111,650	\$ 91,550	\$ 203,200
40	Other Services & Charges	651,910	669,510	1,321,420
0	Transfers Out	48,000	21,587	69,587
	Total Other Expenditures	\$ 811,560	\$ 782,647	\$ 1,594,207
Total Public Works Department - City Street		\$ 1,494,948	\$ 1,495,147	\$ 2,990,095

2017-2018 DEPARTMENT OPERATING BUDGET

Public Works Department

Water Sewer Summary by Object Code

Expenditures		2017 Budget	2018 Budget	Total 2017-2018 Budget
10	Salaries & Wages	\$ 990,231	\$ 1,032,824	\$ 2,023,055
20	Personnel Benefits	521,826	545,777	1,067,603
	Total Salary & Benefits	\$ 1,512,057	\$ 1,578,601	\$ 3,090,658
30	Supplies	\$ 282,050	\$ 276,250	\$ 558,300
33	WA purchase for Resale	132,000	132,000	264,000
40	Other Services & Charges	1,163,990	1,078,640	2,242,630
41	Professional Services	15,000	15,000	30,000
46	Insurance	269,800	277,800	547,600
50	Intergovernmental	1,573,560	1,607,400	3,180,960
53	Utility Tax State	160,700	175,100	335,800
54	Utility Tax City	308,500	340,100	648,600
71	Redemption of Long Term Debt	55,350	56,700	112,050
83	Interest of Long Term Debt	6,296	4,304	10,600
0	Transfers Out	2,000,000	2,000,000	4,000,000
	Total Other Expenditures	\$ 5,967,246	\$ 5,963,294	\$ 11,930,540
Total Public Works Department - Water Sewer Utility		\$ 7,479,303	\$ 7,541,895	\$ 15,021,198

2017-2018 DEPARTMENT OPERATING BUDGET
Public Works Department
Storm Drainage

Expenditures	2017 Budget	2018 Budget	Total 2017-2018 Budget
10 Salaries & Wages	\$ 475,964	\$ 483,963	\$ 959,927
20 Personnel Benefits	221,587	230,563	452,150
Total Salary & Benefits	\$ 697,551	\$ 714,526	\$ 1,412,077
30 Supplies	\$ 49,900	\$ 47,900	\$ 97,800
40 Other Services & Charges	276,314	259,579	535,893
46 Insurance	2,400	2,400	4,800
53 Utility Tax State	28,500	30,500	59,000
54 Utility Tax City	82,000	82,500	164,500
0 Operating Transfers Out	300,000	15,000	315,000
0 Loan Repayment	8,292	16,584	24,876
Total Other Expenditures	\$ 747,406	\$ 454,463	\$ 1,201,869
Total Public Works Department - Storm Drainage	\$ 1,444,957	\$ 1,168,989	\$ 2,613,946

PUBLIC WORKS DEPARTMENT - CURRENT EXPENSE FUND

Account Number	Description	2017	2018	Total
001.5.518.20.00	ENGINEERING - CURRENT EXPENSE			
001.5.518.20.10	Salaries - Engineering	73,454	77,313	150,767
001.5.518.20.20	Benefits - Engineering	40,565	42,849	83,414
001.5.518.20.31	Supplies - Engineering			3,000
	Car Expenses	500	500	
	Office Supplies/Copy Paper	500	500	
	Wide Format Copier Materials	500	500	
001.5.518.20.32	Fuel Consumed - Engineering			2,000
	Fuel	1,000	1,000	
001.5.518.20.41	Professional Services - Engineering			10,500
	GIS-ESRI Technical Support	100	100	
	MRSC Roster	150	150	
	Vlist Property Annual Monitoring & Reporting	5,000	5,000	
001.5.518.20.42	Communication - Engineering			5,500
	Phone Service	1,250	1,250	
	Postage	750	750	
	Telephone/Fax Service	750	750	
001.5.518.20.43	Travel - Engineering			750
	Travel (KRCC/PSRC)	500	250	
001.5.518.20.44	Advertising - Engineering			400
	Advertising	200	200	
001.5.518.20.45	Operating Rentals & Leases			1,500
	Rentals & Leases	750	750	
001.5.518.20.48	Repairs & Maintenance			3,750
	Copier	625	625	
	Office Equipment	1,000	1,000	
	Vehicle Repair	250	250	
001.5.518.20.49	Miscellaneous - Engineering			31,200
	SmartGov Subscription, Software Lic, Training & Support	11,000	11,000	
	Dues (Incl. Water Cons. Assoc, PE)	1,500	1,500	
	Municipal Code Codification Fees	200	200	
	Printing	200	200	
	Public Record Requests - Staff Time	3,000	2,000	
	Seminar Fees	200	200	
001.5.518.20.00	TOTAL ENGINEERING - CURRENT EXPENSE			292,781
001.5.518.30.00	GENERAL FACILITIES (OTHER GOVERNMENTAL SERVICES) - CURRENT EXPENSE			
001.5.518.30.10	Salaries - Facilities	14,859	15,341	30,200
001.5.518.30.20	Benefits - Facilities	7,956	8,216	16,172
001.5.518.30.31	Supplies - Facilities			9,400
	Cleaning Materials	2,500	2,500	
	Interior Painting Supplies	500	500	
	Miscellaneous Repair Parts	1,500	1,500	
	New Equipment - Janitorial	200	200	
001.5.518.30.41	Professional Services - Facilities			137,920
	City Hall Conceptual Design	16,000	-	
	Full time Janitorial	60,000	60,000	
	Smart Phone Data	960	960	
001.5.518.30.42	Communication - Facilities			8,600

Account Number	Description	2017	2018	Total
	City Hall WiFi	1,500	1,500	
	Fire Alarm, Elevator Alarm, Pay Phone	2,800	2,800	
001.5.518.30.45	Operating Rentals & Leases - Facilities			38,900
	DNR Waterfront Aquatic Lease (Lots 1 & 2)	19,200	19,700	
001.5.518.30.46	Insurance - Facilities			275,100
	AWC - Current Expense Cost Allocation	135,500	139,600	
001.5.518.30.47	Public Utility Services - Facilities			94,000
	Electricity	34,000	34,000	
	Natural Gas	3,000	3,000	
	Storm Drainage Fees (per 2015 rate increase)	3,500	3,500	
	Water/Sewer/Storm	6,500	6,500	
001.5.518.30.48	Repairs & Maintenance - Facilities			200,000
	\$30K City Hall Repairs-Ext.Seal & Paint Report			
	Alarm Monitoring	500	500	
	Annual Citywide Electrical Permit	3,000	3,000	
	Annual Emergency Gen Load Bank Testing per AWC	2,000	2,000	
	City Hall Repairs & Maintenance	8,000	8,000	
	City Hall HVAC	100,000	-	
	Electrical Repairs	500	500	
	Elevator Maintenance	8,000	8,000	
	Fire System Alarm & Extinguisher Maintenance	3,000	3,000	
	General Preventative Maintenance - City Hall	1,000	1,000	
	HVAC Maintenance & Repairs	18,000	18,000	
	Phone System Repairs - City Hall	1,000	1,000	
	TriTec Phone System Support	5,000	5,000	
001.5.518.30.49	Miscellaneous - Facilities			600
	Miscellaneous	300	300	
001.5.518.30.00	TOTAL GENERAL FACILITIES (OTHER GOVERNMENTAL SERVICES) - CURRENT EXPENSE			810,892
001.5.572.50.00	LIBRARY FACILITIES - CURRENT EXPENSE			
001.5.572.50.10	Salaries - Library	1,564	1,615	3,179
001.5.572.50.20	Benefits - Library	987	1,019	2,006
001.5.572.50.47	Public Utility Services - Library			32,000
	Electricity	8,000	8,000	
	Natural Gas	1,000	1,000	
	Storm Drainage Fees (per 2015 Rate Increase)	2,000	2,000	
	Water Sewer	5,000	5,000	
001.5.572.50.48	Repairs & Maintenance - Library			17,000
	\$8K A/C Unit Replacement	8,000	-	
	HVAC Maintenance Contract	3,000	3,000	
	Other Repairs	1,500	1,500	
001.5.572.50.49	Miscellaneous - Library			1,000
	Miscellaneous	500	500	
001.5.572.50.00	TOTAL LIBRARY FACILITIES - CURRENT EXPENSE			55,185

Account Number	Description	2017	2018	Total
001.5.576.80.00	PARKS - CURRENT EXPENSE			
001.5.576.80.10	Salaries - Parks	147,501	152,433	299,934
001.5.576.80.20	Benefits - Parks	64,867	67,050	131,917
001.5.576.80.31	Supplies - Parks			36,100
	200-Gal Spray Tank	3,100	-	
	Cleaning Materials	1,000	1,000	
	Equipment Repair Parts	1,000	1,000	
	Equipment Replacement	6,000	6,000	
	Fertilizer	1,000	1,000	
	Mutt Mitts	1,000	1,000	
	Repair supplies	1,500	1,500	
	Van Zee Park Topsoil/Seed	7,000	-	
	Vandalism Repair Parts	1,500	1,500	
001.5.576.80.32	Fuel Consumed - Parks			6,000
	Fuel	3,000	3,000	
001.5.576.80.41	Professional Services - Parks			76,000
	Full Time Janitorial	30,000	30,000	
	Waterfront Park Conceptual Plan	10,000	-	
	On Call Arborist	3,000	3,000	
001.5.576.80.42	Communication - Parks			2,520
	Postage, Phone, Fax	300	300	
	Smart Phone Data	960	960	
001.5.576.80.45	Operating Rentals & Leases - Parks			2,000
	Miscellaneous.	500	500	
	Smelt Season Portable Toilets - Ross Point	500	500	
001.5.576.80.47	Public Utility Services - Parks			60,000
	Electricity	8,000	8,000	
	Natural Gas	2,000	2,000	
	Storm Drainage Fees (per 2015 Rate Increase)	16,000	16,000	
	Water Sewer	4,000	4,000	
001.5.576.80.48	Repairs & Maintenance - Parks			79,000
	Building Repair	2,000	2,000	
	Maintenance Tools	500	500	
	Parks Services Maintenance	15,000	15,000	
	Tree Cutting/Tree Spraying-Downtown area	9,000	9,000	
	Vehicle & Equipment Repair	1,000	1,000	
	Resurface Van Zee & Givens Park	24,000	-	
001.5.576.80.49	Miscellaneous - Parks			2,000
	CDL Licenses	500	500	
	Miscellaneous (Dumping Fees)	250	250	
	Noxious Weed Control	250	250	
001.5.576.80.00	TOTAL PARKS - CURRENT EXPENSE			695,471
TOTAL PUBLIC WORKS - CURRENT EXPENSE		1,002,498	851,831	1,854,329

PUBLIC WORKS DEPARTMENT - CITY STREET FUND

Account Number	Description	2017	2018	Total
002.5.542.30.00	ROADWAY - CITY STREET			
002.5.542.30.10	Salaries - Roadway	78,832	81,358	160,190
002.5.542.30.20	Benefits - Roadway	42,328	43,722	86,050
002.5.542.30.30	Supplies - Roadway			24,000
	Asphalt	9,000	9,000	
	Crushed rock	1,500	1,500	
	Supplies	1,500	1,500	
002.5.542.30.40	Other Services & Charges - Roadway			437,700
	Dump fees	2,000	2,000	
	HMA Crack Sealing	5,000	5,000	
	Miscellaneous Pavment Repair	20,000	20,000	
	Printing	250	250	
	Saw cutting	300	300	
	Equipment Rental	7,500	7,500	
	Vehicle License Fee Projects	152,500	199,100	
	Tree Removal	8,000	8,000	
002.5.542.30.00	TOTAL ROADWAY - CITY STREET			707,940
002.5.542.50.00	STRUCTURES (BRIDGES) - CITY STREET			
002.5.542.50.10	Salaries - Bridges	1,704	1,759	3,463
002.5.542.50.20	Benefits - Bridges	1,082	1,117	2,199
002.5.542.50.30	Supplies - Bridges			600
	Grafitti Removal	100	500	
002.5.542.50.40	Other Services & Charges - Bridges			121,280
	BSPP Bridge Program Management	1,000	-	
	BSPP Inventory & Inspection	8,000	-	
	BSPP Miscellaneous Repairs	1,500	1,500	
	Lund Bridge Program Management	8,250	8,250	
	Lund Clean Expansion Joints, Remove Moss	5,200	5,200	
	Lund Miscellaneous Repairs	11,000	11,000	
	Lund Concrete Girder Repair	-	30,000	
	Lund UBIT Inspection	-	18,000	
	Lund Scour Monitoring & Survey	6,190	6,190	
002.5.542.50.00	TOTAL STRUCTURES(BRIDGES) - CITY STREET			127,542
002.5.542.61.00	SIDEWALKS - CITY STREET			
002.5.542.61.10	Salaries - Sidewalks	6,760	6,980	13,740
002.5.542.61.20	Benefits - Sidewalks	3,795	3,920	7,715
002.5.542.61.30	Supplies - Sidewalks			56,000
	Concrete	2,000	2,000	
	Trash Cans for Bay Street	22,000	-	
	Street Trees	-	10,000	
	Sidewalk Replacement/ADA Access Upgrades	10,000	10,000	
002.5.542.61.40	Other Services & Charges - Sidewalks			30,000
	General maintenance and/or replacement & repair	10,000	10,000	
	Grind Sidewalks	5,000	5,000	
002.5.542.61.00	TOTAL SIDEWALKS - CITY STREET			107,455

Account Number	Description	2017	2018	Total
002.5.542.62.00	PATHS & TRAILS - CITY STREET			
002.5.542.62.10	Salaries - Street Lighting	703	726	1,429
002.5.542.62.20	Benefits - Street Lighting	321	332	653
002.5.542.62.00	TOTAL PATHS & TRAILS - CITY STREET			2,082
002.5.542.63.00	STREET LIGHTING - CITY STREET			
002.5.542.63.10	Salaries - Street Lighting	377	389	766
002.5.542.63.20	Benefits - Street Lighting	180	187	367
002.5.542.63.30	Supplies - Street Lighting			400
	Marque sidewalk lights	100	100	
	Miscellaneous Supplies	100	100	
002.5.542.63.40	Other Services & Charges - Street Lighting			278,000
	Includes electricity for all City Street Lights	138,000	140,000	
002.5.542.63.00	TOTAL STREET LIGHTING - CITY STREET			279,533
002.5.542.64.00	TRAFFIC CONTROL - CITY STREET			
002.5.542.64.10	Salaries - Traffic Control Device	59,627	61,581	121,208
002.5.542.64.20	Benefits - Traffic Control Device	25,803	26,653	52,456
002.5.542.64.30	Supplies - Traffic Control Device			37,000
	Barricades	500	500	
	Cedar/Metal Sign Post	7,000	7,000	
	No Parking Posters	500	500	
	Paint & Supplies	1,000	1,000	
	Reflective Street Signage	5,000	5,000	
	Skid Steer Forks	2,000	-	
	Traffic Counter Repair/Replacement	7,000	-	
002.5.542.64.40	Other Services & Charges - Traffic Control Device			241,000
	Buttons	10,000	10,000	
	Contract with Kitsap County/WSDOT (signals)	40,000	40,000	
	Electricity for Signal	8,000	8,000	
	Guardrail Repair	20,000	20,000	
	Sign Replacement	1,000	1,000	
	Specific Street Signs	1,500	1,500	
	Street Striping	50,000	-	
	Thermoplastic	15,000	15,000	
002.5.542.64.00	TOTAL TRAFFIC CONTROL - CITY STREET			451,664
002.5.542.65.00	PARKING FACILITIES - CITY STREET			
002.5.542.65.10	Salaries - Parking Facilities	4,976	5,138	10,114
002.5.542.65.20	Benefits - Parking Facilities	2,331	2,405	4,736
002.5.542.65.30	Supplies - Parking Facilities			1,000
	Supplies	500	500	
002.5.542.65.40	Other Services & Charges			21,200
	Grader Rental	500	500	
	Printing	100	100	
	Pavement Repair	20,000	-	
002.5.542.65.00	TOTAL PARKING FACILITIES - CITY STREET			37,050

Account Number	Description	2017	2018	Total
002.5.542.66.00	SNOW & ICE - CITY STREET			
002.5.542.66.10	Salaries - Snow & Ice Control	7,668	7,916	15,584
002.5.542.66.20	Benefits - Snow & Ice Control	2,707	2,795	5,502
002.5.542.66.30	Supplies - Snow & Ice Control			33,000
	Brine De-Icer - ILA w/Kitsap Co., Approx. 40 lane miles	8,000	8,000	
	Fuel	5,000	5,000	
	Miscellaneous	500	500	
	Repair parts	1,000	1,000	
	Sand	2,000	2,000	
002.5.542.66.00	TOTAL SNOW & ICE - CITY STREET			54,086
002.5.542.70.00	ROADSIDE - CITY STREET			
002.5.542.70.10	Salaries - Roadside	42,690	44,645	87,335
002.5.542.70.20	Benefits - Roadside	24,672	25,905	50,577
002.5.542.70.30	Supplies - Roadside			12,500
	Noxious Weed Abatement - Materials	5,500	5,500	
	Repair parts	500	500	
	Small Equipment	250	250	
002.5.542.70.40	Other Services & Charges			2,000
	Dump Fees	500	500	
	Noxious Weed Abatement - State Req'd Program	500	500	
002.5.572.70.40	TOTAL ROADSIDE - CITY STREET			152,412
002.5.542.80.00	ANCILLARY OPERATIONS (CITY CLEANUP) - CITY STREET			
002.5.542.80.10	Salaries - City Clean-Up	10,743	11,091	21,834
002.5.542.80.20	Benefits - City Clean-Up	5,971	6,165	12,136
002.5.542.80.30	Supplies - City Clean-Up			200
	Tarps	100	100	
002.5.542.80.40	Other Services & Charges - City Clean-Up			2,000
	Advertisements	300	300	
	Landfill Costs	500	500	
	White Goods	200	200	
002.5.542.80.00	TOTAL ANCILLARY OPERATIONS (CITY CLEANUP) - CITY STREET			36,170
002.5.542.90.00	MAINTENANCE - CITY STREET			
002.5.542.90.10	Salaries - Administration & Overhead	17,159	17,716	34,875
002.5.542.90.20	Benefits - Administration & Overhead	8,292	8,561	16,853
002.5.542.90.30	Supplies - Administration & Overhead			31,500
	Vehicle Repair Parts & Vehicle Fuel	11,500	12,000	
	Miscellaneous Tools	2,000	2,000	
	Supplies & Repair Parts	2,000	2,000	
002.5.542.90.40	Other Services & Charges - Administration & Overhead			12,000
	Fire Extinguisher Inspections	500	500	
	Hazmat - Parts Cleaner	500	500	
	Vehicle Repairs (Commercial Shop)	5,000	5,000	
002.5.542.90.00	TOTAL MAINTENANCE - CITY STREET			95,228

Account Number	Description	2017	2018	Total
002.5.543.10.00	MANAGEMENT - CITY STREET			
002.5.543.10.10	Salaries - Road & Street Maintenance	66,687	68,736	135,423
002.5.543.10.20	Benefits - Road & Street Maintenance	31,153	32,114	63,267
002.5.543.10.40	Other Services & Charges - Road & Street Maintenance			2,000
	Public Records Request - Staff Time	1,000	1,000	
002.5.543.10.00	TOTAL MANAGEMENT - CITY STREET			200,690
002.5.543.30.00	GENERAL SERVICES - CITY STREET			
002.5.543.30.10	Salaries - General Services	151,914	161,103	313,017
002.5.543.30.20	Benefits - General Services	74,885	79,138	154,023
002.5.543.30.30	Supplies - General Services			1,000
	Office Supplies	500	500	
002.5.543.30.40	Other Services & Charges - General Services			133,840
	SR 160 Corridor Study	50,000	50,000	
	Shop Copier	25	25	
	Annual State Audit	700	700	
	Smart Phone Data	1,920	1,920	
	CDL Licenses	500	500	
	CDL Physicals	1,000	1,000	
	Claims for Damages	1,500	1,500	
	Copy Machine	1,375	1,375	
	GIS/ESRI Maintenance Fee	1,250	1,250	
	Legal expenses	5,000	5,000	
	Municipal Code Codification Fees	500	500	
	Telephone	500	500	
	VueWorks/GIS Management Maintenance	2,650	2,650	
002.5.543.30.00	TOTAL GENERAL SERVICES - CITY STREET			601,880
002.5.543.31.00	TRAINING - CITY STREET			
002.5.543.31.40	Other Services & Charges - Training			12,000
	Street Training & Travel plus Aces Safety Training	6,000	6,000	
002.5.543.31.00	TOTAL TRAINING - CITY STREET			12,000
002.5.543.50.00	FACILITIES - CITY STREET			
002.5.543.50.10	Salaries - Road & Street Facilities	6,632	6,835	13,467
002.5.543.50.20	Benefits - Road & Street Facilities	3,396	3,513	6,909
002.5.543.50.30	Supplies - Road & Street Facilities			6,000
	Supplies	3,000	3,000	
002.5.543.50.40	Other Services & Charges - Road & Street Facilities			28,400
	Electricity	1,500	1,500	
	Full-time janitorial	7,200	7,200	
	Laundry Service	500	500	
	Natural Gas	500	500	
	Repairs	500	500	
	Utilities (Water/Sewer/Storm)	4,000	4,000	
002.5.543.50.00	TOTAL FACILITIES - CITY STREET			54,776

Account Number	Description	2017	2018	Total
002.5.597.00.00	OPERATING TRANSFERS - CITY STREET			
002.5.597.00.00	Operating Transfers Out			69,587
	Supersingle Truck - Reimbursement Amount	48,000	21,587	
002.5.597.00.00	TOTAL OPERATING TRANSFERS - CITY STREET			69,587
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TOTAL PUBLIC WORKS DEPARTMENT - CITY STREET FUND		1,494,948	1,495,147	2,990,095

PUBLIC WORKS DEPARTMENT - WATER/SEWER UTILITY

Account Number	Description	2017	2018	Total
401.5.534.10.00	WATER - GENERAL ADMINISTRATION			
401.5.534.10.10	Salaries - General Administration - PW	62,062	64,348	126,410
401.5.534.10.20	Benefits - General Administration - PW	40,718	42,212	82,930
401.5.534.10.31	Supplies - General Administration - PW			400
	New Smart Phones	-	200	
	Office Copier Supplies	100	100	
401.5.534.10.40	Other Service & Charges - General Administration			18,940
	Annual State Audit	4,000	4,000	
	CDL Licenses	100	100	
	CDL Physicals	1,000	1,000	
	Municipal Code Codification Fees	500	500	
	Office Copier Maintenance	700	700	
	Printing	250	250	
	Public Records Request - Staff Time	1,000	1,000	
	Smart Phone Data	1,920	1,920	
401-5-534-10-41	Professional Services - Legal			20,000
	Legal	10,000	10,000	
401.5.534.10.46	Property Insurance - WA			145,700
	AWC Property Insurance	71,800	73,900	
401.5.534.10.53	Utility Tax State			247,000
	Utility Tax - State	118,200	128,800	
401.5.534.10.54	Utility Tax City			224,500
	Utility Tax - City	107,500	117,000	
401.5.534.10.00	TOTAL WATER - GENERAL ADMINISTRATION			865,880
401.5.534.11.00	WATER - GENERAL ADMINISTRATION EXECUTIVE			
401.5.534.11.10	Salaries - General Administration	72,837	76,824	149,661
401.5.534.11.20	Benefits - General Administration	32,078	33,710	65,788
401.5.534.11.46	Liability Insurance - WA			145,700
	Liability Insurance - WA	71,800	73,900	
401.5.534.11.00	TOTAL WATER - GENERAL ADMINISTRATION EXECUTIVE			361,149
401.5.534.12.00	WATER - GENERAL ADMINISTRATION - FINANCIAL, CLERICAL, HR & IT			
401.5.534.12.10	Salaries - General Administration - Clerical	137,255	143,020	280,275
401.5.534.12.20	Benefits - General Administration - Clerical	68,294	71,295	139,589
401.5.534.12.00	TOTAL WATER - GENERAL ADMINISTRATION - FINANCIAL, CLERICAL, HR & IT			419,864
401.5.534.20.00	WATER - OTHER ADMINISTRATION			
401.5.534.20.40	Other Services & Charges - Administration - WA			89,925
	Emergency Generator Rental	1,000	1,000	
	GIS/ESRI Maintenance Fee	-	125	
	WaterPak Dues from 2015	500	300	
	Well #3 & #4 Corrective Action Plan	2,000	-	
	WA System Plan Amendment	45,000	-	
	Well #9 Peer Support Cont'd	20,000	20,000	
401.5.534.20.00	TOTAL WATER - OTHER ADMINISTRATION			89,925

Account Number	Description	2017	2018	Total
401.5.534.40.00	WATER - TRAINING			
401.5.534.40.40	Other Service & Charges - Training WA Water CEU Training & Travel Plus Aces Safety Training			24,000
		12,000	12,000	
401.5.534.40.00	TOTAL WATER - TRAINING			24,000
401.5.534.50.00	WATER - MAINTENANCE STRUCTURES			
401.5.534.50.10	Salaries - Structures Maintenance	2,134	2,203	4,337
401.5.534.50.20	Benefits - Structures Maintenance	1,298	1,340	2,638
401.5.534.50.31	Supplies - Structures Maintenance			6,000
	Crushed Rock	1,000	1,000	
	Miscellaneous Supplies	500	500	
	Public Works Shop - Miscellaneous Improvement Materials	1,500	1,500	
401.5.534.50.40	Other Service & Charges - Structures Maintenance			23,650
	Annual Carpet Cleaning at Shop	-	750	
	PW Shop Interior Renovations/SCADA Relocation	5,000	-	
	Full-time janitorial	7,200	7,200	
	Miscellaneous Repairs	500	500	
	New Carpet at Shop	2,500	-	
401.5.534.50.00	TOTAL WATER - MAINTENANCE STRUCTURES			36,625
401.5.534.51.00	WATER - MAINTENANCE TRANSPORTATION EQUIPMENT			
401.5.534.51.10	Salaries - Transportation Equipment	7,737	7,988	15,725
401.5.534.51.20	Benefits - Transportation Equipment	3,328	3,436	6,764
401.5.534.51.31	Supplies - Transportation Equipment			19,000
	Auto Parts	3,000	3,000	
	Fuel	10,000	3,000	
401.5.534.51.40	Other Service & Charges - Transport Equipment			3,400
	Claims for damages	1,000	1,000	
	Equipment Rental	200	200	
	Miscellaneous Equipment (incl. confined space & safety equipment)	500	500	
401.5.534.51.00	TOTAL WATER - MAINTENANCE TRANSPORTATION EQUIPMENT			44,889
401.5.534.52.00	WATER - MAINTENANCE TREATMENT			
401.5.534.52.10	Salaries - WA Treatment	51,457	52,765	104,222
401.5.534.52.20	Benefits - WA Treatment	26,364	27,154	53,518
401.5.534.52.31	Supplies - WA Treatment			46,000
	Chlorine	10,000	10,000	
	Fluoride	10,000	10,000	
	Potassium (Well #9)	3,000	3,000	
401.5.534.52.40	Other Service & Charges - WA Treatment			46,000
	Annual WDM Renewals	500	500	
	Chlorinator Repairs	3,000	3,000	
	Miscellaneous Repairs	2,000	2,000	
	Water Testing (New Mandatory UCMR3)	-	15,000	
	Water Testing (Routine)	10,000	10,000	
401.5.534.52.00	TOTAL WATER - MAINTENANCE TREATMENT			249,740

Account Number	Description	2017	2018	Total
401.5.534.53.00	WATER - MAINTENANCE WELLS			
401.5.534.53.10	Salaries - Wells Maintenance	1,377	1,422	2,799
401.5.534.53.20	Benefits - Wells Maintenance	840	866	1,706
401.5.534.53.31	Supplies - Wells Maintenance			1,000
	Miscellaneous Supplies	500	500	
401.5.534.53.40	Other Service & Charges - Wells Maintenance			13,000
	Miscellaneous Repairs	1,000	1,000	
	Pump House Repairs/Upgrades	5,000	5,000	
	Well Testing (VOC, IOC, Chlorine Residual)	500	500	
401.5.534.53.00	TOTAL WATER - MAINTENANCE WELLS			18,505
401.5.534.54.00	WATER - SUPPLY MAINS			
401.5.534.54.10	Salaries - Supply Main Maintenance	41,562	43,099	84,661
401.5.534.54.20	Benefits - Supply Main Maintenance	22,726	23,744	46,470
401.5.534.54.31	Supplies - Supply Main Maintenance			40,000
	Pipe	10,000	10,000	
	Water Main Parts	10,000	10,000	
401.5.534.54.40	Other Service & Charges - Supply Main Maintenance			20,000
	Annual Leak Detection - City System(s)	-	17,000	
	Asphalt Sawing	1,000	1,000	
	Underground Location Fees	500	500	
401.5.534.54.00	TOTAL WATER - SUPPLY MAINS			191,131
401.5.534.55.00	WATER - MAINTENANCE SERVICES			
401.5.534.55.10	Salaries - Services Maintenance	19,936	20,501	40,437
401.5.534.55.20	Benefits - Services Maintenance	9,289	9,667	18,956
401.5.534.55.30	Supplies - Services Maintenance			42,000
	Cross Connection Control Program - Mail & Print In-House	2,000	20,000	
	Water Service Parts	10,000	10,000	
401.5.534.55.40	Other Service & Charges - Services Maintenance			17,500
	Asphalt Saw-Cutting	500	250	
	Cross-connection Testing - City Owned Devices	3,000	3,000	
	DOH Permit	5,000	5,000	
	Miscellaneous Repairs	500	250	
401.5.534.55.00	TOTAL WATER - MAINTENANCE SERVICES			118,893
401.5.534.56.00	WATER - MAINTENANCE PUMPING EXPENSE			
401.5.534.56.10	Salaries - Pumping Expense	66,666	68,985	135,651
401.5.534.56.20	Benefits - Pumping Expenses	35,684	37,164	72,848
401.5.534.56.30	Supplies - Pumping Expenses			36,000
	Emergency Generator Fuel	2,000	2,000	
	Miscellaneous Supplies	1,000	1,000	
	Telemetry Parts	15,000	15,000	
401.5.534.56.40	Other Service & Charges - Pumping Expense			170,000
	Electricity	50,000	50,000	
	Pump Repairs (Incl. Well #7 Pump & Clay Valve)	40,000	15,000	
	Telemetry/SCADA (TSI)	10,000	5,000	
401.5.534.56.00	TOTAL WATER - MAINTENANCE PUMPING EXPENSE			414,499

Account Number	Description	2017	2018	Total
401.5.534.57.00	WATER - MAINTENANCE DISTRIBUTION RESERVOIRS & PIPE			
401.5.534.57.10	Salaries - Distribution Reservoirs & Pipe Maintenance	2,007	2,088	4,095
401.5.534.57.20	Benefits - Distribution Reservoirs & Pipe Maintenance	1,241	1,293	2,534
401.5.534.57.30	Supplies - Distribution Reservoirs & Pipe Maintenance			4,100
	Drone for Reservoir Inspections	3,500	-	
	Miscellaneous Supplies	300	300	
401.5.534.57.40	Other Service & Charges - Distribution Reservoirs & Pipe Maintenance			37,000
	Annual Reservoir Cleaning	25,000	-	
	Annual Reservoir Repairs	5,000	5,000	
	Asphalt Saw Cutting	1,000	1,000	
	Reservoir Painting	-	-	
401.5.534.57.00	TOTAL WATER - MAINTENANCE DISTRIBUTION RESERVOIRS & PIPE			47,729
401.5.534.58.00	WATER - MAINTENANCE METERS			
401.5.534.58.10	Salaries - Meters Maintenance	7,942	8,599	16,541
401.5.534.58.20	Benefits - Meters Maintenance	5,546	6,030	11,576
401.5.534.58.30	Supplies - Meters Maintenance			45,000
	Annual Touch Read Meter New & Conversion P	30,000	15,000	
401.5.534.58.40	Other Service & Charges - Meters Maintenance			3,000
	Asphalt Saw Cutting	1,000	500	
	Miscellaneous Repairs	1,000	500	
401.5.534.58.00	TOTAL WATER - MAINTENANCE METERS			76,117
401.5.534.59.00	WATER - MAINTENANCE HYDRANTS			
401.5.534.59.10	Salaries - Hydrants Maintenance	969	1,032	2,001
401.5.534.59.20	Benefits - Hydrant Maintenance	619	663	1,282
401.5.534.59.30	Supplies - Hydrants Maintenance			10,000
	Hydrant Repair Parts	5,000	5,000	
401.5.534.59.40	Other Service & Charges - Hydrants Maintenance			70,650
	Annual Fire hydrant Maintenance & Replacement	35,000	35,000	
	Asphalt Saw Cutting	500	150	
401.5.534.59.00	TOTAL WATER - MAINTENANCE HYDRANTS			83,933
401.5.534.72.00	WATER - CUSTOMER SERVICE - METER READING			
401.5.534.72.10	Salaries - Customer Service - Meter Read	12,765	13,909	26,674
401.5.534.72.20	Benefits - Customer Service - Meter Read	8,969	9,814	18,783
401.5.534.72.30	Supplies - Customer Service - Meter Read			300
	Miscellaneous Supplies	150	150	
401.5.534.72.40	Other Service & Charges - Customer Service - Meter Read			8,000
	Meters-Touch Read repairs	3,000	3,000	
	Sensus Software Support	1,000	1,000	
401.5.534.72.00	TOTAL WATER - CUSTOMER SERVICE - METER READING			53,757
401.5.534.73.00	WATER - CUSTOMER SERVICE - RECORD & COLLECTIONS			
401.5.534.73.10	Salaries - Customer Service - Record & Collections	55,569	59,002	114,571
401.5.534.73.20	Benefits - Customer Service - Record & Collections	29,801	31,935	61,736
401.5.534.73.30	Supplies - Customer Service - Record & Collections			3,000
	Consumer Confidence Report (CCR)	1,000	1,000	
	Office Supplies	500	500	
401.5.534.73.40	Other Service & Charges - Customer Service - Record & Collections			32,000

Account Number	Description	2017	2018	Total
	Billing Software Maintenance (Springbrook)	4,000	4,000	
	Credit Card Program	1,000	1,000	
	Mailing Service Fee	5,000	5,000	
	Phone, Fax, Fin Copier	5,000	5,000	
	Postage	1,000	1,000	
401.5.534.73.00	TOTAL WATER - CUSTOMER SERVICE - RECORD & COLLECTIONS			211,307
401.5.534.77.00	WATER - CUSTOMER SERVICE & INFORMATION			
401.5.534.77.40	Other Service & Charges - Customer Service & Info			600
	Low Flow Toilet Rebates	300	300	
401.5.534.77.00	TOTAL WATER - CUSTOMER SERVICE & INFORMATION			600
401.5.534.80.00	WATER - GENERAL OPERATIONS			
401.5.534.80.30	Supplies - General Operations			8,000
	HMA Pee-Gate	2,000	-	
	Electric Tarp	2,000	-	
	Miscellaneous Supplies - GO	2,000	2,000	
401.5.534.80.33	WA purchase for Resale - General Operations			264,000
	Bremerton Water (Anderson Hill Intertie)	130,000	130,000	
	West Sound Utility District	2,000	2,000	
401.5.534.80.40	Other Service & Charges - General Operations			52,650
	GIS/ESRI Software & Maintenance	1,250	1,250	
	Beeper	100	100	
	Blackjack Creek Mitigation	1,000	1,000	
	Electricity	6,000	6,000	
	Laundry	200	200	
	Natural Gas	1,000	1,000	
	Renew Operator Certification	200	200	
	Storm Drainage Utility Fee	2,400	2,400	
	Shop Copier	50	-	
	VueWorks Maintenance	2,650	2,650	
	Equipment Rental	7,500	7,500	
	Utility Bill (Facilities)	4,000	4,000	
401.5.534.80.00	TOTAL WATER - GENERAL OPERATIONS			324,650
401.5.535.10.00	SEWER - GENERAL ADMINISTRATION			
401.5.535.10.10	Salaries - General Administration PW	61,157	63,423	124,580
401.5.535.10.20	Benefits - General Administration PW	39,222	40,705	79,927
401.5.535.10.30	Supplies - General Administration			400
	Office Copier Supplies	200	200	
401.5.535.10.40	Other Service & Charges - General Administration			18,800
	Annual State Audit	4,000	4,000	
	CDL Licenses	200	200	
	CDL Physicals	1,500	1,500	
	Legal	500	500	
	Municipal Code Codification Fees	1,000	1,000	
	Office Copier Maintenance	700	700	
	Printing	500	500	
	Public Records Request Staff Time	1,000	1,000	
401.5.535.10.41	Professional Services - Legal			10,000
	Legal	5,000	5,000	
401.5.535.10.46	Property Insurance - SW			128,100
	Insurance	63,100	65,000	

Account Number	Description	2017	2018	Total
401.5.535.10.53	Utility Tax State			88,800
	State Utility Tax	42,500	46,300	
401.5.535.10.54	Utility Tax City			424,100
	City Utility Tax	201,000	223,100	
401.5.535.10.00	TOTAL SEWER - GENERAL ADMINISTRATION			874,707
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401.5.535.11.00	SEWER - GENERAL ADMINISTRATION - EXECUTIVE			
401.5.535.11.10	Salaries - General Administration	72,837	76,824	149,661
401.5.535.11.20	Benefits - General Administration	32,078	33,710	65,788
401.5.535.11.46	Liability Insurance - SW			128,100
	Insurance	63,100	65,000	
401.5.535.11.00	TOTAL SEWER - GENERAL ADMINISTRATION - EXECUTIVE			343,549
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401.5.535.12.00	SEWER - GENERAL ADMINISTRATION - FINANCIAL, CLERICAL, HR & IT			
401.5.535.12.10	Salaries - General Administration - Clerical	137,255	143,018	280,273
401.5.535.12.20	Benefits - General Administration - Clerical	68,294	71,294	139,588
401.5.535.12.00	TOTAL SEWER - GENERAL ADMINISTRATION - FINANCIAL, CLERICAL, HR & IT			419,861
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401.5.535.20.00	SEWER - OTHER ADMINISTRATION			
401.5.535.20.40	Other Services & Charges - Administration - SW			125
	GIS/ESRI Maintenance Fee	-	125	
401.5.535.20.00	TOTAL SEWER - OTHER ADMINISTRATION			125
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401.5.535.40.00	SEWER - TRAINING			
401.5.535.40.40	Other Service & Charges - Training SW			6,000
	Sewer Training & Travel Plus Aces Safety Training	3,000	3,000	
401.5.535.40.00	TOTAL SEWER - TRAINING			6,000
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401.5.535.50.00	SEWER - MAINTENANCE STRUCTURES			
401.5.535.50.10	Salaries - Structures Maintenance	2,860	2,953	5,813
401.5.535.50.20	Benefits - Structures Maintenance	1,713	1,768	3,481
401.5.535.50.30	Supplies - Structures Maintenance			6,400
	Crushed Rock	500	500	
	Miscellaneous Supplies	1,500	1,500	
	Public Works Shop - Miscellaneous Improvement Materials	1,200	1,200	
401.5.535.50.40	Other Service & Charges - Structures Maintenance			33,650
	Annual Carpet Cleaning at Shop	-	750	
	PW Shop Interior Renovations/SCADA Relocation	5,000		
	Full-time janitorial	7,200	7,200	
	Miscellaneous Repairs	500	500	
	New Carpet at Shop (50%)	2,500		
	Sewer Manhole Lining/Repair	5,000	5,000	
401.5.535.50.00	TOTAL SEWER - MAINTENANCE STRUCTURES			49,344

Account Number	Description	2017	2018	Total
401.5.535.51.00	SEWER - MAINTENANCE TRANSPORTATION EQUIPMENT			
401.5.535.51.10	Salaries - Transportation Equipment	7,737	7,988	15,725
401.5.535.51.20	Benefits - Transportation Equipment	3,328	3,436	6,764
401.5.535.51.30	Supplies - Transportation Equipment			14,000
	Auto Parts	2,500	2,500	
	Fuel	4,500	4,500	
401.5.535.51.40	Other Service & Charges - Transport Equipment			3,000
	Claims for Damages	500	500	
	Equipment Rental	500	500	
	Miscellaneous Equipment	500	500	
401.5.535.51.00	TOTAL SEWER - MAINTENANCE TRANSPORTATION EQUIPMENT			39,489
401.5.535.52.00	SEWER - MAINTENANCE TREATMENT			
401.5.535.52.30	Supplies - SW Treatment			200
	Chlorine	100	100	
401.5.535.52.40	Other Service & Charges - SW Treatment			1,000
	Miscellaneous Repairs	500	500	
401.5.535.52.50	Intergovernmental - Treatment			3,180,960
	SKWRF	1,573,560	1,607,400	
401.5.535.52.00	TOTAL SEWER - MAINTENANCE TREATMENT			3,182,160
401.5.535.54.00	SEWER - MAINTENANCE SUPPLY MAINS			
401.5.535.54.10	Salaries - Supply Main Maintenance	33,923	34,971	68,894
401.5.535.54.20	Benefits - Supply Main Maintenance	19,055	19,693	38,748
401.5.535.54.30	Supplies - Supply Main Maintenance			62,000
	Pipe	4,000	4,000	
	Sewer Main Parts	2,000	2,000	
	Transmission Main - Repair Bands	10,000	10,000	
	Side-Sewer Lateral Replacement	15,000	15,000	
401.5.535.54.40	Other Service & Charges - Supply Main Maintenance			405,000
	Asphalt Sawing	500	500	
	Miscellaneous Repairs	1,000	1,000	
	Sewer Main Maintenance. (TV, clean, repair & root cut)	200,000	200,000	
	Underground Location Fees	1,000	1,000	
401.5.535.54.00	TOTAL SEWER - MAINTENANCE SUPPLY MAINS			574,642
401.5.535.55.00	SEWER - MAINTENANCE SERVICES			
401.5.535.55.10	Salaries - Services Maintenance	15,784	16,225	32,009
401.5.535.55.20	Benefits - Services Maintenance	9,009	9,308	18,317
401.5.535.55.30	Supplies - Services Maintenance			9,500
	McCormick STEP Sewer Parts	2,500	2,000	
	McCormick STEP Sewer Service Pumps & Parts	2,500	2,500	
401.5.535.55.40	Other Service & Charges - Services Maintenance			86,000
	Asphalt Sawing	500	500	
	Calibrate Sewer Meter	1,000	1,000	
	McCormick STEP Service Calls - Reg. Maintenance Only	5,000	5,000	
	McCormick STEP System Tank Pumping	36,000	36,000	
	Miscellaneous Repairs	500	500	
401.5.535.55.00	TOTAL SEWER - MAINTENANCE SERVICES			145,826

Account Number	Description	2017	2018	Total
401.5.535.56.00	SEWER - MAINTENANCE PUMPING EXPENSE			
401.5.535.56.10	Salaries - Pumping Expenses	86,327	90,239	176,566
401.5.535.56.20	Benefits - Pumping Expenses	50,188	52,810	102,998
401.5.535.56.30	Supplies - Pumping Expenses			194,000
	Pump Station Odor Control Supplies	-	10,000	
	Emergency Generator Fuel	2,000	2,000	
	Sewer Pump Station - Pump Repair & Replacement	80,000	80,000	
	Telemetry Parts	10,000	10,000	
401.5.535.56.40	Other Service & Charges - Pumping Expense			968,000
	Electricity	50,000	50,000	
	McCormick STEP Conversions x 60 ea.	390,000	390,000	
	Miscellaneous Repairs	2,000	2,000	
	Pump Repairs	12,000	12,000	
	TSI Telemetry Upgrades	20,000	20,000	
	Wet Well Pumping (City Fac., McClubhouse, Sidney Glen, Cedar & HMH)	10,000	10,000	
401.5.535.56.00	TOTAL SEWER - MAINTENANCE PUMPING EXPENSE			1,441,564
401.5.535.73.00	SEWER - MAINTENANCE RECORDS & COLLECTIONS			
401.5.535.73.10	Salaries - Customer Service - Records & Collections	30,076	31,398	61,474
401.5.535.73.20	Benefits - Customer Service - Records & Collections	12,144	12,730	24,874
401.5.535.73.30	Supplies - Customer Service - Records & Collections			3,000
	Supplies	1,500	1,500	
401.5.535.73.40	Other Service & Charges - Customer Service - Records & Collections			34,000
	Billing Software Maintenance (Springbrook)	4,000	4,000	
	Credit Card Program	1,000	1,000	
	Mailing Service Fee	5,000	5,000	
	Phone, Fax, Postage, Copier	5,000	5,000	
	Postage	2,000	2,000	
401.5.535.73.00	TOTAL SEWER - MAINENANCE RECORDS & COLLECTIONS			123,348
401.5.535.80.00	SEWER - GENERAL OPERATIONS			
401.5.535.80.30	Supplies - General Operations			8,000
	General Operations Supplies	2,000	2,000	
	Electric Tarp	2,000	-	
	HMA Pee-Gate	2,000	-	
401.5.535.80.40	Other Service & Charges - General Operations			56,740
	Beeper	100	100	
	Electricity	8,000	8,000	
	Laundry	300	300	
	Natural Gas	1,000	1,000	
	Renew Operator Certification	200	200	
	Sewer Utility Bill (Facilities)	3,000	3,000	
	GIS/ESRI Software & Maintenance	1,250	1,250	
	Shop Copier	50	50	
	Smart Phone Data	1,920	1,920	
	Storm Drainage Utility Fee	2,400	2,400	
	VueWorks Maintenance	2,650	2,650	
	Equipment Rental	7,500	7,500	
401.5.535.80.00	TOTAL SEWER - GENERAL OPERATIONS			64,740

Account Number	Description	2017	2018	Total
401.5.590.00.00	DEBT SERVICE			
401.5.591.34.71	Redemption of LT Debt - WA			56,025
	Redemption of LT Debt - WA	27,675	28,350	
401.5.591.35.71	Redemption of LT Debt - SW			56,025
	Redemption of LT Debt - SW	27,675	28,350	
401.5.592.34.83	Interest on LT Debt - WA			5,300
	Interest on LT Debt - WA	3,148	2,152	
401.5.592.35.83	Interest on LT Debt - SW			5,300
	Interest on LT Debt - SW	3,148	2,152	
401-5-597-00-00	Operating Transfers - Out			4,000,000
	Transfers Out	2,000,000	2,000,000	
401.5.590.00.00	TOTAL DEBT SERVICE			122,650
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TOTAL PUBLIC WORKS DEPARTMENT - WATER/SEWER UTILITY		7,479,303	7,541,895	15,021,198

PUBLIC WORKS DEPARTMENT - STORM DRAINAGE

Account Number	Description	2017	2018	Total
421.5.531.00.00	STORM DRAINAGE - UTILITY			
421.5.531.00.10	Salary - Storm Drainage	26,559	27,422	53,981
421.5.531.00.20	Benefits - Storm Drainage	16,734	17,278	34,012
421.5.531.00.30	Supplies - Storm Drainage			28,800
	Janitorial Supplies	400	400	
	Small Equipment	10,000	8,000	
	Miscellaneous	5,000	5,000	
421.5.531.00.40	Other Services & Charges			216,300
	NPDES Permit Update	30,000	30,000	
	Training - ACES Inc. for Shop	900	900	
	CDL License/ Physical	200	200	
	Claims for Damages	1,000	1,000	
	Electricity	1,800	1,800	
	Laundry Service	1,000	1,000	
	Miscellaneous	1,500	1,500	
	Natural Gas	500	500	
	Pond Maintenance	58,000	50,000	
	PW Shop Janitorial Services	7,200	7,200	
	Shop Fire Alarm Fees/Phone/Fax	800	800	
	Smart Phone Data Package	2,750	2,750	
	Stormwater Permits	2,500	2,500	
	Training Registrations	3,500	2,500	
	Travel for Storm Drainage Training Plus Aces			
	Safety Training	1,000	1,000	
421.5.531.00.53	Utility Tax - State - Storm Drainage			59,000
	State Excise Tax	28,500	30,500	
421.5.531.00.54	Utility Tax - City - Storm Drainage			164,500
	5% City Utility Tax	82,000	82,500	
421.5.531.00.00	TOTAL STORM DRAINAGE - UTILITY			556,593
421.5.531.10.00	STORM DRAINAGE - GENERAL ADMINISTRATION			
421.5.531.10.10	Salaries - Storm Drainage General Administration	274,588	278,384	552,972
421.5.531.10.20	Benefits - Storm Drainage General Administration	121,112	126,741	247,853
421.5.531.10.30	Supplies - Storm Drainage General Administration			22,000
	Office Supplies	5,000	5,000	
	Field Consumables	6,000	6,000	
421.5.531.10.40	Other Services & Charges - Storm Drainage General Administration			43,613
	Annual State Audit	2,000	2,000	
	ArcGIS Server Maintenance	-	1,250	
	Copier Lease/Maintenance	1,375	1,500	
	Kitsap County Public Outreach	9,074	8,214	
	Legal	2,000	2,000	
	Shop Copier	25	25	
	Municipal Code Codification	1,000	1,000	
	Smart Phone Data	1,200	1,200	
	Software Maintenance (Springbrook)	1,100	1,100	
	GIS/ESRI Software & Maintenance	1,250	-	
	Postage	500	500	
	VueWorks Maintenance	2,650	2,650	

Account Number	Description	2017	2018	Total
421.5.531.10.46	Property Insurance			2,400
	AWC Property Insurance	1,200	1,200	
421.5.531.10.00	TOTAL STORM DRAINAGE - GENERAL ADMINISTRATION			868,838
421.5.531.11.00 STORM DRAINAGE - INSURANCE				
421.5.531.11.46	Liability Insurance			2,400
	AWC Liability Insurance	1,200	1,200	
421.5.531.11.00	TOTAL STORM DRAINAGE - INSURANCE			2,400
421.5.531.51.00 STORM DRAINAGE - VEHICLES				
421.5.531.51.10	Salaries - Storm Drainage Vehicles	6,055	6,252	12,307
421.5.531.51.20	Benefits - Storm Drainage Vehicles	2,604	2,689	5,293
421.5.531.51.30	Supplies - Storm Drainage Vehicles			35,000
	Fuel for vehicles	8,000	8,000	
	Fuel - Sweeper	4,000	4,000	
	Repair Parts	1,500	1,500	
	Repair Parts-Sweeper	1,000	1,000	
	Vehicle Supplies (Brooms for Sweeper)	2,000	2,000	
	Vehicle Supplies (Vacuum Truck)	1,000	1,000	
421.5.531.51.40	Other Services & Charges - Storm Drainage Vehicles			6,000
	Sweeper Repair & Maintenance	1,000	1,000	
	Vacuum Truck Repair & Maintenance	1,000	1,000	
	Vehicle Repair & Maintenance	1,000	1,000	
421.5.531.51.00	TOTAL STORM DRAINAGE - VEHICLES			58,600
421.5.531.70.00 STORM DRAINAGE - CUSTOMER SERVICE				
421.5.531.70.10	Salaries - Storm Drainage Customer Service	58,769	58,704	117,473
421.5.531.70.20	Benefits - Storm Drainage Customer Service	21,027	21,855	42,882
421.5.531.70.40	Other Services & Charges - Storm Drainage Customer Service			9,200
	Credit Card Program	2,600	2,600	
	Mailing Service Fee	1,000	1,000	
	Postage	1,000	1,000	
421.5.531.70.00	TOTAL STORM DRAINAGE - CUSTOMER SERVICE			169,555
421.5.542.40.00 STORM DRAINAGE - MAINTENANCE				
421.5.542.40.10	Salaries - Storm Drainage Maintenance	69,237	71,581	140,818
421.5.542.40.20	Benefits - Storm Drainage Maintenance	40,719	42,084	82,803
421.5.542.40.30	Supplies - Storm Drainage Maintenance			12,000
	Catch Basins and Manholes	3,000	3,000	
	Concrete	500	500	
	Pipe	1,000	1,000	
	Rock	1,000	1,000	
	Miscellaneous	500	500	
421.5.542.40.40	Other Services & Charges- Storm Drainage Maintenance			249,680
	Catch Basin Cleaning and Pipe Jetting	40,000	40,000	
	Decant Station Pump Outs	20,000	20,000	
	Decant Station Sewer	600	600	
	Decant Station Sewer Permit Fees	675	675	
	Ditch Cleaning	47,000	40,000	

Account Number	Description	2017	2018	Total
	ECY-Effectiveness Studies	4,439	4,439	
	ECY-Source ID Information Response	412	412	
	ECY-Status and Trends	2,664	2,664	
	Equipment Rental	3,000	3,000	
	Signs	50	50	
	Water Testing	2,000	2,000	
	Equipment Rental - excavator	7,500	7,500	
421.5.542.40.00	TOTAL STORM DRAINAGE - MAINTENANCE			485,301
421.5.542.67.00	STORM DRAINAGE STREET CLEANING			
421.5.542.67.10	Salaries - Street Sweeping	40,756	41,620	82,376
421.5.542.67.20	Benefits - Street Sweeping	19,391	19,916	39,307
421.5.542.67.40	Other Services & Charges - Street Sweeping			11,100
	CDL License/Physical	50	50	
	Electricity	500	500	
	Water/Storm Service for Sweeper Pad	5,000	5,000	
421-5-581-20-00	Loan Repayment Issued			24,876
	Decant Station	8,292	16,584	
421.5.542.67.00	TOTAL STORM DRAINAGE - STREET CLEANING			157,659
421.5.597.00.00	STORM DRAINAGE OPERATING TRANSFERS			
421.5.597.00.00	Operating Transfers - Out			315,000
	To Equipment Replacement Fund	50,000	15,000	
	To Storm Capital Facilities for Rate Increase	250,000	-	
421.5.597.00.00	TOTAL STORM DRAINAGE - OPERATING TRANSFERS			315,000
PUBLIC WORKS DEPARTMENT - STORM DRAINAGE		1,444,957	1,168,989	2,613,946

City of Port Orchard Supplemental Budget Request

Department: Public Works

Supplemental Request**	Request	Coding	Amount	Description
Request #1	CITY HALL ENERGY AUDIT	001-5-518-30-41	9,000	Additional work scope associated with the 2016 City Hall Assessment by RFM.
Request #2	WAYFINDING SIGNAGE	002-5-542-64-40	40,000	Continued fabrication and installation of COPO Wayfinding Signage.
Request #3	SR 160 CORRIDOR STUDY	002-5-543-30-40	325,000	Additional \$325K for SR 160 Corridor Study (70% PS&E) w/ \$50K currently for 2017/ 2018.
Request #4	PW SHOP IMPROVEMENTS	401-5-534-50-40	130,000	Expansion of existing work space through remodel.
Request #5	EAGLECREST	401-5-594-35-64	200,000	Emergency generator for the Eaglecrest Sanitary Sewer Lift Station
Request #6	SEASONAL HIRES	001-5-576-80-10/20	49,500	Salary & benefits to add back (2) seasonal summer hires.
Request #7	DOWNTOWN PLAN/ CORRIDOR STUDY	002-5-543-30-40	210,000	Topographic survey and Corridor Plan for the Downtown Overlay District.
Request #8	BETHEL CORRIDOR REDESIGN	002-5-543-30-40	750,000	Public outreach and resign effort for the Bethel Avenue Corridor.
Request #9	BAY STREET PEDESTRIAN PATHWAY - WEST	304.5.595.12.63	100,000	Topographic survey and Conceptual Design for BSPP-West.
Request #10	640 BAY STREET CONCEPTUAL DESIGN		50,000	Conceptual Design for 640 Bay Street (including Fredrick.)

****Attach a Supplemental Request form for Supplemental Projects, Large Maintenance Projects, Equipment or Staffing Changes**

Forms are located under Common/Finance/Budget/Budget Request

Please select the appropriate form for your request

City of Port Orchard Supplemental Budget Request

Department: Public Works

Supplemental Request**	Request	Coding	Amount	Description
Request #11	TREMONT STREET WIDENING	304-5-595-30-63	15,017,548	Tremont Street Widening 24-month Construction & CACM
Request #12	TREMONT STREET WIDENING - STORM	421-5-595-40-63	2,207,424	Tremont Street Widening 24-month Construction & CACM
Request #13	TREMONT STREET WIDENING - SEWER	401-5-594-35-63	775,028	Tremont Street Widening 24-month Construction & CACM
Request #14	McCORMICK SANITARY SEWER PS#1	401-5-594-34-63	1,100,000	Retrofit/Upgrade of Sanitary Sewer Pump Station #1.
Request #15	ARNOLD CR. CULVERT REPLACEMENT	421-5-595-40-63	600,000	Design and construction of the Arnold Creek Culvert Replacement.
Request #16	PUBLIC WORKS FOREMAN/WATER SYSTEM MANAGER	multiple	27,325	Current PW Shop Foreman performing Water System Manager duties as well.
Request #17	PUBLIC WORKS CLERK	multiple	108,301	Addition of 0.50 FTE current Clerk position
Request #18				
Request #19				
Request #20				

****Attach a Supplemental Request form for Supplemental Projects, Large Maintenance Projects, Equipment or Staffing Changes**
Forms are located under Common/Finance/Budget/Budget Request
Please select the appropriate form for your request

Supplemental Budget: Yes No

**City of Port Orchard
Capital Projects
2017-2018 Budget**

Objectives
 Maint/Repair Efficiency Expansion
 Mandated Replacement

Department/Program:	Project Title:	Project Location:
Public Works - Water	Wayfinding Signage	Various

Project Description:
 Fabrication and installation of Wayfinding signage throughout City.

Project Justification:
 The City developed a City Logo and a Wayfinding Signage Plan. This is the implementation phase of that project.

Grant Description	Amount	Impact To Operating Budget: \$80K if approved
Total Amount		

Project Costs	Actual Thru 2015	2016 Budget	2017 Budget	2018 Budget	2019 to 2020	2021 to Completion	Total Project Cost
Land and Easements							
Buildings & Structures							
Other Improvements		90,000	20,000	20,000			130,000
Machinery & Equipment							
Other (Describe)							
Total Costs		90,000	20,000	20,000			130,000
Source of Funds							
General Fund Revenue							
City Street Fund Revenue		90,000	20,000	20,000			130,000
Criminal Justice Fund							
Special Investigative Fund							
Paths & Trails Fund							
Real Estate Excise Tax (REET) Fund							
Impact Fees Fund							
Transportation Benefit District							
Capital Construction Fund							
Cumulative Reserve for Equipment Replacement							
Street Capital Projects Fund							
Water Sewer Utility Fund							
Water Sewer Equipment Replacement Fund							
Cumulative Reserve for Water Sewer							
Storm Drainage Fund							
Storm Drainage Equipment Replacement Fund							
Storm Drainage Capital Facilities Fund							
Grants - Federal/State/Local							
Other (Describe)							
Total Source		90,000	20,000	20,000			130,000
Maintenance & Operating Costs							
Maintenance Costs							
Other (Describe)							
Total Maintenance & Operating Costs							

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Public Works	Eaglecrest Emergency Generator	401-5-535-56-30

Asset Description:
Emergency generator for the Eaglecrest Sanitary Sewer Lift Station.

Asset Justification:	Impact To Operating Budget:
The sanitary sewer lift stationh for the residential plat of Eaglecrest should have been required to provide an emergency generator. Instead, the City provides a trailerable generator durinf power outages, which is problematic.	\$200k if approved.

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	200,000
Other (Describe)	
Total Costs	200,000

Source of Funds	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	200,000
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	200000

Maintenance & Operating Costs	
Maintenance Costs	
Other (describe)	
Total Maintenance & Operating Costs	

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
Public Works	Seasonal Summer Hires	(2) Seasonal FTE's

Position Justification:

The City's Public Works Department used to have (4) Seasonal Park Summer Hires and (2) Public Works Seasonal Hires. During the economic downturn this was reduced to just (2) Seasonal Park Summer Hires. With the addition of Dekalb Pier, McCormick Park and the Bay Street Pedestrian Pathway, additional summer seasonal labor is needed.

Salaries & Benefits (to be calculated by payroll)	2017
Salary	19,320
Overtime	
Health & Life Benefits	
Retirement-PERS/LEOFF	
Social Security/Medicare	1,513
Labor & Industries Workers Comp	3,616
Unemployment Insurance	198
Other - (VEBA, Clothing Allowance, etc)	
Total Salary & Benefits	24,647

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	
Drug Screening	
Training	
Computer	
Desk, Chair, Phone	
Supplies	
Uniforms	
Vehicles, Vehicle Equipment	
Other (describe)	
Total Additional Expenses	

Additional Information:

Total Cost	24,647
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Proposed Funding Source	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	
Cumulative Reserve for Municipal Facilities (REET)	
Street Capital Projects Fund	
Water Sewer Fund	
Storm Drainage Fund	
Grants-Federal/State/Local	
Other (describe)	
Total Source of Funds	

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
Public Works	Seasonal Summer Hires	(2) Seasonal FTE's

Position Justification:

The City's Public Works Department used to have (4) Seasonal Park Summer Hires and (2) Public Works Seasonal Hires. During the economic downturn this was reduced to just (2) Seasonal Park Summer Hires. With the addition of Dekalb Pier, McCormick Park and the Bay Street Pedestrian Pathway, additional summer seasonal labor is needed.

Salaries & Benefits (to be calculated by payroll)	2018
Salary	19,320
Overtime	
Health & Life Benefits	
Retirement-PERS/LEOFF	
Social Security/Medicare	1,558
Labor & Industries Workers Comp	3,725
Unemployment Insurance	204
Other - (VEBA, Clothing Allowance, etc)	
Total Salary & Benefits	24,807

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	
Drug Screening	
Training	
Computer	
Desk, Chair, Phone	
Supplies	
Uniforms	
Vehicles, Vehicle Equipment	
Other (describe)	
Total Additional Expenses	
Total Cost	24,807

Additional Information:

Proposed Funding Source	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	
Cumulative Reserve for Municipal Facilities (REET)	
Street Capital Projects Fund	
Water Sewer Fund	
Storm Drainage Fund	
Grants-Federal/State/Local	
Other (describe)	
Total Source of Funds	

Supplemental Budget: Yes No

**City of Port Orchard
Capital Projects
2017-2018 Budget**

Objectives

- Maint/Repair Efficiency Expansion
 Mandated Replacement

Department/Program:	Project Title:	Project Location:
Public Works - Storm Drainage	Arnold Creek Culvert Replacement	

Project Description:
 Replace the box culvert for Arnold Creek under Bay Street. The culvert is failing and in need of replacement and has been identified on the City's Capital Improvement Program for the Storm Drainage Utility. Public Works would like to design and permit the replacement culvert in 2017 and construct the replacement culvert during a construction window when fish are not entering the creek in 2018.

Project Justification:
 By designing the project in 2017 and constructing the project in 2018, this will allow the Bay Street Pedestrian Project to pass through the area in 2019. There was about \$109,000 left in the Storm Drainage Budget in 2017 for design and \$316,000 in 2018 for construction. The remainder of the funding should be able to come from Unreserved Fund Balance.

Grant Description	Amount	Impact To Operating Budget: Very Minimal. See the Project Justification as there wasn't sufficient space here for the reasoning.
Total Amount		

Project Costs	Actual Thru 2015	2016 Budget	2017 Budget	2018 Budget	2019 to 2020	2021 to Completion	Total Project Cost
Land and Easements							
Buildings & Structures							
Other Improvements				450,000			450,000
Machinery & Equipment							
Other (Describe)			150,000				150,000
Total Costs			150,000	450,000			600,000
Source of Funds							
General Fund Revenue							
City Street Fund Revenue							
Criminal Justice Fund							
Special Investigative Fund							
Paths & Trails Fund							
Real Estate Excise Tax (REET) Fund							
Impact Fees Fund							
Transportation Benefit District							
Capital Construction Fund							
Cumulative Reserve for Equipment Replacement							
Street Capital Projects Fund							
Water Sewer Utility Fund							
Water Sewer Equipment Replacement Fund							
Cumulative Reserve for Water Sewer							
Storm Drainage Fund			150,000	450,000			600,000
Storm Drainage Equipment Replacement Fund							
Storm Drainage Capital Facilities Fund							
Grants - Federal/State/Local							
Other (Describe)							
Total Source			150,000				600,000
Maintenance & Operating Costs							
Maintenance Costs							
Other (Describe)							
Total Maintenance & Operating Costs							

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
Public Works	PW Clerk	0.4 FTE

Position Justification:

The City's Public Works Department is proposed to lose 1.0 FTE to the new Permit Center in 2017. This will leave only 1.6 FTE to manage PW administration. an addition al 0.4 FTE is needed.

Salaries & Benefits (to be calculated by payroll)	2017
Salary	19,206
Overtime	
Health & Life Benefits	30,410
Retirement-PERS/LEOFF	2,147
Social Security/Medicare	1,469
Labor & Industries Workers Comp	254
Unemployment Insurance	192
Other - (VEBA, Clothing Allowance, etc)	
Total Salary & Benefits	53,678

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	
Drug Screening	
Training	
Computer	
Desk, Chair, Phone	
Supplies	
Uniforms	
Vehicles, Vehicle Equipment	
Other (describe)	
Total Additional Expenses	

Additional Information:

Total Cost	53,678
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Proposed Funding Source	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	
Cumulative Reserve for Municipal Facilities (REET)	
Street Capital Projects Fund	
Water Sewer Fund	
Storm Drainage Fund	
Grants-Federal/State/Local	
Other (describe)	
Total Source of Funds	

**City of Port Orchard
Personnel Position Form
2017-2018 Budget**

Department/Program:	Position Title:	Additional Hours Requested:
Public Works	PW Clerk	0.4 FTE

Position Justification:
 The City's Public Works Department is proposed to lose 1.0 FTE to the new Permit Center in 2017. This will leave only 1.6 FTE to manage PW administration. an addition al 0.4 FTE is needed.

Salaries & Benefits (to be calculated by payroll)	2018
Salary	19,996
Overtime	
Health & Life Benefits	30,410
Retirement-PERS/LEOFF	2,236
Social Security/Medicare	1,530
Labor & Industries Workers Comp	251
Unemployment Insurance	200
Other - (VEBA, Clothing Allowance, etc)	
Total Salary & Benefits	54,623

Personnel Request

- New Position - Full Time
- New Position - Part Time
- Change Existing Employee Hours
- Promotion/Position Title Change
- Overtime Hours Requested

Additional Expenses	
Advertising Expense	
Drug Screening	
Training	
Computer	
Desk, Chair, Phone	
Supplies	
Uniforms	
Vehicles, Vehicle Equipment	
Other (describe)	
Total Additional Expenses	
Total Cost	54,623

Additional Information:

Proposed Funding Source	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	
Cumulative Reserve for Municipal Facilities (REET)	
Street Capital Projects Fund	
Water Sewer Fund	
Storm Drainage Fund	
Grants-Federal/State/Local	
Other (describe)	
Total Source of Funds	

City of Port Orchard Capital Budget

Department: Finance

Capital Request**	Request	Coding	Amount	Description
Request #1	Springbrook (Accela) Cloud Conversion		63,000	Move financial software suite from server to cloud
Request #2	DCD - Color Printer for 720 Prospect Street		4,500	Color Printer
Request #3				
Request #4				
Request #5				
Request #6				
Request #7				
Request #8				
Request #9				
Request #10				

****Attach a Budget Request form for Capital Projects, Large Maintenance Projects, Equipment or Staffing Changes**
Forms are located under Common/Finance/Budget/Budget Request
Please select the appropriate form for your request

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Finance	Springbrook (Accela) Cloud Conversion	City Hall

Asset Description:
Springbrook (Accela) Software is the financial suite used by the city. Currently it is loaded on servers. Moving to the cloud will provide better efficiency for the City. The cost of the conversion is divided between Current Expense, Water Sewer and Storm Drainage funds based on the City's Cost Allocation Plan

Asset Justification:	Impact To Operating Budget:
Springbrook (Accela) software updates are now provided through Cloud services. For the City to take advantage of program and software updates it needs to move to Cloud Conversion. Yearly and quarterly updates are part of annual Springbrook (Accela) fees.	Cost is distributed across Funds using the City's Cost Allocation program. Springbrook (Accela) cost is spread across the various functions of the city based upon the impact from each cost center. Cost Allocation is reviewed yearly and adjusted accordingly.

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	
Other (Describe)	63,000
Total Costs	63,000

Source of Funds	
General Fund Revenue	31,500
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	28,350
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	3,150
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	63000

Maintenance & Operating Costs	
Maintenance Costs	
Other (describe)	
Total Maintenance & Operating Costs	

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

Program updates are made available through the Cloud, meaning the City benefit from the most recent up-to-date finance software.

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
DCD	DCD Color Printer	720 Prospect

Asset Description:
Color Printer

Asset Justification:	Impact To Operating Budget:
When the department moves to 720 Prospect Street, it will need to have a copier and a secondary printer. A secondary color printer will ensure that staff can print when the copier is in use for large jobs or is out of service.	\$4500

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	4,500
Other (Describe)	
Total Costs	4,500

Source of Funds	
General Fund Revenue	4,500
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	4500

Maintenance & Operating Costs	
Maintenance Costs	600
Other (describe)	
Total Maintenance & Operating Costs	600

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

Maintenance and operating costs includes toner and maintenance.

City of Port Orchard Capital Budget

Department: Police Department

Capital Request**	Request	Coding	Amount	Description
Request #1	Ford Police Utility/SUV		142,005	Replace Depleted Asset
Request #2	Ford Police Utility/SUV		146,400	Replace Depleted Asset
Request #3				
Request #4				
Request #5				
Request #6				
Request #7				
Request #8				
Request #9				
Request #10				

****Attach a Budget Request form for Capital Projects, Large Maintenance Projects, Equipment or Staffing Changes**
Forms are located under Common/Finance/Budget/Budget Request
Please select the appropriate form for your request

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Police (2017)	Police Vehicle	

Asset Description:
(3)2017 Ford Police Utility/SUV 's- Emergency equipment, installation, and graphics

Asset Justification:	Impact To Operating Budget:
Replace depleted assets.	

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	
Other (Describe)	
Total Costs	

Source of Funds	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	142,005
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	142005

Maintenance & Operating Costs	
Maintenance Costs	
Other (describe)	
Total Maintenance & Operating Costs	

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Police (2018)	Police Vehicle(s)	POPD

Asset Description:
(3)2018 Ford Police Utility/SUV 's- Emergency equipment, installation, and graphics

Asset Justification:	Impact To Operating Budget:
Replace depleted assets.	None

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	
Other (Describe)	
Total Costs	

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Source of Funds	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	146,400
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	146400

Additional Information:

Maintenance & Operating Costs	
Maintenance Costs	
Other (describe)	
Total Maintenance & Operating Costs	

City of Port Orchard Capital Budget

Department: Public Works

Capital Request**	Request	Coding	Amount	Description
Request #1	Clayton (Central) Park Irrigation	302-6-594-76-63	6,000	Install new irrigation system at Clayton (Central) Park
Request #2	Bay Street Pedestrian Pathway - Segment #3 Construction & CACM	304-5-595-12-63	530,000	Const. & CACM for Segment #3 BSPP w/ \$480K from State Grant and \$50K from City.
Request #3	Anderson Hill Roundabout 100% PS&E	304-5-595-14-63	50,000	100% completion of 70% PS&E from 2016 by TranspoGroup.
Request #4	Tremont Street Widening - Property Management - Cont'd.	304-5-595-30-63	9,596	Continued PM of the Tremont Corridor using remaining grant RWfunding.
Request #5	Bay Street Pedestrian Pathway - Segment #3 Construction & CACM	304-5-595-21-61	1,038,379	Continued FHWA funded right-of-way and easement acquisitions for the BSPP.
Request #6	PW Foreman/Water System Mgr. SUV [1]	001-5-594-76-63	25,000	Provide both the GIS/SDAP Inspector and the PW Foreman/WSM with an appropriate vehicle.
Request #7	Sheeps Foot Compactor	MULTIPLE	4,000	Mini35 Sheeps Foot Compactor for PW work related trench/structure backfill compaction.
Request #8	Well #9 Retrofit Construction & CACM	401-5-594-34-63	1,600,000	Well #9 retrofit (addition of filter treatment) Const. & CACM.
Request #9	Well 10/13 Completion	401-5-594-34-63	5,000,000	Completion of Well #10/13 design, PS&E, Construction and CACM.
Request #10	Water Rights	401-5-594-34-63	105,000	Water Rights Attorney as needed for Well #10/13, #11 and #12.

****Attach a Budget Request form for Capital Projects, Large Maintenance Projects, Equipment or Staffing Changes**

Forms are located under Common/Finance/Budget/Budget Request

Please select the appropriate form for your request

City of Port Orchard Capital Budget

Department: Public Works

Capital Request**	Request	Coding	Amount	Description
Request #11	Water Pipe (Main) Replacement	401-5-594-34-63	500,000	(2) years of water pipe replacements throughout city water system.
Request #12	Pressure Reducing Valve Stations	401-5-594-34-63	50,000	Design/Installation of water system PRV's.
Request #13	McCormick Sanitary Sewer Pump #1/#2 Retrofit Design	401-5-594-35-63	400,000	Ad Ready Design for the retrofit & repair of McCormick SSPS#1 & #2.
Request #14	Goldon Pond Generator	401-5-594-35-63	35,000	Replacement emergency generator for the Goldon Pond sanitary sewer lift station.
Request #15	Bay Street Sanitary Sewer Pump Station	401-5-594-35-63	60,000	Von Chopper pump installation to stop soft clog blockages.
Request #16	VueWorks GIS Management Software & Implementation	MULTIPLE	56,000	VueWorks GIS Management Software & Implementation.
Request #17	New GPS Unit	MULTIPLE	26,400	New GPS Unit to continue City's GPS Platform development.
Request #18	Water Meter Reading Vehicle	401-5-534-58-30	25,000	Replace Go4 with right-hand-drive truck.
Request #19	McCORMICK VILLAGE PARK - Phase 2	302-6-594-77-63	955,450	Const. and const. admin/management for Phase 2 Improvements.
Request #20	AQUARIUS DATABASE	421-5-531-00-40	20,000	Water data management system for tracking water quality.

****Attach a Budget Request form for Capital Projects, Large Maintenance Projects, Equipment or Staffing Changes**

Forms are located under Common/Finance/Budget/Budget Request

Please select the appropriate form for your request

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Public Works	PW Foreman/WSM SUV	001-5-594-76-63

Asset Description:
2016 or 2017 Ford Escape.

Asset Justification:	Impact To Operating Budget:
In a cost savings measure, the current PW Foreman Truck #12 is better utilized by the new GIS/SDAP Inspector. The new Foreman/Water System Manager only needs a SUV (\$25K as opposed to a new truck at \$35K.)	Funded within the Operating Budget.

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	25,000
Other (Describe)	
Total Costs	25,000

Source of Funds	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	25,000
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	25000

Maintenance & Operating Costs	
Maintenance Costs	500
Other (describe)	
Total Maintenance & Operating Costs	500

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

Supplemental Budget: Yes No

**City of Port Orchard
Capital Projects
2017-2018 Budget**

Objectives
 Maint/Repair Efficiency Expansion
 Mandated Replacement

Department/Program:	Project Title:	Project Location:
Public Works - Water	Well #9 Water Treatment Retrofit	Van Zee Park

Project Description:
 Construction Phase for the Well #9 Wate Treatment Retrofit (designed by HDR in 2016.)

Project Justification:
 The 2011 Well #9 Water Treatment (floculation) Improvements were not effective in reducing Manganese levels in Well #9. The addition of a filtration system is required, alsong with upgrades and/or modification (pumps, piping, etc.) to the current system.

Grant Description	Amount	Impact To Operating Budget: None
Total Amount		

Project Costs	Actual Thru 2015	2016 Budget	2017 Budget	2018 Budget	2019 to 2020	2021 to Completion	Total Project Cost
Land and Easements							
Buildings & Structures							
Other Improvements			1,000,000	600,000			1,600,000
Machinery & Equipment							
Other (Describe)		155,400					155,400
Total Costs		155,400	1,000,000	600,000			1,755,400
Source of Funds							
General Fund Revenue							
City Street Fund Revenue							
Criminal Justice Fund							
Special Investigative Fund							
Paths & Trails Fund							
Real Estate Excise Tax (REET) Fund							
Impact Fees Fund							
Transportation Benefit District							
Capital Construction Fund							
Cumulative Reserve for Equipment Replacement							
Street Capital Projects Fund							
Water Sewer Utility Fund		155,400	1,000,000	600,000			1,755,400
Water Sewer Equipment Replacement Fund							
Cumulative Reserve for Water Sewer							
Storm Drainage Fund							
Storm Drainage Equipment Replacement Fund							
Storm Drainage Capital Facilities Fund							
Grants - Federal/State/Local							
Other (Describe)							
Total Source		155,400	1,000,000				1,755,400
Maintenance & Operating Costs							
Maintenance Costs							
Other (Describe)							
Total Maintenance & Operating Costs							

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Public Works	GPS Unit	421-5-531-00-40, et al

Asset Description:
 This is for a survey grade GPS Unit. Survey grade means the operator will map an attribute (i.e. a manhole) to within 2 feet of where it is actually located. The request basically includes the unit for mapping, a truck mount for field work, a pole for holding the unit outside the truck, and the software to run the unit and download the information to a computer.

Asset Justification:	Impact To Operating Budget:
The City previously purchased a survey grade Trimble GPS Unit in 2010 with grant funding from the Storm Drainage Utility, however, this unit is now obsolete and in need of replacement. Since this will be used for survey grade mapping in water, sewer, streets and storm, the cost is being split 4 ways.	None. Allocations were programed in water, sewer, streets and storm.

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	26,400
Other (Describe)	
Total Costs	26,400

Source of Funds	
General Fund Revenue	
City Street Fund Revenue	6,600
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	13,200
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	6,600
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	26400

Maintenance & Operating Costs	
Maintenance Costs	
Other (describe)	
Total Maintenance & Operating Costs	

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

002-5-543-30-40
 421-5-531-00-40
 401-5-534-80-40
 401-5-535-80-40

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Public Works	Water Meter Reading Vehicle	401-5-534-58-30

Asset Description:
2016 or 2017 compact, right-hand drive, 4WD truck to replace current water meter reader GO4.

Asset Justification:	Impact To Operating Budget:
The City currently uses the costly and part challenging GO4 (made in France.) The Shop Mechanic is finding it harder to get replacement parts each year, if any. Instead of continuing with the GO4 (\$50K replacement estimate), and for half the cost, the City can purchase a right-hand drive compact truck. The truck would also be useful in other circumstances, where the GO4 is limited to one purpose.	Funded within the Operating Budget.

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	25,000
Other (Describe)	
Total Costs	25,000

Source of Funds	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	25,000
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	25000

Maintenance & Operating Costs	
Maintenance Costs	500
Other (describe)	
Total Maintenance & Operating Costs	500

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information:

Supplemental Budget: Yes No

**City of Port Orchard
Capital Projects
2017-2018 Budget**

Objectives

- Maint/Repair Efficiency Expansion
 Mandated Replacement

Department/Program:	Project Title:	Project Location:
Public Works - Parks	McCormick Woods Park	McCormick Woods

Project Description:
The McCormick Park conceptual design was funded in 2010. Final design and selective logging was completed in 2013. In 2014 the selective clearing, grubbing, grading, revegetation, construction of the Old Clifton road entry, restroom, lighting, gravel parking and utility services stub outs for future park extension was completed. In 2015, the City was awarded additional grant funding from the State RCO, a portion of which will be used for the Phase 2 design in 2016. With Construction to begin in 2017.

Project Justification:
Impact Fees were collected in advance for a McCormick Village Park. RCO Grant Funding was awarded, and Parks Impact fees collected. Project is financed in part using Real Estate Excise Tax (REET) proceeds in order to provide adequate funding in the 2017-2018 period.

Grant Description	Amount	Impact To Operating Budget: Park Impact fee collection may not meet project timeline.
WA State Recreation and Conservation Office Grant	385,500	
Total Amount	385,500	

Project Costs	Actual Thru 2015	2016 Budget	2017 Budget	2018 Budget	2019 to 2020	2021 to Completion	Total Project Cost
Land and Easements							
Buildings & Structures	82,776						82,776
Other Improvements	440,113	183,000	712,000	243,450			1,578,563
Machinery & Equipment							
Other (Describe)							
Total Costs	522,889	183,000	712,000	243,450			1,661,339
Source of Funds							
General Fund Revenue							
City Street Fund Revenue							
Criminal Justice Fund							
Special Investigative Fund							
Paths & Trails Fund							
Real Estate Excise Tax (REET) Fund			100,000	186,750			286,750
Impact Fees Fund	491,089	120,500	289,000	56,700			957,289
Transportation Benefit District							
Capital Construction Fund							
Cumulative Reserve for Equipment Replacement							
Street Capital Projects Fund							
Water Sewer Utility Fund							
Water Sewer Equipment Replacement Fund							
Cumulative Reserve for Water Sewer							
Storm Drainage Fund							
Storm Drainage Equipment Replacement Fund							
Storm Drainage Capital Facilities Fund							
Grants - Federal/State/Local		62,500	323,000				385,500
Other (Describe)	31,800						31,800
Total Source	522,889	183,000	712,000	243,450			1,661,339
Maintenance & Operating Costs							
Maintenance Costs							
Other (Describe)							
Total Maintenance & Operating Costs							

Supplemental Request Yes No

**City of Port Orchard
Capital Equipment Form
2017-2018 Budget**

Department/Program:	Asset Title:	Asset Location:
Public Works - Storm Drainage	Aquarius Database	421-5-531-00-40

Asset Description:
 The Aquarius Database is a water data management system for tracking water quality monitoring data in stormwater. As the City continues to build their monitoring program to comply with Ecology and EPA mandates, this software will allow us to keep all the data in one location with quality control as it's entered.

Asset Justification:	Impact To Operating Budget:
The database will work with the flow tracker equipment the Storm Drainage Utility bought in 2016 and allow us to start tracking our data for future water quality listings, water quality projects, and stormwater permits.	None. Money was left in 2017 Storm Drainage Budget for purchase of the software and in 2018 for the maintenance of the software.

Asset Costs	
Land and Easements	
Buildings & Structures	
Other Improvements	
Machinery & Equipment	
Other (Describe)	20,000
Total Costs	20,000

Source of Funds	
General Fund Revenue	
City Street Fund Revenue	
Criminal Justice Fund	
Special Investigative Fund	
Impact Fee Fund	
Cumulative Reserve For Municipal Facilities (REET)	
Cumulative Reserve for Equipment Replacement	
Street Capital Projects Fund	
Water Sewer Fund	
Water Sewer Equipment Replacement Fund	
Cumulative Reserve For Water Sewer	
Storm Drainage Fund	20,000
Storm Drainage Equipment Replacement Fund	
Grants - Federal/State/Local	
Other (Describe)	
Total Source	20000

Maintenance & Operating Costs	
Maintenance Costs	
Other (describe)	
Total Maintenance & Operating Costs	

Objectives

- Maintenance/Repair
- Mandated
- Expansion
- Efficiency
- Replacement

Additional Information: